

IDB368-660/05

Country: TRINIDAD AND TOBAGO
Project: PUBLIC SECTOR REFORM INITIATION PROGRAMME
Sector: Consultants
Subject: PROVISION OF CONSULTING SERVICES
IDB Loan No. 1523-OC/TT
International Tender Notice

The Government of the Republic of Trinidad and Tobago (GORTT) through the Ministry of Public Administration and Information (MPAI) has accessed loan funding from the Inter-American Development Bank (IDB) for a Public Sector Reform Initiation Programme (PSRIP). The general objective of the programme is to support the initial development and implementation of a long-term strategy to reform the Public Sector in order to meet the national goal of achieving developed country status by the year 2020.

Proposals are invited from international and local consulting firms for the under-mentioned consultancies under the PSRIP:

- Development and implementation of the first phase of a national dialogue strategy
- Development and implementation of a communication strategy

Consulting firms are required to submit separate proposals for each consultancy.

A pre-proposal meeting is scheduled for Wednesday, 14 September 2005 at 1000 hours at the Ministry of Public Administration and Information, at the address below.

All interested firms/representatives are invited to attend.

The technical proposal shall be evaluated according to the following criteria:

- Specific experience of the consultants in the field of the assignment (similar projects in similar countries) (15 points)
- Adequacy of the proposed methodology, including quality management, and work plan in responding to the Terms of Reference (30 points)
- Qualifications and competence of: (35 points)
 - The Team Leader
 - Other key staff proposed for the assignment
- Participation by nationals among proposed key staff (10 points)
- Administrative and financial strength of the firm (10 points)

Firms wishing to submit proposals may obtain the Terms of Reference and other information from the first address below.

The proposals are to be submitted in two sealed envelopes. The first will contain all documentation concerning the professional qualifications of the individuals who are to be involved in the study, evidence of having conducted similar studies in developing countries, references, proposed methodology for

carrying out the activities as outlined in the Terms of Reference, work schedule and proposed schedule of deliverables.

The second envelope will contain an itemized budget of the cost of services offered.

Bidders are requested to submit their proposals (original and six copies) using two envelopes clearly marked as follows:

■ Envelope No. 1: Technical proposal for consulting services for the First Phase of a National Dialogue Strategy, LO1523-OC/TT

■ Envelope No. 2: Financial proposal for consulting services for the First Phase of a National Dialogue Strategy, LO1523-OC/TT

or

■ Envelope No. 1: Technical proposal for Development and Implementation of a Communication Strategy, LO 1523-OC/TT

■ Envelope No. 2: Financial proposal for Development and Implementation of a Communication Strategy, LO 1523-OC/TT

Envelopes must be delivered to the second address below and be deposited in the Brown Tenders Box located in the lobby of the Board's Office on or before 1300 hours on Thursday, 6 October 2005. Technical proposals will be opened shortly after the closing at the Board's Office in the presence of bidders who choose to attend.

Please note that the Central Tenders Board is not bound to select any of the consultants submitting proposals. The Central Tenders Board also reserves the right to cancel this invitation in its entirety or even partially with out defraying any cost incurred by the consultant in submitting proposals.

Technical proposals will be opened shortly thereafter at the Central Tenders Board's Office.

Late proposals will not be accepted.

(1) Ministry of Public Administration and Information

Attn: Ms. Dorothy Sookdeo, Adviser

Program Management Division

National Library Bldg.

Corner Hart and Abercromby Streets

Port of Spain, Trinidad and Tobago

Tel: (1-868) 623-8578

Fax: (1-868) 623-6027

E-mail: sookdeod@pai.gov.tt

(2) Central Tenders Board

Attn: Chairman

116, Frederick Street

Port of Spain, Trinidad and Tobago

Tel: (1-868) 625-3565

Fax: (1-868) 625-1809

E-mail: mofctb@tsst.net.tt