

TRINIDAD AND TOBAGO
PUBLIC SECTOR REFORM INITIATION PROGRAMME
Sector: consulting
PROVISION OF CONSULTING SERVICES FOR STUDIES UNDER COMPONENT 1
Loan No. 1523-OC/-TT
International Tender Notice

The Government of the Republic of Trinidad and Tobago through the Ministry of Public Administration and Information 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:

- (1) Development and implementation of the first phase of a national dialogue strategy; and
- (2) 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 1000 hours on Tuesday, September 6 2005 at the Ministry of Public Administration and Information at the first 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)
- Adequacy to the proposed methodology, including quality management, and work plan in responding to the Terms of Reference
- Qualifications and competence of:
 - the Team Leader
 - other key staff proposed for the assignment
- Participation by nationals among proposed key staff
- Administrative and financial strength of the firm

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 documents 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 1: Technical proposal for consulting services for the First Phase of a National Dialogue Strategy, LO 1523-OC/TT

- Envelope 2: Financial proposal for consulting services for the First Phase of a National Dialogue Strategy, LO 1523-OC/TT
- Envelope 1: Technical proposal for Development and Implementation of a Communication Strategy, LO 1523-OC/TT
- Envelope 2: Financial proposal for Development and Implementation of a Communication Strategy, LO 1523-OC/TT

Envelopes must be delivered to second address below and deposited in the brown Tenders Box located in the lobby of the Board's Office on or before 1300 hours on Thursday, 29 September 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 Board also reserves the right to cancel this invitation in its entirety or even partially without defraying any cost incurred by the consultant in submitting proposals.

Late proposals will not be accepted.

(1) Ministry of Public Administration and Information
Program Management Division
Attn: Ms. Dorothy Sookdeo, Adviser
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Corner Hart and Abercromby Sts.
Port of Spain, Trinidad and Tobago
Tel: (868) 623-8578
Fax: (868) 623-6027
E-mail:sookdeo@pai.gov.tt

(2) Central Tenders Board
Attn: Chairman
116 Frederick St.
Port of Spain, Trinidad and Tobago
Tel: (868) 625-3565
Fax: (868) 625-1809
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