



# Central Tenders Board Expressions of Interest Notice

**CONSULTING SERVICES TO DEVELOP AND IMPLEMENT AN AUTOMATED CONSTRUCTION PERMIT SYSTEM FOR THE MINISTRY OF TRADE AND INDUSTRY, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) INTER-AMERICAN DEVELOPMENT BANK (IDB) LOAN# 3575/OC-TT**

**TRINIDAD AND TOBAGO  
 STRENGTHENING OF THE SINGLE ELECTRONIC  
 WINDOW FOR TRADE AND BUSINESS FACILITATION  
 SPECIFIC PROCUREMENT NOTICE  
 IDB LOAN# 3575/OC-TT**

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) for the Project, *Strengthening of the Single Electronic Window for Trade and Business Facilitation*. Funding received for the project shall be applied to the above mentioned Consultancy.

The Scope of Services for the Consultancy is to develop and implement an automated system for submission and processing of applications for construction permits spanning multiple government agencies. The Consultancy must modernize, simplify and streamline the process to obtain construction permits thus reducing the application transaction time, number of processes and costs to obtain construction permits in Trinidad and Tobago.

In this regard, the Central Tenders Board (CTB), on behalf of the Executing Agency, the Ministry of Trade and Industry (MTI), invites eligible Consulting Firm(s) to indicate their interest in providing the Consulting Services. Interested firm(s) must provide information to substantiate their ability to perform the Consulting Services. Submissions must include, at a minimum, a company's profile inclusive of a signed transmittal letter clearly indicating the nationality of the firm and project summary of experience in similar projects (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills amongst staff, financial capability, etc.) This Consultancy requires Consulting Firm(s) to have the specific experience and/or capabilities and must substantiate such in the following areas:-

- i. developing and implementing an automated system for construction permits
- ii. technical capacity in international best practice in automation of construction permit systems in government services and public sector reform
- iii. the ability to work with multiple agencies in a complex project environment to attain seamless integration and interoperability with the e-Government infrastructure and all relevant stakeholders' database systems.

Any clarification/queries should be directed to the Officer at Address two (2) below from **Monday to Friday between 8:00 am to 4:00 pm (local time)**. The duration of the assignment is **twelve (12) months**.

The Expressions of Interest is open to all eligible bidders as defined in the IADB's policies which can be accessed at website: <http://www.iadb.org/procurement>.

**Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN 2350-9).**

An original and six (6) copies of the data must be submitted in sealed envelope(s) clearly marked:-

**“Expressions of Interest for Consulting Services to Develop and Implement an Automated Construction Permit System for the Ministry of Trade and Industry, Government of the Republic of Trinidad and Tobago, IDB Loan #3575/OC-TT”**

Envelopes must be addressed to the Chairman, Central Tenders Board at Address One (1) below and deposited in the **BROWN Tenders Box** located in the lobby of the Board's Office not later than **1:00pm (local time) on Thursday, May 25, 2017**. Submissions will be opened publicly at **1:05 pm (local time)**. An authorised representative of the firm may attend the opening at *Address One (1)* below.

**ADDRESS 1**  
 Chairman  
 Central Tenders Board  
 116 Frederick Street, Port of Spain  
 Republic of Trinidad and Tobago  
 Tel: 1-868-625-3565 | Facsimile: 1-868-625-1809  
 Email: [mofctb@gov.tt](mailto:mofctb@gov.tt)

**ADDRESS 2**  
 Ms. Cynthia Gloria Hayes  
 Programme Manager  
 Project Implementation Unit- Strengthening of the Single Electronic Window for Trade and Business Facilitation  
 Ministry of Trade and Industry  
 Level 9, Nicholas Tower, 63-65 Independence Square  
 Port of Spain  
 Republic of Trinidad and Tobago  
 Tel. No. 1-868-625-4516 Ext 2933  
 Email: [PIUSEW@gov.tt](mailto:PIUSEW@gov.tt)

Consultants should note that the dimension of the **slot** in the Tender Box is **37.5 cm x 5.5 cm** and as such, documents should be packaged accordingly.

The Central Tenders Board does not bind itself to accept any submission.

The Central Tenders Board reserves the right to cancel the Request for Expressions of Interest in its entirety or even partially, without defraying any cost incurred by any Firm in the preparation and submission of such Expression of Interest.

**LATE SUBMISSIONS WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.**

Interested Firms are advised that the Request for Expressions of Interest will be advertised on the United Nations Development Business (UNDB) Website, the IDB Website and the Ministry of Finance Website: <http://www.finance.gov.tt>

**Jenepha Khan**  
 Chairman  
 Central Tenders Board  
 Government of the Republic  
 of Trinidad and Tobago