



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
MINISTRY OF TRADE AND INDUSTRY

# Expressions of Interest

## STRENGTHENING OF THE SINGLE ELECTRONIC WINDOW FOR TRADE AND BUSINESS FACILITATION, LOAN# 3575/OC-TT FOR THE SUPPLY AND DELIVERY OF GOODS AND NON-CONSULTING SERVICES

The Government of the Republic of Trinidad and Tobago, through the Ministry of Trade and Industry (MTI) 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 supply and delivery of goods and non-consulting services outlined in this Notice.

The Executing Agency, the MTI, invites firm(s) to indicate their interest in providing quotations for the supply and delivery of goods and non-consulting services to its Head Office at Independence Square, Port of Spain. This process is intended to identify interested and capable providers of goods and/or services in the following categories:

### Goods

- ICT and Audio Visual Equipment
- Office Furniture
- Office Stationery and Supplies
- Computer Software

### Non-Consulting Services

- Courier Services
- Conferencing Facilities
- Catering Services
- Videography and Photography
- Janitorial Services
- Advertising and Promotional Services
- Office Equipment Repairs and Maintenance
- Furniture Rental
- Transportation Services
- Telecommunication Services (internet, cable)
- Events Management
- Decorating Services

- Identification of the Good(s) and/or Non-Consulting Service(s) the business is interested in supplying.
- Two (2) customer references for **each** category of goods and/or non-consulting services.
- Business Registration/Incorporation Certificates

Letters of Interest must be enclosed in a sealed envelope clearly labelled "**Letter of Interest for the supply and delivery of goods and services**" and submitted to:

### Ms. Gaynelle Abraham-Brathwaite

Programme Manager | Level 9, Nicholas Tower, 63-65 Independence Square Port of Spain, Trinidad and Tobago

**DEADLINE: The deadline for responses to this Notice is 4:00pm on 30th November, 2018**

### LIMITATIONS/RESERVATIONS:

The MTI does not bind itself to accept any submission. The MTI 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.**

### CLARIFICATIONS:

Should you require any clarification or further information, please contact:

### Ms. Gaynelle Abraham-Brathwaite

Programme Manager  
Tel: 1 (868) 625-4516 ext. 2933  
Email: PIUSEW@gov.tt  
October 30, 2018

### ELIGIBILITY:

A Company interested in submitting a **Letter of Interest** must be a registered business entity under the laws of the Republic of Trinidad and Tobago and/or otherwise authorised to conduct business in Trinidad and Tobago. Companies not registered in Trinidad and Tobago must provide proof of registration for doing business in their respective home countries and must be from an IDB member country.

### SUBMISSION REQUIREMENTS:

Interested parties' Letters of Interest must include:

- The name of and address of the Company
- Name, email address and telephone contact of designated company representative
- Alternate contact person and contact information