



Central Tenders Board Expressions of Interest Notice

CONSULTING SERVICES TO IMPLEMENT A SECURITY STRATEGY FOR THE SINGLE ELECTRONIC WINDOW OF THE MINISTRY OF TRADE AND INDUSTRY AND THE ASYCUDA UNIT OF THE CUSTOMS AND EXCISE DIVISION, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) INTER- AMERICAN DEVELOPMENT BANK (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 (SEW) 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 implement an ISO/IEC 27001 Information Security Management System (ISMS) and ISO 22301 Business Continuity Management System (BCMS) for the SEW Unit of the Ministry of Trade and Industry (MTI) and the ASYCUDA unit within the Customs and Excise Division of the Ministry of Finance according to the latest standards.

The main deliverables for the Consultancy are:

1. Develop an ISMS and BCMS implementation plan to close gaps identified in the pre-certification audit report / security strategy to be conducted by an accredited certification body. The consultancy shall aim to coordinate and implement, as far as possible, remediation activities for both ISO/IEC 27001 and ISO 22301 requirements on the MTI's SEW Unit and the Customs and Excise Division, ASYCUDA Unit.
2. Ensure that all the corrective actions of the plan are implemented in the required time and are formally closed. The consultancy shall provide a green signal external audit clearly mentioning that the ISO/IEC 27001 ISMS and ISO 22301 BCMS are ready to be audited for final certification by an accredited certification body.
3. Prepare the MTI's SEW Unit and ASYCUDA Unit for two (2) surveillance audits to be conducted by an accredited certification body in the second and third years of certification.
4. Maintenance of ISO compliance and any policy, standards, & procedures, metrics, manuals etc. of the MTI's SEW Unit and ASYCUDA Unit.

In this regard, the Central Tenders Board (CTB), on behalf of the Executing Agency, the 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 profile inclusive of a signed transmittal letter 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.)

Shortlist shall comprise six firms with a wide geographic spread, with no more than two firms from any one country.

This Consultancy requires consulting firm(s) to have specific experience and/or capabilities and must substantiate such in ISO/IEC 27001 ISMS and ISO 22301 BCMS implementation assignments completed in organizations that have gone on to be successfully certified by a third party accredited certification body.

Any clarification/queries should be directed to the Officer at Address two (2) below from **Monday to Friday between 8:00 a.m. to 4:00 p.m. (local time)**.

The duration of the assignment is **approximately thirty (30) months**.

The Expressions of Interest is open to all eligible firms as defined in the IDB'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:-

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"Expressions of Interest for Consulting Services to Implement a Security Strategy for the Single Electronic Window of the Ministry of Trade and Industry and the ASYCUDA Unit of the Customs and Excise Division, Ministry of Finance, Government of the Republic of Trinidad and Tobago (GORTT), Inter-American Development (IDB) Loan #3575/OC-TT"
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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 June 28, 2018**. Submissions will be opened publicly shortly thereafter. An authorised representative of the firm may attend the opening at the **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

ADDRESS 2

Gaynelle Abraham-Brathwaite
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

Consultants should note that the dimensions of the slot in the Tenders Box are 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>

Koriesha Emamali
Chairman
Central Tenders Board
Government of the Republic of Trinidad and Tobago

CTB: 16/4/139 Sub XIX
May 22, 2018

