



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

Expressions of Interest

CONSULTING SERVICES TO DEVELOP AND IMPLEMENT A TRADE AND BUSINESS INFORMATION
PORTAL FOR TRINIDAD AND TOBAGO, 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
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 design, develop and implement a Trade and Business Information Portal for Trinidad and Tobago based on a modern and robust Content Management System. The Consulting Firm will also be required to collect, analyze, format and upload all the data required to initially populate the Portal. The Portal shall be a central repository for all regulatory information related to trade and business information, including that already available on individual ministries' and agencies' websites in an easily accessible manner.

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.)

This Consultancy requires the Consulting Firm(s) to have the specific experience and/or capabilities and must substantiate such in the following areas:-

- Design, development and implementation in cloud-based web portal solutions and/or web-based enterprise information systems;
- Evidence of having successfully developed and implemented at least two (2) trade portals within the last five (5) years
- Ability to work with multiple agencies in a complex project environment
- Knowledge of the World Trade Organization Trade Facilitation Agreement

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 twelve (12) months.

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

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).**

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is legally incorporated or

constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

A Consultant will be selected in accordance with the Quality and Cost Based selection method set out in the Consultant Policies.

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 a Trade and Business
Information Portal for Trinidad and Tobago,
Government of the Republic of Trinidad and
Tobago (GORTT), Inter-American Development
Bank (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 **1:00 p.m.** (local time) on **Thursday December 06, 2018**.

Submissions will be opened shortly thereafter. An authorized 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 Email: mofctb@gov.tt
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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**