



Government of the Republic of Trinidad and Tobago

Ministry of Trade and Industry

RFP Ref #: RFP/43/CSDSP24-30/PSD- MTI/2024

Date of Issue: May 27, 2024

Consultancy Services to Develop the 2024-2030 Strategic Plan for the Ministry of Trade and Industry

Addendum # 1

Issued: 12th June 2024

Bidders are hereby advised of the following change to the Terms of Reference:
(see changes highlighted in yellow)

Original Scope of Services:

4.0 Scope of Services

The scope of services related to this Consultancy shall be executed in four (4) phases over a period of six months:

Phase 1: Project Initiation

Phase 2: Assessment and Diagnostic Stage

Phase 3: Drafting of Strategic Plan

Phase 4: Final Strategic Plan with Action Plan

Amended Scope of Services:

4.0 Scope of Services

The scope of services related to this Consultancy shall be executed in four (4) phases over a period of **four months**:

Phase 1: Project Initiation

Phase 2: Assessment and Diagnostic Stage

Phase 3: Drafting of Strategic Plan

Phase 4: Final Strategic Plan with Action Plan



Original Deliverable and Payment Schedule:

5.0 Deliverables and Payment Schedule

The deliverables expected from this Consultancy are as follows:

No.	Deliverable	Timeframe (Working Days)	Review Period (Calendar Days)	Payment Amount in Installment	Report Details
Phase 1: Project Initiation					
1.	Submit Inception Report.	Ten (10) working days.	Five (5) working days.	Ten percent (10%) of contract price payable upon client's approval of deliverable 1.	Electronic MS Word and PDF. One bound hardcopy.
Phase 2: Assessment and Diagnostic					
2.	Submit Assessment and Diagnostic Report arising out of the assessment and diagnostic done from (a) to (n).	Twenty (20) working days.	Eight (8) working days.	Twenty percent (20%) of contract price payable upon client's approval of deliverable 2.	Electronic MS Word and PDF. One bound hardcopy.
Phase 3: Drafting of Strategic Plan					
3.	Submit Draft 2024-2030 Strategic Plan and make a presentation after approval of deliverable 2.	Thirty-five (35) working days.	Twelve (12) working days.	Thirty-five percent (35%) of contract price payable upon client's approval of deliverable 3	Electronic MS Word and PDF. One bound hardcopy. Powerpoint Presentation.
4.	Submit Draft Action Plan and make presentation	Ten (10) working days.	Five (5) working days.	Fifteen percent (15%) of	Electronic MS Word and PDF.

No.	Deliverable	Timeframe (Working Days)	Review Period (Calendar Days)	Payment Amount in Installment	Report Details
	after approval of deliverable 3.			contract price payable upon client's approval of deliverable 4.	One bound hardcopy. Powerpoint Presentation.
Phase 4: Final Strategic Plan with Action Plan					
5.	Submit Final 2024-2030 Strategic Plan together with Action Plan.	Ten (10) working days.	Five (5) working days.	Twenty (20%) of contract price payable upon client's approval of deliverable 5.	Electronic MS Word and PDF. One bound hardcopy. Powerpoint Presentation.

Amended Deliverable and Payment Schedule:

5.0 Deliverables and Payment Schedule

The deliverables expected from this Consultancy are as follows:

No.	Deliverable	Timeframe (Calendar Days)	Review Period (Calendar Days)	Payment Amount in Installment	Report Details
Phase 1: Project Initiation					
1.	Submit Inception Report.	Ten (10) calendar days.	Five (5) calendar days.	Ten percent (10%) of contract price payable upon client's approval of deliverable 1.	Electronic MS Word and PDF. One bound hardcopy.
Phase 2: Assessment and Diagnostic					

No.	Deliverable	Timeframe (Calendar Days)	Review Period (Calendar Days)	Payment Amount in Installment	Report Details
2.	Submit Assessment and Diagnostic Report arising out of the assessment and diagnostic done from (a) to (n).	Twenty (20) calendar days.	Eight (8) calendar days.	Twenty percent (20%) of contract price payable upon client's approval of deliverable 2.	Electronic MS Word and PDF. One bound hardcopy.
Phase 3: Drafting of Strategic Plan					
3.	Submit Draft 2024-2030 Strategic Plan and make a presentation after approval of deliverable 2.	Thirty-five (35) calendar days.	Twelve (12) calendar days.	Thirty-five percent (35%) of contract price payable upon client's approval of deliverable 3	Electronic MS Word and PDF. One bound hardcopy. Powerpoint Presentation.
4.	Submit Draft Action Plan and make presentation after approval of deliverable 3.	Ten (10) calendar days.	Five (5) calendar days.	Fifteen percent (15%) of contract price payable upon client's approval of deliverable 4.	Electronic MS Word and PDF. One bound hardcopy. Powerpoint Presentation.
Phase 4: Final Strategic Plan with Action Plan					
5.	Submit Final 2024-2030 Strategic Plan together with Action Plan.	Ten (10) calendar days.	Five (5) calendar days.	Twenty (20%) of contract price payable upon client's approval of deliverable 5.	Electronic MS Word and PDF. One bound hardcopy. Powerpoint Presentation.

Bidders are required to acknowledge this Tender Addendum #1 by submitting a signed copy of this addendum together with your Technical Proposal.

Name of Consultant Company: _____

Signature of Authorised Representative: _____

Name/Title [print]: _____

Date: _____

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