



**MINISTRY OF PLANNING AND DEVELOPMENT  
GLOBAL SERVICES PROMOTION PROGRAMME  
REQUEST FOR EXPRESSIONS OF INTEREST  
FOR THE SUPPLY AND DELIVERY OF GOODS, WORKS AND NON-CONSULTING SERVICES**

The Government of Trinidad and Tobago, through the Ministry of Planning and Development (MPD) has received financing from the Inter-American Development Bank toward the cost of the Global Services Promotion Programme (TT-L1038) and it intends to apply part of the proceeds of this financing for eligible payments. In keeping with this, you are invited to submit letters of interest in providing quotations for supply and delivery of goods and services to the Global Services Promotion Programme, 25 Ramsaran Street, Chaguanas. This process is intended to identify interested and capable providers of goods, works and/or services, in the following categories:

<b>GOODS</b>	<b>NON-CONSULTING SERVICES</b>	<b>WORKS</b>
<ul style="list-style-type: none"><li>• ICT and AV Equipment</li><li>• Furniture for Training</li><li>• Office Furniture and Equipment</li><li>• Atmospheric Water Generators</li><li>• Stationery and Office Supplies</li></ul>	<ul style="list-style-type: none"><li>• Furniture Rental</li><li>• Transportation services</li><li>• Telecommunication Services (Internet Services)</li><li>• Events Management</li><li>• Catering Services</li><li>• Office Equipment Repairs and Maintenance</li><li>• Videography and Photography</li><li>• Cabling, Networking &amp; related ICT equipment installation</li></ul>	<ul style="list-style-type: none"><li>• General Contracting (Plumbing, Electrical, Masonry, Carpentry, Gate Fabrication and Installation, Electronic Gate Installations etc.)</li></ul>

**ELIGIBILITY:**

Companies interested in submitting Letters 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 home countries.

**SUBMISSION REQUIREMENTS:**

Interested parties must submit their letters of interest specifying:

1. The name of and address of the Company
2. Name, email address and telephone contact of designated company representative
3. Alternate contact person and contact information
4. Goods, works and/or non- consulting services the company is interested in supplying.

Letters of interest must be enclosed in a sealed envelope clearly marked “**Letter of Interest for the supply and delivery of goods, works and services**” and submitted to **Global Services Promotion Programme, Ministry of Planning and Development, 4<sup>th</sup> Floor, 25 Ramsaran Street, Chaguanas.**

**DEADLINE: The deadline for responses to this notice is 2:00pm on June 27, 2017**

**LIMITATIONS / RESERVATIONS:**

The Ministry of Planning and Development reserves the right to accept or reject any application without defraying any cost incurred by the applicant in the preparation and submission of this letter. The Ministry of Planning and Development reserves the right to cancel or withdraw and or amend this notice and any associated invitations entirely or in part, without defraying any of the cost incurred by any applicant.

**CLARIFICATIONS:**

If any further information is required, please contact the following:

**Procurement Specialist**

**Global Services Promotion Programme**

**Ministry of Planning and Development**

**25 Ramsaran Street, Chaguanas**

**Telephone: 1 (868) 225-4321**

**Email: [quotations@planning.gov.tt](mailto:quotations@planning.gov.tt)**