

# **CENTRAL TENDERS BOARD**

## **EXPRESSIONS OF INTEREST NOTICE**

**Consulting Services to undertake a Strategic Analysis of the Information Technology Enabled Services Sector in Trinidad and Tobago, Ministry of Planning and Development, Government of the Republic of Trinidad and Tobago (GORTT) Inter-American Development Bank (IDB) Loan No. 3112/OC-TT**

TRINIDAD AND TOBAGO  
GLOBAL SERVICES PROMOTION PROGRAMME  
MINISTRY OF PLANNING AND DEVELOPMENT  
SPECIFIC PROCUREMENT NOTICE  
IDB LOAN NO. 3112/OC-TT

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) for the project, Global Services Promotion Programme, and intends to apply part of the proceeds towards Consulting Services to undertake a Strategic Analysis of the Information Technology Enabled Services (ITeS) Sector in Trinidad and Tobago.

The objective of this consultancy is to increase knowledge of the existing ITeS sector in Trinidad and Tobago, clarify the country's value proposition in services outsourcing and exports and advance a coherent strategy for strengthening the sector and attracting foreign investment. The specific objectives of the consultancy are to further the understanding of the current landscape and opportunities for growth in the ITeS sector in Trinidad and Tobago through the collection and analysis of data, identification of gaps and opportunities and the development of a sector map.

In this regard, the Central Tenders Board (CTB) on behalf of the Executing Agency, the Ministry of Planning and Development, invites eligible Consulting Firms to indicate their interest in providing Consulting Services including but not limited to the following:

- Collecting of baseline statistical data; designing and creating a sector statistics registry, identifying the software needed for the registry and advising on any necessary license; proposing a sustainability framework for the data registry and the on-line platform.
- Preparing a sector overview report identifying relevant stakeholders; assessing the physical and ICT infrastructure and its capacity to grow with the sector, reviewing the institutional, legal and regulatory ecosystem that support companies in this sector, assessing existing human capital and training programmes for the ITeS sector; determining the level of export readiness of companies in the sector, identifying gaps in the development of the sector.

Interested firm(s) must provide information, **not exceeding seventy five (75) pages** to substantiate their qualifications and experience in providing these Consulting Services. Submissions must include:

- a signed transmittal letter clearly indicating the nationality of the firm;
- a profile of the firm providing general background information on the firm inclusive of years in operation and structure of the organization;
- a description of experience in similar projects, assignments and conditions; and
- availability of appropriate skills amongst staff.

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

The duration of the assignment is **four (4) months**.

This Expressions of Interest is open to all eligible bidders as defined in the 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 five (5) copies of the data should be placed in sealed envelopes and clearly marked:

**“Expressions of Interest for Consulting Services to undertake a Strategic Analysis of the Information Technology Enabled Services Sector in Trinidad and Tobago, Ministry of Planning and Development, Government of the Republic of Trinidad and Tobago (GORTT), (IDB) Loan No. 3112/OC-TT”**

Envelopes must be addressed to the Chairman, Central Tenders Board, at *Address One (1)* below and be 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 July 20, 2017**.

Submissions will be opened publicly at 1:05 p.m. (local time). An authorised representative of the firm may attend the opening at *Address One (1)* below.

Address (1)

Central Tenders Board  
116, Frederick Street  
Port of Spain  
Republic of Trinidad and Tobago  
Telephone No. 1 (868) 625 4330  
Email: [mofctb@gov.tt](mailto:mofctb@gov.tt)

Address (2)

Mr. Tracy Hackshaw  
Programme Manager  
Global Services Promotion Programme,  
Ministry of Planning and Development  
25 Ramsaran Street, Chaguanas  
Republic of Trinidad and Tobago  
Email: [tenders@planning.gov.tt](mailto:tenders@planning.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 this Request for Expressions of Interest Notice 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 Expressions of Interest Notice will be advertised on the United Nations Development Business (UNDB) website, the IDB's website and the Ministry of Finance website <http://www.finance.gov.tt>.

Jenepha Khan  
Chairman  
Central Tenders Board  
Government of the  
Republic of Trinidad and  
Tobago

CTB: 16/4/142  
June 08, 2017