

CENTRAL TENDERS BOARD

EXPRESSIONS OF INTEREST NOTICE

CONSULTING SERVICES TO DESIGN AND IMPLEMENT A PROPERTY BUSINESS REGISTRATION SYSTEM (PBR) FOR THE MINISTRY OF THE ATTORNEY GENERAL AND LEGAL AFFAIRS, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) INTER-AMERICAN DEVELOPMENT BANK (IDB) LOAN#3022/OC—TT

TRINIDAD AND TOBAGO
STRENGTHENED INFORMATION MANAGEMENT AT
THE REGISTRAR GENERAL'S DEPARTMENT
SPECIFIC PROCUREMENT NOTICE
Loan No: LO 3022/OC-TT

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) for the Project, *Strengthened Information Management at the Registrar General's Department*. Funding received for the project shall be applied to the above-mentioned Consultancy.

Background: The Registrar General's Department (RGD), Ministry of the Attorney General and Legal Affairs (MAGLA) is responsible for the registration, dissemination and preservation of real and personal property held in Trinidad and Tobago. Registration of land is administered under both the Common Law and Torrens systems. The RGD executes this mandate through a partially automated registration system and is in need of a more robust upgraded system to replace the existing solution. It is expected that the new solution will streamline the property registration process, improve the ease of doing business and ultimately improve the country's investment climate.

The consulting services include:

- to design and implement an automated registration system that supports the registration of real and personal property records in Trinidad and Tobago
- to transfer data from existing systems to a new and upgraded solution (data conversion, migration and re-configuration)
- to share data with key stakeholders, interface with their systems and integrate modules where necessary
- to recommend improvements to work flows at RGD locations in support of the management and business functions of the RGD
- to develop in-depth test plans and conduct respective testing to ensure complete functionality in keeping with MAGLA performance standards

- to recommend the required hardware equipment to support the performance and reliability of the proposed automated registration system
- to provide training, as is necessary for the introduction and use of the new automated registration system
- to provide a three (3) year maintenance plan/service level agreement to provide updates, upgrades, patches and to conduct scheduled performance analysis/monitoring and evaluation.

In this regard, the Central Tenders Board (CTB), on behalf of the Executing Agency, the Ministry of the Attorney General and Legal Affairs, invites eligible Consulting Firm(s) to indicate their interest in providing information establishing their qualifications to perform the services required. This submission must include:

- a company profile inclusive of a signed transmittal letter (including but not limited to brochures)
- description of similar assignments,
- experience in similar conditions,
- availability of appropriate skills among staff,
- financial capacity.

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

Interested firm(s) should have demonstrable consulting experience in the design and implementation of similar automated registration systems. All submissions must be supported.

Consultants will be selected in accordance with the procedures as specified in the Inter-American Development Bank's Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN-2350-9) and is open to all eligible bidders as defined in the policies which can be found at website: <http://www.iadb.org/procurement>.

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 (QCBS) method set out in the Consultant Policies.

For clarification and queries contact the Officer at address *two (2)* below from **Monday to Friday from 8:00am to 4:00pm local time.**

The duration of the assignment is approximately fifteen (15) months.

An original and seven (7) copies of the document must be submitted in a sealed envelope(s) clearly marked: -

“Expressions of Interest for Consulting Services to Design and Implement a Property Business Registration System for the Ministry of the Attorney General and Legal Affairs, Government of Trinidad and Tobago (GORTT), Inter-American Development Bank (IDB) Loan No LO 3022/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 **1:00pm (Local Time) on Thursday, January 18, 2018**. Submissions will be opened publicly at **1:05 pm (Local Time)**. An authorized representative of the firm may attend the opening at *Address One (1)* below.

<u>Address 1</u> 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	<u>Address 2</u> Kizzann Lee Sam Project Manager Project Implementation Unit - Strengthened Information Management at the Registrar General’s Department. Ministry of the Attorney General and Legal Affairs Level 10, AGLA Tower, Government Campus Corner of London and Richmond Streets, PORT OF SPAIN, Republic of Trinidad and Tobago Tel. No. 1-868-223-2452 Ext.3409 Email: procurementmla@gov.tt
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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>).

Tara Dhaniram-Gowandan
Chairman
Central Tenders Board
Government of the Republic of Trinidad
and Tobago

CTB: 16/4/145
December 13, 2017