

ADDENDUM

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO BUILDING A NATIONAL QUALITY CULTURE

CONSULTANCY SERVICES FOR THE DEVELOPMENT AND IMPLEMENTATION OF A PUBLIC AWARENESS AND SENSITISATION PROGRAMME

REQUEST FOR EXPRESSIONS OF INTEREST

RESPONSES TO QUESTIONS

1. Two (2) key experts are required to direct, coordinate and supervise the requested activities and the duration of the engagement shall not exceed three (3) years
2. The successful consultant is responsible for the development, implementation, execution and oversight of a number of policy documents, progress reports, campaigns, workshops, webinars and related pre and post production material and content for each item

Accordingly, the following questions are relevant:

- a. The quoted figure of €143,000.00; does this apply only to the cost for engagement of consultants only? **Part proceeds, yes**
 - b. Is there a separate budget for the cost for production related activities, inter alia, making arrangements for rental of venues for hosting events, arranging insurance and other statutory approvals, the cost of production teams, production equipment, graphic content, physical content, banners, backdrops, branded material etc. **Yes – This will be identified subsequently when the contract is awarded.**
2. Can the budget be confirmed that will be awarded to the agency/contractor?
"....Caribbean Development Bank (CDB) in an amount equivalent to €143,000 towards the Building a Quality Culture for Trinidad & Tobago Project and intends to apply a **portion** of the proceeds of this financing to eligible payments under a contract..."
Not at this time.
 3. Is the above mentioned budget inclusive or exclusive of media spend? **Exclusive**

4. Is the contract for 18 months or 3 years? Two different time frames mentioned (4.01 (a) in the TOR states 3 years, whilst the Procurement Notice states 18th months) **18 months**

5. Can a consortium apply or is only open to single entities? **Yes – A consortium would be acceptable but you would need to be clear on whether it is a joint venture of sub-consultancy arrangement. Since this has implications for eligibility and legal liability**

6. Concerning the content for "workshops and webinars" will this be provided? Will MTI, NQC or TTBS have personnel conducting these workshops and providing education in the webinars? **Yes**

7. Can more information be provided on the scope of works concerning "assist in the development of the National Quality Awards"? For example, is the awarded party expected to plan and execute the event? **Yes** Will the costs associated with the event be pulled from a separate budget or is it a part of the €143,000 budget? **It will be separate**

8. Can more information be provided on the scope of works concerning "Development and implement training programme for TTBS, NQC and MTI staff"? **The successful vendor will be required to train TTBS, NQC and MTI staff in techniques to develop appropriate content/campaigns for the engagement of a wide variety of stakeholders including engaging with the Media as a separate group. What information, resources and personnel will/can be provided? Information pertaining to the quality and quality infrastructure disciplines will be provided. Resources will include access to facilities(physical and online) as well as personnel in the form of TTBS Corporate Project Office personnel, Marketing Unit Staff which include a Graphic Artist, Marketing assistant, Public Relations Assistant, Audio visual officer and TTBS has a Printery. TTBS and MTI also have websites and social media presences on Facebook, LinkedIn, Twitter, YouTube and Instagram.**

PROCUREMENT OFFICER

2021-10-22