

INVITATION TO TENDER

1. The Trinidad and Tobago Bureau of Standards (TTBS) invites suitably qualified firms to submit Proposals for the following:

No.	ITT Title and Reference #	ITT Issue Date	Pre-Bid Meeting Date & Time	Submission Deadline Date & Time
1.	Consultancy Services to Develop Policies and Procedures for the Implementation of ISO 30301 as part of TTBS' framework for a Digitization and Electronic Records Management System - ITT# TTBS 2022-ADMIN 21	Thursday 7 th July 2022	Friday 22 nd July 2022 at 10:00 a.m. (AST)	Tuesday 9 th August 2022 at 1:00 p.m. (AST)

2. Interested Contractors are required to send an email request to procurement.officer@tbs.org.tt in order to be issued the Invitation to Tender Documents. An electronic copy of the complete set of ITT documents will be provided via email from procurement.officer@tbs.org.tt. The request should contain the following information:
 - i. the Contractor's business name, address, telephone number and email; and
 - ii. the name, designation, email address and direct contact number of the contractor's designated representative for the purpose of the ITT.
3. Contractors' representatives are required to attend a virtual pre-submission meeting, on the date and time indicated in the table above. An electronic meeting invitation will be issued to all Contractors requesting the ITT documents.
4. The contract will be awarded in accordance with the pre-defined evaluation methodology outlined in the ITT documents. The services to be provided will be governed by the terms and conditions outlined in the draft contract include in the ITT Document.
5. Bids must be completed and submitted in accordance with the instructions outlined in the ITT documents, and must be accompanied by the following:
 - i. Copy of Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue, valid as at the date of submission of Bids.
 - ii. Certificate of Compliance issued in accordance with the National Insurance Act, valid as at the date of submission of Bids
6. Bids shall be submitted electronically, in accordance with the instructions provided in the ITT documents no later than on the date and time indicated in the table above. Late submissions will not be accepted. Contractors are strongly advised to ensure that they submit their Bids well in advance of the deadline, to mitigate the risk of their Bids being rejected.
7. Bids delivered in accordance with the instructions in the ITT documents will be opened publicly on the same day, shortly after the submission deadline.
8. **LATE Bids will not be considered under any circumstances.**
9. The Bureau does not bind itself to accept the lowest or any Bid.

10. The Bureau reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their Bids.
11. Failure to comply with any of these instructions or submit any mandatory documents will result in bids not being considered.

Collette Lee King
Procurement Officer
868 662-8827 Ext. 2004