



**Expression of Interest for Auditors and Technical
Experts (ISO 9001, ISO 14001, ISO 45001, ISO 22000,
ISO/IEC 27001)**

The Certification Division of the Trinidad and Tobago Bureau of Standards (TTBS) provides ISO 9001, ISO/IEC 27001, ISO 14001, ISO 22000 and ISO 45001 audit and certification services. We are currently expanding our pool of external auditors and technical experts and are inviting Expressions of Interest (EOI) from suitably qualified parties.

Qualifications and Experience for Auditors

1. Knowledge of current audit principles, practices and techniques for the most applicable versions of the standard where the latest version of any *one or a combination* of may apply:
 - i. ISO 9001
 - ii. ISO 14001
 - iii. ISO 22000
 - iv. ISO 45001
 - v. ISO/IEC 27001
 - vi. HACCP

2. **Academic Qualifications: Diploma or Degree (Associate level or higher) in any of the following:**
 - i. Mechanical Engineering
 - ii. Civil Engineering
 - iii. Petroleum Engineering
 - iv. Geological Engineering
 - v. Industrial Engineering
 - vi. Material Science
 - vii. Chemistry
 - viii. Physics
 - ix. Management
 - x. Food Safety
 - xi. Information Security
 - xii. Tourism

3. **Work and/or Audit Experience:**
 - a) At least three (3) years in production and service provision for the relevant industry at a professional or management level
 - b) At least three (3) years management systems audit experience; demonstrated Lead and Internal Auditor qualifications.
 - c) At least three (3) years administering or implementing management systems.
 - *IRCA and/or RABQSA and/or HACCP certification will be an asset.*
 - *Academic Qualifications, Work Experience and Audit Experience should be related to one of the Technical Areas listed in the tables below.*

Qualifications and Experience for Technical Experts

1. **Academic: At Least a Diploma or Degree (Associate level or higher) in any of the following:**
 - i. Mechanical Engineering
 - ii. Chemistry
 - iii. Civil Engineering Management
 - iv. Material Science
 - v. Food Safety
 - vi. Physics
 - vii. Geological Engineering
 - viii. Petroleum Engineering
 - ix. Industrial Engineering
 - x. Information Security

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2. Work Experience:

- a) At least three (3) years in production and service provision for the relevant industry at a professional or management level

Academic Qualifications, Work Experience and Audit Experience are preferred in alignment with Technical Areas listed below.

Technical Areas for Auditors and Technical Experts

QUALITY MANAGEMENT SYSTEMS (ISO 9001)

Technical cluster	IAF code	Description of economic sector/activity, according to IAF ID1
Food	1	Agriculture, forestry and fishing
	3	Food products, beverages and tobacco
	30	Hotels and restaurants
Paper	7	Limited to "Paper products"
	8	Publishing companies
	9	Printing companies
Minerals	2	Mining and quarrying
	15	Non-metallic mineral products
	16	Concrete, cement, lime, plaster, etc.
Construction	28	Construction
	34	Engineering services
Goods production	4	Textiles and textile products
	5	Leather and leather products
	6	Wood and wood products
	14	Rubber and plastic products
	23	Manufacturing not elsewhere classified
Chemicals	7	Limited to "Pulp and paper manufacturing"
	10	Manufacture of coke and refined petroleum products
	12	Chemicals, chemical products and fibres
Supply	25	Electricity supply
	26	Gas supply
	27	Water supply
Transport & Waste	24	Recycling
	31	Transport, storage and communication
Services	29	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods
	33	Information technology
	37	Education
	36	Public administration
Pharmaceutical	13	Pharmaceuticals
Health	38	Health and social work

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ENVIRONMENTAL MANAGEMENT SYSTEMS (ISO 14001)

Technical cluster	IAF code	Description of economic sector/activity, according to IAF ID1
Agriculture, forestry and fishing	1	Agriculture, forestry and fishing
Food	3	Food products, beverages and tobacco
	30	Hotels and restaurants
Mechanical	17	Limited to "Fabricated metal products"
	18	Machinery and equipment
Paper	7	Limited to "Paper products"
	8	Publishing companies
	9	Printing companies
Construction	28	Construction
	34	Engineering services
Goods production	4	Textiles and textile products
	5	Leather and leather products
	6	Wood and wood products
Chemicals	7	Limited to "Pulp and paper manufacturing"
	10	Manufacture of coke and refined petroleum products
	12	Chemicals, chemical products and fibres
	13	Pharmaceuticals
	15	Non-metallic mineral products
	16	Concrete, cement, lime, plaster, etc.
Mining and quarrying	2	Mining and quarrying
Supply	25	Electricity supply
	26	Gas supply
	27	Water supply
Transport & Waste management	31	Transport, storage and communication
	24	Recycling
Services	29	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods
	32	Financial intermediation; real estate; renting
	33	Information technology
	36	Public administration
	37	Education
Health	38	Health and social work

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OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS (ISO 45001)

Technical cluster	IAF code	Description of economic sector/activity, according to IAF ID1
Mechanical	17	Limited to "Fabricated metal products"
	18	Machinery and equipment
	19	Electrical and optical equipment
Paper	7	Limited to "Paper products"
	8	Publishing companies
	9	Printing companies
Construction	28	Construction
	34	Engineering services
Goods production	4	Textiles and textile products
	5	Leather and leather products
	6	Wood and wood products
Chemicals	7	Limited to "Pulp and paper manufacturing"
	10	Manufacture of coke and refined petroleum products
	12	Chemicals, chemical products and fibres
	14	Rubber and plastic products
	15	Non-metallic mineral products
16	Concrete, cement, lime, plaster, etc.	
Mining and quarrying	2	Mining and quarrying
Supply	25	Electricity supply
	26	Gas supply
	27	Water supply
	31	Transport, storage and communication
	24	Recycling
Services	29	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods
	32	Financial intermediation; real estate; renting
	33	Information technology
	35	Other services
	36	Public administration
	37	Education
Health	38	Health and social work



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Submission and due date

The EOI must be submitted electronically in PDF format no later than 1:00 p.m. on **2023-01-13 to the Procurement Officer** via the following means;

Email: procurement.officer@tbs.org.tt

TTBS may at its sole discretion, extend the submission deadline stated above by issuing an amendment, in which case all Bidders shall be notified in writing and shall therefore be subject to the new deadline as extended.

The EOI must include the following;

1. A curriculum vitae outlining qualifications, experience and contact information of auditees to verify audit experience.
2. Copies of certificates to verify Training and Academic qualifications.

Selection Criteria

In order to be considered for evaluation, the Supplier must have met minimum qualifications;

CRITERIA	WEIGHT
CRITERIA 1: Work and audit experience as outlined in work and audit experience above.	40
CRITERIA 2: Academic and Professional Qualifications and skills of team/ key personnel	40
CRITERIA 3: Local and regional experience on similar assignments	20

Confidentiality

The Bidder shall treat all information supplied by TTBS in connection with this EOI as confidential, save for such information that may be disclosed so far as is required for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of its Bid.

All information supplied by vendors in response to this EOI shall be treated as confidential by TTBS, unless law requires disclosure.

The Consultant shall not, except as authorized by TTBS or required by the stipulated duties under the contract, use for the Supplier's own benefit or gain or divulge to any persons, firm, company or other organization whatsoever any confidential information belonging to the Government/TTBS or relating to the affairs or dealing which may come to the supplier's knowledge during the engagement. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than in breach of this clause.



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Cancellation of the EOI process

TTBS reserves the right to cancel the EOI process in its entirety or even partially for any reason without defraying any costs incurred by any Bidder or company/firm/joint venture/partnership/consortium related to or associated with any Bidder. Notice of such cancellation will be communicated to all participating Bidders.