

## PROPOSAL NOTICE

### INVITATION TO PREPARE PROPOSALS FOR VENDOR SERVICES FOR THE INTEGRATION OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS AUTOMATED INFORMATION MANAGEMENT SYSTEM INTO THE CUSTOMS' AND EXCISE DIVISION'S ASYCUDA WORLD SYSTEM



#### REQUEST FOR PROPOSAL

1. The Trinidad and Tobago Bureau of Standards (TTBS), the National Standards body is seeking to procure-services for the Integration of TTBS Automated Information Management System into the Customs' and Excise Division's ASYCUDA World System. The TTBS hereby invites interested Vendors to submit Proposals for the above mentioned project.
2. Proposal documents inclusive of instructions to prospective vendors are available for purchase from 9am to 3pm at the office of the Trinidad and Tobago Bureau of Standards, 1-2 Century Drive, Trincity Industrial Estate, Macoya, Tunapuna from November 18<sup>th</sup>, 2009 at a non-refundable cost of TT\$150 + VAT, which shall be paid to the TTBS cashier.
3. Prospective Vendors wishing to be considered must provide all information requested in the Proposal Documents. Failure to do so may result in the proposal not being considered.
4. TTBS reserves the right to cancel the process in its entirety or partially without defraying any cost incurred by any respondents in submitting their Proposal.
5. The TTBS intends to make an award based on a qualitative and price competitive assessment of proposals received and does not bind itself to accept the lowest priced or any Proposal
6. A briefing session would be held on December 02<sup>nd</sup>, 2009, at the TTBS Head Office located in Macoya (address above) from 9.00 to 11.00 am when-queries from prospective Vendors would be addressed.
7. Proposals must remain valid for 90 days from the closing date and must be accompanied by the following **valid** documents where appropriate and dated not more than six (6) months prior to the closing date of the Tender:
  - o Valid Income Tax Certificate
  - o Valid VAT Clearance Certificate
  - o Certificate of Incorporation/Certificate of Continuance
  - o Valid Certificate of Compliance issued in accordance with the National Insurance Act

- Two recent references of completed system integration projects
- TTBS purchase receipt

Prospective vendors are asked too note that the dimensions of the SLOT in the Tender Box are 37.5 cm x 7.5 cm.

8. Contact of a Technical, contractual or administrative nature will be entertained only on December 02<sup>nd</sup>, 2009. No communication shall be entertained after this date.

The Proposal must be addressed as stated below and deposited in the locked Tender Box at the Reception area, no later than 4:00pm on December 11<sup>th</sup>, 2009. **LATE PROPOSALS WILL NOT BE ACCEPTED AND ELECTRONIC COPIES WILL NOT BE CONSIDERED.**

**The Executive Director**  
Century Drive,  
Trincity Industrial Estate  
Macoya  
**TUNAPUNA**

Further information can be obtained by contacting:

Contact: Mr. Steve Williams (Project Sponsor)  
Email: [steve.williams@tbs.org.tt](mailto:steve.williams@tbs.org.tt)  
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