



The Government of the Republic of Trinidad and Tobago

**MINISTRY OF RURAL DEVELOPMENT & LOCAL GOVERNMENT**

**PROCUREMENT NOTICE – REQUEST FOR PROPOSAL (RFP)**

**Development of an Operational Reporting Framework (ORF) for Fourteen (14) Municipal Corporations.**

The Ministry of Rural Development and Local Government (RDLG) hereby invites proposals for the development of the following software solution, under the Public Procurement and Disposal of Public Property Legislation:

**1. AN OPERATIONAL REPORTING FRAMEWORK (ORF) FOR FOURTEEN (14) MUNICIPAL CORPORATIONS.**

Upon request, suitably qualified and experienced providers, listed in the Procurement Depository maintained by the Office of Procurement Regulation (OPR) shall be issued electronically the Request for Proposal (RFP) documents, for the aforementioned tender.

**A pre-bid/tender meeting is scheduled for Monday 16<sup>th</sup> September, 2024 at 11.00 a.m.** at the Ministry of Rural Development and Local Government, Kent House, Long Circular Road, Maraval for the aforementioned tender.

Any further information can be obtained from the General Administration Unit, Ministry of Rural Development and Local Government at 622-9426 or 622-1979 Ext. 3308 or request for information regarding this tender must be submitted in writing and/or email to [RDLG.Procurement@gov.tt](mailto:RDLG.Procurement@gov.tt).

The deadline date for clarification questions/queries with regards to this tender is **Thursday 19<sup>th</sup> September, 2024**.

The contract will be awarded in accordance with the pre-defined evaluation criteria and scoring system outlined in the Request for Proposal (RFP)/Bidding Documents and shall be governed by the terms and conditions defined in the said documents.

Proposals/Bid (or Bids) must be completed in English language, in accordance with the instructions outlined in the bidding documents and must be accompanied by valid, amongst other requirements outlined in the Request for Proposal (RFP)/Bidding Document:

- (i) Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing of the tender (applicable to local firms).**
- (ii) Certificate of Compliance issued in accordance with the National Insurance Act (applicable to local firms).**
- (iii) Company Profile.**



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The original Proposal/Bid, plus three (3) copies should be placed in sealed envelopes marked **“Request for Proposal (RFP) for an operational reporting framework (ORF) for Fourteen (14) Municipal Corporations”**, address to:

**“The Named Procurement Officer  
Ministry of Rural Development & Local Government,  
Kent House, Maraval.”**

Bids/Tenders must be deposited in the **BROWN** Tender Box located in the lobby area of the, Engineering Department, Ministry of Rural Development and Local Government Kent House, Long Circular Road, Maraval, **NO LATER THAN 1:00 p.m. on Friday 27<sup>th</sup> September, 2024.**

Bidders should note that the dimensions of the **slot** in the Tenders Boxes are **40cm x 8cm**, as such, bids should be packaged accordingly.

**Late proposals will NOT be considered under any circumstances.**

The Ministry of Rural Development and Local Government does not bind itself to accept the lowest or any bid/proposal.

Further, the Procurement Unit of the Ministry of Rural Development and Local Government reserves the right to cancel the present notice in its entirety or even partially, without defraying the cost incurred by any firm in submitting their proposal.

Proposals delivered in accordance with the instructions outlines in the Request for Proposal/ bidding documents will be opened virtually on a date to be announced, after the closing of the Tender Box.

Bidders and/or their representatives are invited to be present at the virtual opening.

Failure to comply with any of these instructions or to submit any documentation required in the bidding document may result in bid (or bids) not being considered.

**Procurement Officer  
Ministry of Rural Development and Local Government**