

# INVITATION TO BID

## IGOV/ITB/014/22

### Closing Date – 28<sup>th</sup> October 2022

Invitation to Bid For A Consultant or Firm  
To

Supply, Customise and Commission a Platform Solution which provides full access to e-Textbooks in all subject areas taught at the Primary and Secondary School levels for the Ministry of Education (MOE)

#### Background

The National Information and Communication Technology Company Limited, branded as “iGovTT” (hereinafter referred to as “the Company”) was incorporated in July 2009 as a state-owned enterprise to continue the realization of the National Information, Communication and Technology (ICT) Strategy for transforming Trinidad and Tobago into a knowledge-based economy.

The Company procures, project manages, implements and maintains Enterprise-Wide and major ICT solutions for Government, as well as provides value-added ICT support services to Government Ministries, Divisions and Agencies (MDAs).

The Company is therefore seeking to procure a consultant or firm to Supply, Customise and Commission a Platform Solution which provides full access to e-Textbooks in all subject areas taught at the Primary and Secondary School levels for the Ministry of Education.

#### Requirements

Bidders are required to quote for the following:

- Supply, Customise and Commission a Platform Solution which provides full access to e-Textbooks in all subject areas taught at the Primary and Secondary School levels for the Ministry of Education.

\*Scope of Services can be reviewed in Appendix 7.1– Terms of Reference\*

#### Purchase of ITB Packages

Invitation To Bid (ITB) packages are available for a **non-refundable fee of Five Hundred Trinidad and Tobago Dollars (TTD 500.00)** VAT Inclusive or equivalent USD for foreign bidders. Packages can be purchased directly from the website via credit card at <https://igov.etenderworld.tt/>

#### Payment Guidelines

##### Local & Foreign Bidders

**Bidders must register on the eTender Portal in order to participate in the ITB process (see Appendix 2)**

1. Log in to portal at <https://igov.etenderworld.tt/>
2. Go to Home Screen
3. Purchase and download Tender package

ITB Process

The Invitation to Bid (ITB) will be conducted via a four (4) stage process as follows:

Stage 1 - Review of Bid Conformance Documents:

A review of Bidders' submissions against the Bid Conformance checklist will be conducted in accordance with the requirements of the ITB. Bidders who pass this Stage 1 will therefore advance to Stage 2- Technical Evaluation.

Stage 2 - Evaluation of Technical Specifications:

a. Stage 2 (a) - Technical Requirements -Appendix A

Bidders are required to achieve a minimum of 70 % of the maximum score in this category in order to pass and advance to **Stage 2 (b) – Other Rated Technical Criteria**.

b. Stage 2 (b) - Technical Requirements – Rated Technical Criteria

This category will be evaluated out of a maximum score of 100 and weighted in a 70:30 ratio between Technical and Financial respectively.

Stage 3 - Pre-qualification of Bidders:

Bidders will be subjected to a Pre-qualification Evaluation in accordance to the rules outlined in the Prequalification package. Only Bidders who have successfully passed Stages 1 and 2 will be evaluated at this stage. Once these Bidders are prequalified they will advance to **Stage 4 - Financial Evaluation** and their Financial submissions will be opened.

Stage 4 - Evaluation of Financial Submissions

The total possible score for the financial component is 30 points.

Procurement Timetable

Event	Date	Time
Issue of ITB	14 October 2022	N/A
Bidder clarification meeting	19 October 2022	10:00 a.m.
Deadline for submissions of Questions/Queries	21 October 2022	4:00 p.m.
Deadline for issuing final Addendum	25 October 2022	4:00 p.m.
Deadline for submission of Bids	28 October 2022	3:00 p.m.

Request For Information

The Company requires the following to be submitted when requesting information;

- All requests for information shall be emailed to [tenders@igovtt.tt](mailto:tenders@igovtt.tt).
- The ITB number must be in the subject of your email
- Your Company's Name and Contact Email

## Submission of Bids

Bids shall be submitted electronically to <https://igov.etenderworld.tt> no later than **3:00 p.m. on 28<sup>th</sup> October 2022**

Please be guided by the following steps for Tender packages submissions:

1. Log in to portal at <https://igov.etenderworld.tt>;
2. Upload Tender before deadline at 3:00 p.m. on 28<sup>th</sup> October 2022

## Conditions of Participating in the ITB Process

iGovTT **DOES NOT BIND ITSELF** to accept the lowest cost or any Bid, nor to reimburse bidders for any expenses incurred in preparation of Bids.

By issuing this ITB, iGovTT is not bound in any way to enter into any contractual or other arrangement with any party.

iGovTT reserves the right to terminate, amend or vary the procurement process by notice to all bidders in writing. The Company will not accept liability for any losses caused to you as a result of this change.