
SUMMARY OF THE SCOPE OF SERVICES

The primary objective of this engagement is to centralize the Fixed Asset record keeping for accounting personnel and asset custodians and allow processing of assets from purchase to retirement on a platform integrated with the existing Dynamics SL software application.

Proponents are therefore invited to submit proposals for the supply and implementation of a Dynamics SL integrated Asset Management System that includes the following scope:

- Propose a solution based on the functional requirements identified.
- Provide software licenses for the proposed solution and supplementary Dynamics SL user licenses as well as provisioning of any barcode tagging and scanning equipment.
- Build, configure and customize the approved solution to meet business, user, operational and system requirements.
- Stabilise the solution as evidenced by thorough testing, pilot feedback and resolution of all issues identified.
- Train all stakeholders involved in the operation of the system including Finance and Administration users, custodians and IT Administrators.
- Deploy the solution into the production environment with handover to the operational teams.
- Service Level Agreement covering post implementation support of incidents and problems related to the solution with contact availability during business hours.

Request for Proposal (RFP) packages are available for a non-refundable fee of TT$300 (VAT inclusive) and for foreign proponents USD44.11 to be paid via bank deposit and wire transfer only.

Payment Instructions for local proponents

- Deposit cash or certified cheque to:
  - Beneficiary Bank Details:
    - Bank Name: First Citizens Bank
    - Account Number: 1778953
  - Beneficiary’s Name - National Information & Communication Technology
  - Beneficiary’s Address - Lord Harris Court, #52 Pembroke Street Port of Spain

Payment instructions for foreign proponents for wire transfer

Intermediary Bank:
Swift Code: PNBUS33PHL /ABA 026005092
Wells Fargo Bank N.A.
International Operations
P.O. BOX 13860
Philadelphia, Pennsylvania
19101-3866
U.S.A.
Beneficiary Bank:
SWIFT Code: FCTTTTPS
First Citizens Bank
9 Queens Park Savannah
Port of Spain

Beneficiary Information:
Beneficiary Account No: 182123-6
Beneficiary: National Information and Communication Technology Company Limited
Address: Lord Harris Court, 52 Pembroke Street, Port of Spain

When making your deposit/wire transfer please ask the bank teller to include the following details with your transaction:
- Your Company Name
- iGOV/RFP/004/19

To receive the RFP package, please see instructions below:

Local Proponents
1. You can visit the National ICT Company Limited (NICTCL) offices located at #52 Pembroke Street, Lord Harris Court, Port of Spain, with your original Bank Deposit Slip. You will be asked to provide your Company’s details (Company Name, Address, Contact Person, Email Address and Contact Number). Once provided, the RFP package and your receipt will be emailed directly to your email contact.

OR
2. You can email a copy of the Bank Deposit Slip to tenders@igovtt.tt along with your Company’s details (Company Name, Address, Contact Person, Email Address and Contact Number). Once your payment is verified, the RFP package and receipt will be emailed directly to your email contact.

Foreign Proponents
You can send an email with your wire transfer details to tenders@igovtt.tt along with your Company’s details (Company Name, Address, Contact Person, Email Address and Contact Number). Once your payment is verified, the RFP package and receipt will be emailed directly to your email contact.

The Vendor Clarification Meeting is scheduled for 7th May 2019 at 10:00 a.m. Foreign proponents will be included via Skype for business. Further details will be sent via email. All proponents are requested to communicate their interest in participating in meeting.

All requests for information shall be emailed to tenders@igovtt.tt

Please quote the RFP number in the subject of your email when requesting information or submitting questions.

For the submission of proposals, please see instructions below:

Local proponents
Bid proposals must be dropped off directly in the marked tender box located at #52 Pembroke Street, Lord Harris Court, Port of Spain, no later than 2:00 p.m., on or before the scheduled closing date. Please see packaging details in the RFP document.

Foreign proponents
Bid proposals can be sent via courier (Fed Ex, DHL), which must be delivered directly to the Procurement Unit, #52 Pembroke Street, Lord Harris Court, Port of Spain, no later than 2:00 p.m., on or before the scheduled closing date. Please see packaging details in the RFP document.

LATE submissions WILL NOT be accepted under any circumstances.

iGovTT DOES NOT BIND ITSELF to accept the lowest proposal, nor to reimburse proponents for any expenses incurred in preparation of proposals.