

**iGOV/RFP/004/20**

**A Consultancy Firm to Develop the Terms of Reference and Oversee the Implementation of a Health Information System for the Ministry of Health**

**Closing Date: 9 March 2020**

The National Information and Communication Technology Company Limited hereby invites proposals for **“A Consultancy Firm to Develop the Terms of Reference and Oversee the Implementation of a Health Information System (HIS) for The Ministry of Health.”**

**SUMMARY OF THE SCOPE OF SERVICES**

The Proponent shall be required to perform the following services as part of the engagement:

- 1. Project Management Services**
- 2. Change Management Services**
- 3. Health Informatics Specialist Services**

Request for Proposal (RFP) packages are available for a non-refundable fee of **TTD500 (VAT inclusive)** and for foreign proponents **USD73.53** to be paid via bank deposit and wire transfer only.

**PAYMENT INSTRUCTIONS**

**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

**Foreign Proponents – Wire Transfer**

Intermediary Bank:  
Swift Code: PNBPUS33PHL /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

The following information MUST be included with your deposit/wire transfer:

- **Your Company Name**
- **iGOV/RFP/004/20**

## Receipt of RFP Package

### 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 your payment is verified, 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](mailto: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](mailto: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.

## Vendor Clarification Meeting

A Vendor Clarification Meeting is scheduled for **17th February 2020** at **10:00 am**. Foreign proponents will be included via Skype for business.

## Information Request

All requests for information shall be emailed to [tenders@igovtt.tt](mailto:tenders@igovtt.tt)

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

## Submission of Proposals:

### 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 or any proposal, nor to reimburse proponents for any expenses incurred in preparation of proposals.