

REQUEST FOR PROPOSALS

IGOV/RFP/001/23

Closing Date – 04th August 2023

Request for Proposals For A Proponent or Firm for the Implementation of a Pilot Health Information System, inclusive of End-to-End Digitalization, of the Eastern Regional Health Authority on behalf of the Ministry of Health

OPR Registration Line of Business

UNSPSC: 85101703 – Health Administration Service

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 realisation 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 Proposals for a Request for Proposals (RFP) for A Proponent or Firm for the Implementation of a Pilot Health Information System, inclusive of End-to-End Digitalization, of the Eastern Regional Health Authority on behalf of the Ministry of Health.

Requirements

Proponents are required to submit a Proposal for a Request for Proposals for A Proponent or Firm for the Implementation of a Pilot Health Information System, inclusive of End-to-End Digitalization, of the Eastern Regional Health Authority on behalf of the Ministry of Health.

Terms of Reference can be reviewed in Appendix 7.1

Purchase of RFP Packages

Request for Proposals packages are available for a **non-refundable fee of Three Thousand Trinidad and Tobago Dollars (TTD 3,000.00)** VAT Inclusive or equivalent USD for foreign Bidders. Packages can be purchased directly from iGovTT's eTender website via credit card at <https://igov.etenderworld.tt/>.

Payment Guidelines

Local & Foreign Proponents

Step 1 - Log on to iGovTT's eTender Website – <https://igov.etenderworld.tt/>

Step 2 - Go to Home Screen

Step 3 - Purchase and download Tender package

RFP Process

The Request for Proposals will be conducted as follows:

1. Stage 1 – Review of Bid Conformance Documents:

In accordance with the RFP requirements, the Proponent's proposals will be reviewed against the Bid Conformance checklist. Only Proponents who have successfully passed this Stage will advance to Stage 2 – Evaluation of Technical Submission.

2. Stage 2 - Evaluation of Technical Submission:

The Proponent's Technical Proposals will be evaluated in accordance with the RFP Evaluation Criteria.

3. Stage 3 - Evaluation of Financial Submission

Proponents who would have successfully passed Stages 1 and 2 will advance to have their Financial Proposals evaluated by the Company.

RFP Timetable

Event	Date	Time
Issue of RFP	7 th June, 2023	
Deadline for submission of logistics information for the conduct of the site visits	19 th June, 2023	4:00 p.m.
Site Visits – (Schedule of site visits is detailed below)	26 th – 30 th June, 2023	10:00 a.m.
Vendor clarification meeting	5 th July, 2023	10:00 am
Deadline for submissions of Questions/Queries	14 th July, 2023	4:00 p.m.
Deadline for issuing final Addendum	21 st July, 2023	4:00 p.m.
Deadline for submission of Proposals	4 th August, 2023	2:00 p.m.

Site Visits

Site Visits will be held over the period **June 26th to June 30th, 2023** from **10:00 am** each day. The schedule for visits is as follows:

Date	Location
June 26th, 2023	Sangre Grande General Hospital New Sangre Grande Hospital Wing Sangre Grande Enhanced Health Centre
June 27th, 2023	Toco Health Centre and 24 hours E&E Matelot Outreach Centre
June 28th, 2023	San Fernando General Hospital
June 29th, 2023	Mayaro District Health Facility Guayaguayare Outreach Centre
June 30th, 2023	Brothers Road Outreach Centre Rio Claro Health Centre

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
- The RFP number must be in the subject of your email
- Your Company's Name and Contact Email

Submission of RFP

Proposals shall be submitted electronically to <https://igov.etenderworld.tt> no later than **2:00 p.m. on 04th August 2023**.

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

1. Log in to portal at <https://igov.etenderworld.tt>;
2. Download RFP; and
3. Upload your submission before deadline at **2:00 p.m. on 04th August 2023**.

Conditions of Participating in the RFP Process

iGovTT **DOES NOT BIND ITSELF** to accept any Proposal, nor to reimburse Proponents for any expenses incurred in preparation of RFP submissions.

By issuing this RFP, 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 RFP process by notice to all Proponents in writing. The Company will not accept liability for any losses caused to you as a result of this change.