

**iGOV/RFP/012/17 -
Provision and Implementation of a
Social Services Management Information System
Closing Date: 12 January 2018**

PLEASE SEE INSTRUCTIONS BELOW

Request for Proposal packages are available for a non-refundable fee of **TT\$3375.00 VAT inclusive to be paid via bank deposit only. Please deposit cash or certified cheque to First Citizens Bank – Account # 1778953. Please make cheque payable to: National Information and Communication Technology Company Limited**

When making your deposit please ask the bank teller to include the following details with your transaction:

- *Your Company Name*
- *iGOV/RFP/012/17*

To receive the RFP package please see instructions below:

1. You can visit the **National ICT Company Limited** offices located at **#52 Pembroke Street, Lord Harris Court, Port of Spain**, with your original 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 issued.

OR

2. You can email the Deposit Slip to tenders@igovtt.tt. Once your payment is verified, an email will be sent to you requesting your Company's details (**Company Name, Address, Contact Person, Email Address and Contact Number**). Once these details are provided the RFP package and receipt will be emailed. The original receipt will be dispatched via post.

Please note, the Vendor Clarification Meeting is scheduled for 14 December 2017 at 10:00 a.m.

Tenders **WILL NOT** be sold after the **05 January 2018**.

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.

All tenders must be dropped off directly in the marked tender box located on the ground floor at the above address **no later than 3:00 p.m.** on or before the scheduled closing date.

LATE submissions **WILL NOT** be accepted under any circumstance.

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