

EXPRESSIONS OF INTEREST NOTICE

INVITATION TO PROVIDE SOFTWARE DEVELOPMENT SERVICES, DESIGN AND IMPLEMENTATION, OF A COMPANIES REGISTRY APPLICATION FOR THE MINISTRY OF THE ATTORNEY GENERAL AND LEGAL AFFAIRS GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT), REGISTRAR GENERAL'S DEPARTMENT, COMPANIES REGISTRY

TRINIDAD AND TOBAGO

The Registrar General's Department is about to undertake the upgrade of the application software used at the Companies Registry in order to facilitate improved services and security of data at the department.

The services required include:

- To design and implement an automated registration system that supports the Incorporation of Companies and the Registration of Businesses in Trinidad and Tobago

Fundamental deliverables include, but are not limited to:

1. The electronic submission and acceptance of all documents
 2. Point of sale module
 3. Integrated storage and retrieval of multimedia
 4. Integrated use of electronic birth PIN
 5. Audit reporting and work report generation
 6. Provisions for online services and transaction monitoring
- To transfer data from the existing systems to a new and upgraded solution (data conversion, migration and re-configuration)
 - To facilitate sharing of specified data with stakeholders, to interface with their systems and integrate modules where necessary
 - To develop in-depth test plans and conduct respective testing to ensure complete functionality in keeping with MAGLA performance standards
 - To recommend and provide agreed upon hardware equipment and software to support the performance and reliability of the proposed automated system
 - To provide training and manuals, as is necessary for the introduction and use of the new solution
 - To provide a three (3) year maintenance plan/service level agreement

- to provide updates, upgrades, patches and to conduct scheduled performance analysis/monitoring and evaluation

The Ministry of the Attorney General and Legal Affairs invites eligible Consulting Firm(s) to indicate their interest in providing information establishing their qualifications to perform the services required. This submission must include:

- a company profile inclusive of a signed transmittal letter (including but not limited to brochures)
- description of similar assignments,
- experience in similar conditions,
- availability of appropriate skills among staff,
- financial capacity.

A short list shall comprise of three firms with a wide geographic spread, with no more than two firms from any one country.

Interested firm(s) should have demonstrable consulting experience in the design and implementation of similar automated registration systems. All submissions must be supported.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Consultant Policies.

For clarification and queries contact the Registrar General's Secretariat, Registrar General's Department, Nos. 72-74, South Quay, Port of Spain from **Monday to Friday from 8:00am to 4:00pm local time, contact: 625-3943 or 625-9971/624-1660, Ext. 3201** .

The duration of the assignment is approximately twelve (12) months. A maintenance agreement for the first three years must be included, with an option to renew in one (1), two (2) or three (3) year increments.

An original and seven (7) copies of the document must be submitted in a sealed envelope(s) clearly marked: -

“Expressions of Interest for Services to design and implement a Companies Registry Application for the Registrar General's Department, Ministry of the Attorney General and Legal Affairs, Government of Trinidad and Tobago (GoRTT)“

Envelopes must be addressed to the Registrar General, Registrar General's Department, Nos. 72-74, South Quay, Port of Spain and deposited in the **BROWN** Tenders Box located on the First Floor of the Companies Registry not later than **1:00pm (Local Time) on 26th January 2018** Submissions will be opened publicly at **1:05 pm (Local Time)**. An authorized representative of the

firm may attend the opening at the Conference Room, Third Floor, at the Registrar General's Department, Nos. 72-74, South Quay, Port of Spain.

Consultants should note that the dimensions of the **slot** in the Tenders Box are **37.5 cm x 5.5 cm** and as such, documents should be packaged accordingly.

The Registrar General's Department does not bind itself to accept any submission.

The Registrar General's Department reserves the right to cancel the Request for Expressions of Interest in its entirety or even partially, without defraying any cost incurred by any Firm in the preparation and submission of such Expression of Interest.

Late submissions will not be considered under any circumstances.

Interested Firms are advised that the Request for Expressions of Interest will be advertised on the Ministry of the Attorney General and Legal Affairs website (<http://www.legalaffairs.gov.tt>).

9th January, 2018