



Government of the Republic of Trinidad and Tobago

Ministry of Communications

REQUEST FOR PROPOSAL

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF AUDIO/VIDEO DIGITIZATION EQUIPMENT AND SOFTWARE, AND TRAINING FOR THE NATIONAL ARCHIVES OF TRINIDAD AND TOBAGO

The Ministry of Communications invites proposals from local and international suppliers for the *Supply, Delivery, Installation and Commissioning of Audio/Video Digitization Equipment and Software, and Training for the National Archives of Trinidad and Tobago*.

This specialized audio/video and computer equipment as well as software for a digitization system will facilitate the conversion of audio and video analogue recordings of historical and national significance, to quality digital recordings, in line with international archival, digital preservation and industry standards for the National Archives of Trinidad and Tobago.

For further information, download the request for proposal at the Ministry's website, www.moc.gov.tt

Bidders' Conference

Monday 29th July, 2019 at 10.00 a.m.
at

National Archives of Trinidad and Tobago
Conference Room
No. 105 St. Vincent Street
Port of Spain, Republic of Trinidad and Tobago

To register, please telephone from Monday to Friday

*between the hours of 8:00 a.m. - 3:00 p.m.: Ms.
Lurene Vincent at 625-2689 or 623-2874 Ext: 3001*

Procurement Method

Two sealed envelope system consisting of a
Technical Proposal and a Financial Proposal

Proposal Submission Deadline

Friday 16th August 2019, no later than 4:00 p.m.

Submission of Proposal

Tender Box labelled "Supply, Delivery,
Installation and Commissioning of Audio/Video
Digitization Equipment and Software, and Training
for the National Archives of Trinidad and Tobago"

located at:

Ministry of Communications
TIC Building, Lady Young Road,
Morvant
Republic of Trinidad and Tobago
West Indies

For Further Information

Please send questions or requests for clarification by
Monday 5th August 2019, no later than 4:00 p.m., in
writing via email or fax to:

Ms. Roma Wong Sang
Senior Archives and Records Officer
National Archives of Trinidad and Tobago
105 St. Vincent Street
Port of Spain
Republic of Trinidad and Tobago

Telephone: (868) 623-2874 Ext 3073
Fax: (868) 625-2689
Email: roma.wongsang@archives.gov.tt

Please note that the Ministry of Communications is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award.