



TOBAGO INFORMATION TECHNOLOGY LIMITED

REQUEST FOR PROPOSAL

The Tobago Information Technology Limited hereby invites Proposals for the Provision of Executive Recruitment Services. The provision of these services will be governed by the terms and conditions of the draft Contract contained in the RFP documents.

The Terms and Conditions are given as under:

1. The detailed Request for Proposal (RFP) guidelines can be found on the tender's notice of the Tobago House of Assembly's website at- <https://pco.tha.gov.tt/tender-notices/> and Tobago Information Technology Limited's website at <https://www.titl.tt/public-advisories/>.

2. PROPOSED TIMELINE

The goal of the Tobago Information Technology Limited is to have a Chief Executive Officer in place by the 1st January 2023. Below is the anticipated timeline for the selection of the suitably qualified and resourced service provider: -

Issue Date of Request for Proposals	14 th September 2022
Deadline for Submissions of RFP Questions	21 st September 2022
Tobago Information Technology Limited response to submitted questions	26 th September 2022
Deadline for the submission of Proposals	30 th September 2022
Review of Proposals and short listing of persons	14 th October 2022
Board approval of Award	19 th October 2022
Contract Negotiation	20 th - 26 th October 2022

3. Proposals must be submitted in accordance to the terms specified within the RFP.
4. For further information please Email the Board Secretary at aleah.holder@titl.tt

Telephone/ 639-1987 or 211