



# Request for Expressions of Interest Preparation of Policy and Operational Guidelines for the Ministry of Digital transformation

The Ministry of Digital Transformation (MDT) invites individual consultants to submit their expression of interest to prepare Policy and Operational Guidelines for its ICT Access Centres in accordance with the Terms of Reference which is available upon request to the Officer stated in the address below. An individual consultant will be selected under Regulation 10(3)(d) of the Public Procurement and Disposal of Public Property (Procurement of Consultants) Regulations, 2021.

Your responses should be submitted by **July 29th, 2024**, no later than **4:00pm** via email to **ProcurementUnit@mdt.gov.tt** and addressed as follows:

**Permanent Secretary (Ag.)**  
**Attention Ms. Giselle Houston**  
**Public Procurement Officer**  
**Procurement Unit**  
**Ministry of Digital Transformation**  
**Level 13 & 14 Tower C**  
**International Waterfront Centre**  
**#1 A Wrightson Road, Port of Spain**  
**Office 868-612-4638 ext 1172**

**Ms. Houston can also be contacted for any further information  
via email at: [giselle.houston@gov.tt](mailto:giselle.houston@gov.tt).**

*Late submissions will not be accepted.*

## **LIMITATIONS / RESERVATIONS**

The Ministry of Digital Transformation reserves the right to accept or reject any submission without defraying any cost incurred by the applicant in the preparation and submission of this ITB. The Ministry reserves the right to cancel or withdraw and or amend this notice and any associated notices entirely or in part, without defraying any of the cost incurred by the proponent.