



# NOTICE

## EXPRESSION OF INTEREST FOR MEDIA MONITORING SERVICES

The Central Bank of Trinidad and Tobago invites companies to submit an **Expression of Interest (EOI)** to provide Electronic Media Monitoring Services to the Bank.

Each prospective supplier is to provide the following information as a minimum:

- i. The scope of services that will be provided;
- ii. The mode of delivery of daily information;
- iii. Television coverage- Monday to Sunday inclusive of the weekly Thursday post-Cabinet briefing and the House of Representative and Senate sittings;
- iv. Radio and television summaries of stories or interviews emailed to representatives of the Bank throughout the day when relevant subjects are mentioned on radio or television news, or on the Internet;
- v. A synopsis of the programme and a transcript or MP3 file of the newscast;
- vi. Television mentions should be supported by a DVD sent to specific personnel within 48 hours;
- vii. Overall Administration;
- viii. Data Collection;
- ix. Analysis of data, indicating exact times of ads, and any discrepancies;
- x. Report Creation.

Submissions must include the following documents:

- A brief history/profile of the firm, including information on key personnel and available technology;
- Proof of experience providing media monitoring services;
- Summary of work-related experience;
- Registration details of the Individual or Firm – Copy of the Certificate of Incorporation/Continuance;
- VAT Registration Certificate;
- Copy of BIR Clearance Certificate;
- Copy of NIS Compliance Certificate;
- Four (4) recent client references for work of a similar nature complete with names and telephone numbers of referees.

Shortlisted companies may be subsequently invited to pre-qualify and tender for services.

### Instructions to Respondents:

Your EOI should be submitted in a sealed envelope addressed and labeled as follows:

**The Secretary  
Tenders Committee  
Central Bank of Trinidad and Tobago  
Eric Williams Plaza  
Independence Square  
Port of Spain**

**“EXPRESSION OF INTEREST -  
MEDIA MONITORING SERVICES  
FOR THE CENTRAL BANK OF TRINIDAD AND TOBAGO”**

Interested Consultants are directed to the full details of this EOI which are posted on the Bank's website at [www.central-bank.org.tt](http://www.central-bank.org.tt). Companies or Individuals not based in Trinidad and Tobago may send their Expressions of Interest by electronic mail addressed as directed to [tenderscommittee@central-bank.org.tt](mailto:tenderscommittee@central-bank.org.tt).

**Expressions of interest must be placed in the Tender Box located** on the Ground Floor, Central Bank of Trinidad and Tobago, Eric Williams Plaza, Port of Spain, between the hours of 8:00 a.m. to 4:00 p.m. **and submitted no later than 1:00 p.m. on January 25<sup>th</sup> 2013.** Companies or Individuals, not based in Trinidad and Tobago, responding to this request for Expressions of Interest by electronic mail must arrange for hardcopies of the document to be delivered to the Secretary of the Tenders Committee within five (5) working days of the date of closing specified in this notice.