



# REQUEST FOR QUOTATION

## MUSICTT WEBSITE UPGRADE

### Background

The Trinidad and Tobago Music Company Limited (MusicTT) is a subsidiary of the Trinidad and Tobago Creative Industries Company Limited (CreativeTT) which is a wholly owned state enterprise established by the Government of Trinidad and Tobago through the Ministry of Trade and Industry.

### Specifications

The Trinidad and Tobago Music Company Limited invites quotations from eligible suppliers to upgrade the WordPress website [www.musictt.co.tt](http://www.musictt.co.tt). This RFQ is **not** for a full overhaul of the existing website but rather to address immediate critical areas. Items that are required include

1. Conduct a technical audit of the website. Include cost points for addressing these suggestions in any areas identified that require immediate attention.
2. Updating the artist and supplier database (<https://musictt.co.tt/all-listings/>) so that it is user-friendly and fully functional with the additions of wayfinding/map integration, filtering systems and improved confirmation and feedback system for community submissions. **This item is top priority.**
3. Improved layout with cross platform compatibility (phone, tablet, laptop, PC) and navigation simplification

### **ALL quotations must include:**

1. A budget for each stage of the website upgrade.
2. A proposed timeline range to complete each stage of website upgrade.

### **Submission Deadline**

All Submissions are due by **Thursday May 26<sup>th</sup> 2022 by 4pm** and are to be submitted **ONLY** via email to [procurement@creativett.gov.tt](mailto:procurement@creativett.gov.tt) with the title “**Quotation – MusicTT Website Upgrade**”

### **Deliverables**

1. Start date: **13<sup>th</sup> June, 2022**
2. Timeline for each stage of upgrade with a proposed go live date.
3. Minimum 6 months post upgrade support for the website from the supplier in case there are any teething issues.





**NOTE:** If the supplier is found guilty of any misconduct or any breach or non-observance of any of the requirements of the Request for Quotation, MusicTT shall be entitled summarily to terminate the contract without notice and without payment in lieu of notice. MusicTT will also be entitled to receive a refund of the fees paid to the supplier on signing of the letter of engagement.



**John Arnold | Chairman** Directors: Martin Raymond, Francis Escayg

**Trinidad and Tobago Music Company Limited**

47 Long Circular Road, St. James, Trinidad and Tobago | (868) 628 1156, 628 1028 | [musicco.tt](http://musicco.tt)

