

# TENDER NOTICE



GOVERNMENT OF THE  
REPUBLIC OF TRINIDAD AND TOBAGO (GORTT)

## MINISTRY OF EDUCATION

*“Provision of Data Capture and Data Entry Services for the Input of Teacher and Student Data for the Ministry of Education”*

The Ministry of Education hereby invites qualified providers to submit proposals for consideration for the Provision of Data Capture and Data Entry Services for the Input of Teacher and Student Data involving Primary and Secondary Schools in Trinidad and Tobago with large student enrolments. The identified numbers of Schools amount to 98 Primary and 88 Secondary.

The Teacher and Student Databases shall incorporate all the important fields such as name, post, class assigned, subjects taught, date of birth, address and class details.

The Ministry has prepared a **Terms of Reference Document** which contains all pertinent details inclusive of Project Objectives, Instructions to Bidders, Evaluation Criteria and Contract Award Basis, Scope of Services and Deliverables.

This Terms of Reference document and any ensuing clarifications, queries and requests can be obtained by emailing a request to the persons listed hereunder:

1. Ms. Avenelle Fortuné-Johnson, Director, Education Technology Unit, Ministry of Education at Telephone No: 622-2181 Ext 1840: email address: [avenelle.fortune-johnson@moe.gov.tt](mailto:avenelle.fortune-johnson@moe.gov.tt)
2. Ms. Lynette Seedhan, Assistant Procurement Specialist, Ministry of Education at Telephone No: 622-2181 Ext 2129: e-mail Address: [lynette.seedhan@moe.gov.tt](mailto:lynette.seedhan@moe.gov.tt)

The Tendering exercise has been segregated into **LOT # 1** representing the Data Inputs of the 98 Primary Schools, and **LOT #2** representing the Data Inputs of the 88 Secondary Schools, and a bidding firm may Tender on either or both **LOTS**.

Tenders should be addressed to:

**The Permanent Secretary**, Ministry of Education, Education Tower A No.5 St.  
Vincent Street, Port of Spain and clearly marked:

*"Engagement of a Firm for the Provision of Data Capture and Data Entry  
Services for the Input of Teacher and Student Data for the Ministry of Education"*

Tenders must be submitted electronically to the following individuals at their e-mail addresses no later than the close of business on **Friday August 05, 2022**:

1. Ms. Avenelle Fortuné-Johnson, Director, Education Technology Unit, Ministry of Education at Telephone No: 622-2181 Ext 1840: email address: avenelle.fortune-johnson@moe.gov.tt

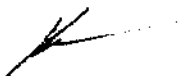
2. Ms. Lynette Seedhan, Assistant Procurement Specialist, Ministry of Education at Telephone No: 622-2181 Ext 2129: e-mail Address: lynette.seedhan@moe.gov.tt

**Late tenders will not be considered in any circumstances.**

The Ministry does not bind itself to accept the highest, the lowest or any other tender.

At any time prior to the award of a contract, the Ministry reserves the right to cancel the procurement process in its entirety or even partially, without defraying any cost incurred by any firm in submitting its Tender.

Prospective tenderers are advised that they can visit the Ministry's website at <http://www.moe.gov.tt> for all published MOE Tender Notices.

  
\_\_\_\_\_  
**Kurt Meyer**  
Permanent Secretary  
Ministry of Education

July 25, 2022