

# TENDER NOTICE



GOVERNMENT OF THE  
REPUBLIC OF TRINIDAD AND TOBAGO (GORTT)

## MINISTRY OF EDUCATION

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*“Provision of Content and Copy Editing Services to the Final Written Report of the Cabinet Appointed SEA/ Concordat Committee for the Ministry of Education”*

The Ministry of Education hereby invites qualified Individual Consultants to submit proposals for consideration for the Provision of Content and Copy Editing Services to the Final Written Report of the Cabinet Appoint SEA/ Concordat Committee entitled “Transforming the Primary-Secondary Student Transition to Advance Equity, Well-Being & Excellence in Trinidad & Tobago Education System.”

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.

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

1. Ms. Salisha Hosein, School Supervisor I, The Office of the Chief Executive Officer, Ministry of Education at Telephone No: 622-2181 Ext 2346: email address: [salisha.hosein@moe.gov.tt](mailto:salisha.hosein@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)

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 Content and Copy Editing Services to the Final  
Written Report of the Cabinet Appointed SEA/ Concordat Committee 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 **Wednesday 24 August, 2022:**

1. Ms. Salisha Hosein, School Supervisor I, The Office of the Chief Executive Officer,  
Ministry of Education at Telephone No: 622-2181 Ext 2346: email address:  
[salisha.hosein@moe.gov.tt](mailto:salisha.hosein@moe.gov.tt)

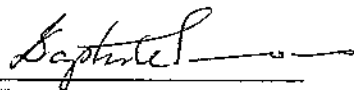
2. Ms. Lynette Seedhan, Assistant Procurement Specialist, Ministry of Education at  
Telephone No: 622-2181 Ext 2129/ 2132: e-mail address: [lynette.seedhan@moe.gov.tt](mailto:lynette.seedhan@moe.gov.tt)

**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.



**Lenor Baptiste-Simmons**  
Permanent Secretary  
Ministry of Education  
August 17, 2022