



Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION (MOE)

EXAMINATIONS UNIT

TENDER NOTICE

“Engagement of a Firm to serve as a Supplier of 6 ft. Tables and Padded Chairs for Rental to the Ministry of Education during the period January 1, 2023 – December 31, 2023.”

The Ministry of Education hereby invites qualified providers to submit Unit Rates for consideration as suppliers of 6 ft. Tables and Padded Chairs for rental to the Ministry to facilitate its hosting of examinations during the calendar period
January 1, 2023– December 31, 2023.

The exact numbers of items to be rented shall be determined immediately prior to the examinations sitting dates and shall be communicated to the Contracted Firm in the form of an order on the Contract/ Award.

Tenders submitted by companies owned or operating in Trinidad and Tobago must be accompanied by the following:

- (i) A copy of the bidding firm’s Certificate of Incorporation or Continuance.
- (ii) Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the Tender.
- (iii) A Valid Certificate of Compliance issued in accordance with the National Insurance Act dated not more than one (1) month older than the closing date of the Tender.
- (iv) Your Company’s Profile.
- (v) A list of three (3) similar projects undertaken in the past three (3) years.
- (vi) A listing of equipment and materials available for the conduct of the project.
- (vii) A credentialed letter from your Company’s main banker attesting to its creditworthiness dated within three (3) months.

Proposals will be assessed based on the satisfaction of certain Technical Requirements and then on lowest rates / costs offered and these must be valid for the period January 1 2023 – December 31 2023.

Potential Bidders should direct their requests to the following addressees for receipt of the Request for Quotation (RFQ) document.

- (i) lynette.seedhan@moe.gov.tt
- (ii) kc_adams21@yahoo.com

Prospective Bidders are invited to attend a Virtual Pre-Tender meeting to be hosted by the Ministry at its Head Office at No.5 St. Vincent Street, Port-of-Spain on **Friday 18 November 2022 from 10:00am.**

The Ministry therefore invites quotations from qualified providers for their supply of 6 ft. Tables and Padded Chairs for rental to the Ministry of Education to facilitate its hosting of Examinations during the period January 1 2023 – December 31 2023:

Quotations should bear the subject:

“Engagement of a Firm to serve as Supplier of Tables and Chairs for Rental to the Ministry of Education during the period January 1 2023 – December 31 2023”

Electronic submissions should be addressed to:

- (i) lynette.seedhan@moe.gov.tt
- (ii) gemma.carrabon@moe.gov.tt
- (iii) kc_adams21@yahoo.com

The closing time and date for the forwarding of Submissions are **Friday 25 November 2022 on or before** the close of business.

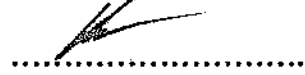
All queries prior to tender submission should be directed to the **Supervisor of Examinations (Ag.)** at Tel: 622-2181- Ext#1114 or the email addresses identified above.

A Tenders Opening Report shall be forwarded to each bidding firm that shall outline the Bidding Firm and corresponding Quoted Rates.

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 contract award, the Ministry of Education reserves the right to cancel the present Tender in its entirety or even partially, without defraying any cost incurred by any firm in submitting its Tender.



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Kurt Meyer
Permanent Secretary
Ministry of Education,
November 08, 2022