



Government of the Republic of Trinidad and Tobago
MINISTRY OF EDUCATION
Education Towers, No.5 St. Vincent Street, Port of Spain, Trinidad
868-622-2181 – Extensions - 2131; 2132; 2136; 2141; 2129
www.moe.gov.tt

The Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION (MOE) – EXAMINATIONS UNIT

TENDER NOTICE

“Engagement of a Firm to supply Postal Services in respect of Examination Documents for the Ministry of Education for the period January 01, 2023 to December 31, 2023.”

The Ministry of Education hereby invites qualified providers to submit proposals for consideration as Suppliers of Postage of Examination Documents for the Ministry during the calendar period January 01, 2023 to December 31, 2023.

Providers must have a minimum of three (3) years of experience in the Courier Industry, at both national and international levels.

The applicable destinations for the required postal services are as follows:

- United Kingdom
- Barbados
- Jamaica
- Tobago

The Proposals will be assessed based on satisfaction of certain Technical Requirements followed by lowest cost offered per destination with separate awards to be made with respect to the postage to each destination.

Firms may bid on one (1) or all of the lots listed hereunder, and a bidding Firm may be awarded a contract in respect of any or all destinations, provided such firm has satisfied the undermentioned Technical Requirements and tendered the lowest price for the applicable destination.

The Ministry therefore invites quotations from qualified providers, to supply postage services to the Ministry, in respect of Examination documents, to certain overseas destinations during the calendar period January 01, 2023 to December 31, 2023.

The Lots are as follows:

Lot A- United Kingdom

Lot B- Barbados

Lot C- Jamaica

Lot D- Tobago

A Virtual Pre-Tender Meeting shall be hosted from the Head Office of the Ministry of Education at #5 St. Vincent Street Port-of-Spain on **Friday 14 November 2022 at 9:00 am** and all prospective bidders are invited.

Your electronic submission should satisfy the following **Technical Requirements**:

	Technical Requirement	Description
1.	Company Profile	A brief profile of your company outlining details of at least three (3) similar works projects completed over the past 3 years, at both national and international levels with at least three (3) work references with Contact Data.
2.	Resources	A description of the materials resources available for the project with special reference to external transport arrangements / capability.
3.	Statutory Documents	Copies of your firm's Valid Compliance Certificates in the following areas: <ul style="list-style-type: none"> a) Income Tax b) Vat Clearance c) NIB Compliance
4.	Financial Capability	The provision of either a recent letter from a bidding firm's main banking institution attesting to its credit-worthiness, or submission of at least two (2) years of the firm's most recent audited financial statements.

Tender Submissions should be titled and addressed as follows:

“ Engagement of a Firm to Supply Postal Services in respect of Examination Documents for the Ministry of Education during the period January 01, 2023 to December 31, 2023.”

The Permanent Secretary
Ministry of Education
Education Towers
Building A
No. 5 St. Vincent Street
Port of Spain

However, these Tender packages are to be electronically submitted to each of the persons listed hereunder **on or before Friday 18 November 2022 on or before close of business.**

	Submission Personnel	E-mail Address
1.	Ms. Gemma Carrabon	gemma.carrabon@moe.gov.tt
2.	Ms. Farisha Mohammed	farisha.mohammed@moe.gov.tt

All queries prior to tender submission should be directed to the Supervisor of Examinations, via telephone # 622-2181 extensions 2129 or 1114 or emailed to: farisha.mohammed@moe.gov.tt

Upon Tenders opening a report on the proceedings shall be prepared and electronically circulated to all submitting firms.

Late Tenders will not be considered in any circumstances.

The Ministry does not bind itself to accept the lowest or any other Tender.

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



Lenor Baptiste-Simmons

Permanent Secretary
Ministry of Education.

November 04, 2022