

TENDER NOTICE



GOVERNMENT OF THE
REPUBLIC OF TRINIDAD AND TOBAGO (GORTT)

MINISTRY OF EDUCATION

“Engagement of a Firm(s) for the Provision of Restorative Practice Consulting Services to Ten (10) Selected Secondary Schools and the formulation and delivery of a Restorative Practices Policy Document to the Ministry of Education”

The Ministry of Education hereby invites qualified Bidding Firms to submit proposals for consideration for the Provision of Restorative Practice Consulting Services to a selected Ten (10) of its Secondary Schools and the formulation and delivery of a Restorative Practices Policy Document to the Ministry of Education.

The Ministry has prepared a **Request for Proposal 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 Request for Proposal document and of any ensuing clarifications, queries and requests can be obtained by emailing a request to the persons listed hereunder:

1. Dr. Peter Smith, Chief Education Officer, The Office of the Chief Executive Officer, Ministry of Education at Telephone No: 622-2181 Ext 2347: email address: peter.smith@moe.gov.tt
2. Ms. Lynette Seedhan, Assistant Procurement Specialist, Ministry of Education at Telephone No: 622-2181 Ext 2130: e-mail Address: 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(s) for the Provision of Restorative Practice Consulting Services to
Ten (10) Selected Secondary Schools and the formulation and delivery of a Restorative
Practices Policy Document to the Ministry of Education”*

**A Virtual Pre-Tender Meeting shall be convened from 11.00 am on Friday 17, February,
2023**

**Tenders must be submitted electronically to the following individuals at their e-mail
addresses no later than the close of business on Friday 24 February, 2023:**

1. Dr. Peter Smith, Chief Education Officer, The Office of the Chief Executive Officer,
Ministry of Education at Telephone No: 622-2181 Ext 2347: email address:
peter.smith@moe.gov.tt

2. Ms. Lynette Seedhan, Assistant Procurement Specialist, Ministry of Education at
Telephone No: 622-2181 Ext 2130: 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.



Lenor Baptiste-Simmons
Permanent Secretary
Ministry of Education
February 03, 2023