

TENDER NOTICE



GOVERNMENT OF THE
REPUBLIC OF TRINIDAD AND TOBAGO (GORTT)

MINISTRY OF EDUCATION

“Engagement of a Firm(s) for the Provision of Data Capture and Data Entry Services for the Input of Scores from the 2024 National School Climate Survey for the Ministry of Education.”

The Ministry of Education hereby invites qualified providers to submit proposals for consideration of the Provision of Data Capture and Data Entry Services for the Input of Scores from the 2024 National School Climate Survey for its Division of Educational Research and Evaluation (DERE).

The Ministry has prepared a **Tender Document** which contains all pertinent details inclusive of Evaluation Criteria and Contract Award Basis, Scope of Services and Deliverables.

Interested Bidding Firms may obtain copies of this Tender Document and any ensuing clarifications, queries and requests by emailing a request to the persons listed hereunder:

1. Ms. Julia Ramirez-Modeste, Assistant Director (Ag.), Division of Educational Research and Evaluation, Ministry of Education at Telephone No: 622-2181 Ext 2315: email address: julia.ramirez-modeste@moe.gov.tt
2. Ms. Mercedes Quammie, Research Officer, Division of Educational Research and Evaluation, Ministry of Education at Telephone No: 622-2181 Ext 2313: email address: mercedes.quammie@moe.gov.tt
3. Ms. Lynette Seedhan, Assistant Procurement Specialist II, Procurement Unit, 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:

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Tenders must be submitted electronically to the following individuals at their e-mail addresses no later than the close of business on **Friday 7 June, 2024**:

1. Ms. Julia Ramirez-Modeste, Assistant Director (Ag.), Division of Educational Research and Evaluation, Ministry of Education at Telephone No: 622-2181 Ext 2315: email address: julia.ramirez-modeste@moe.gov.tt

2. Ms. Mercedes Quammie, Research Officer, Division of Educational Research and Evaluation, Ministry of Education at Telephone No: 622-2181 Ext 2313: email address: mercedes.quammie@moe.gov.tt

3. Ms. Lynette Seedhan, Assistant Procurement Specialist II, Procurement Unit, 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.

Prospective tenderers are required to be registered with the Procurement Depository or have an application pending at the Procurement Depository of the Office of the Procurement Regulator.



Ms. Simone Williams
Permanent Secretary (Ag.)