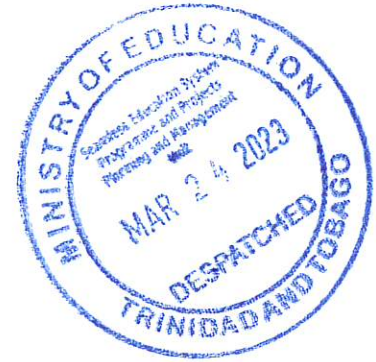


TENDER NOTICE



GOVERNMENT OF THE
REPUBLIC OF TRINIDAD AND TOBAGO (GORTT)

MINISTRY OF EDUCATION

“Engagement of a Firm for the Provision of Scanning and Digitalisation Services on Personnel, Confidential and Administrative Files of Identified Staff of the Ministry of Education.”

The Ministry of Education hereby invites qualified providers to submit proposals for consideration for the Provision of Scanning and Digitalisation Services on Personnel, Confidential and Administrative Files of Identified Staff of the Ministry of Education.

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.

This Tender Document and any ensuing clarifications, queries and requests can be obtained by emailing a request to the persons listed hereunder:

1. Ms. Rachael Grayson, Director, Human Resources, Ministry of Education at Telephone No: 622-2181 Ext 1947: email address: rachael.grayson@moe.gov.tt
2. Ms. Gail Hosein, Senior Human Resources Officer (Ag.), Ministry of Education at Telephone No. 622-2181 Ext 1621: email address: gail.hosein@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

The Tendering exercise has been segregated into **LOT # 1** representing the Digitalising and Scanning of Files for Primary School Teachers, **LOT #2** representing the Digitalising and Scanning of Files for Secondary School Teachers, **LOT #3** representing the Digitalising and Scanning of Files for Contracts- Non Teaching Staff and De-Linked Staff and **LOT #4** representing the Digitalising and Scanning of Files for Civil Service Staff, and a bidding firm may Tender on any one (1), or on a combination of or on all four (4) **LOTS**.

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 Digitalisation Services on Personnel, Confidential and Administrative Files of Identified Staff of 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 **Friday 31 March, 2023**:

1. Ms. Rachael Grayson, Director, Human Resources, Ministry of Education at Telephone No: 622-2181 Ext 1947: email address: rachael.grayson@moe.gov.tt

2. Ms. Gail Hosein, Senior Human Resources Officer (Ag.), Ministry of Education at Telephone No. 622-2181 Ext 1621: email address: gail.hosein@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.



Kurt Meyer
Permanent Secretary
Ministry of Education