



The Government of the Republic of Trinidad and Tobago
MINISTRY OF EDUCATION

Office of the Permanent Secretary

TENDER NOTICE

Provision of Secure Transportation Services for the Collection, Storage and Distribution of Examination Papers and Answer Scripts for the hosting of Exams during the period January 01, 2024 –December 31, 2024, for the Ministry of Education

The Ministry of Education hereby invites qualified providers to submit proposals for consideration for the provision of **Secured Transportation Services** for the collection, storage and distribution of examination papers and answer scripts for the 2024 Examination periods.

The Ministry has prepared a **Request for Proposal Document (RFP)** which contains all the pertinent details inclusive of Project Objectives, Instructions to Bidders, Evaluation Criteria and Contract Award Basis, Scope of Services and Deliverables.

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

1. Ms. Farisha Mohammed, Assistant Procurement Specialist, Ministry of Education at Telephone No: 622-2181 Ext 2129; e-mail Address: farisha.mohammed@moe.gov.tt
2. Ms. Pauline Hamilton, Technical Officer, Health Safety and Security Unit, Ministry of Education at Telephone No: 622-2181 Ext. 1041; e-mail Address: pauline.hamilton@moe.gov.tt

Interested firms are encouraged to attend the Virtual Pre-Tender Meeting Scheduled **for Thursday 14 December 2023 from 9:30am**

One contract will be awarded for the provision of the Secured Transportation Services for the 2024 Examinations goods, works and services.

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:

“Provision of Secure Transportation Services for the Collection, Storage and Distribution of Examination Papers and Answer Scripts for the hosting of Exams during the period January 01, 2024 –December 31, 2024, for 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 **Thursday 21 December, 2023:**

*Education Towers, Level 15,
No. 5 St. Vincent Street, Port of Spain, Trinidad and Tobago, West Indies
Phone: 1-868-622-2181 exts: 2404 / 2405 / 2406
Website: www.moe.gov.tt • Email: permanentsecretary@moe.gov.tt*

1. Ms. Farisha Mohammed, Assistant Procurement Specialist, Ministry of Education at Telephone No: 622-2181 Ext 2129: e-mail Address: farisha.mohammed@moe.gov.tt
2. Ms. Pauline Hamilton, Technical Officer, Health Safety and Security Unit, Ministry of Education at Telephone No: 622-2181 Ext. 1041: e-mail Address: pauline.hamilton@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.

Yours Sincerely,

Ms. Jacqueline Charles
Permanent Secretary