

# MINISTRY OF EDUCATION

## Request for Proposal

### **Provision of Data Capture Services for the Trinidad and Tobago National Learning Assessment (TTNLA) and the Lower Secondary Proficiency Examination (LSPE)**

The Ministry of Education invites eligible firms to submit proposals for the **Provision of Data Capture Services for the Trinidad and Tobago National Learning Assessment (TTNLA) and the Lower Secondary Proficiency Examination (LSPE)** for the contract period **13 October 2026 to 13 October 2027**.

The procurement will be conducted by **Selective Tendering**.

The successful contractor will be required to provide services including:

- Batching of examination scripts;
- Scanning of multiple-choice answer sheets;
- Data capture and validation of examination scores and attendance records;
- Creation of electronic databases in Microsoft Excel format;
- Quality assurance and reporting; and
- Secure handling of confidential examination data.

Interested firms may obtain the **Request for Proposal (RFP)** by submitting a request via email to **procurement@moe.gov.tt**.

### **Key Dates**

| Activity                                | Date                                 |
|-----------------------------------------|--------------------------------------|
| Virtual Pre-Tender Meeting              | <b>11 August 2026</b>                |
| Deadline for Requests for Clarification | <b>18 August 2026</b>                |
| Proposal Submission Deadline            | <b>8 September 2026 at 1:00 p.m.</b> |

Requests for clarification should be submitted via email to **procurement@moe.gov.tt** by the stated deadline.

The Ministry of Education reserves the right to reject any or all proposals and is not bound to accept the lowest-priced proposal.

**Procurement Unit**  
**Ministry of Education**

