



**EDUCATION FACILITIES
COMPANY LIMITED**

Building our Children's Future

INVITATION TO TENDER

T/22-2015: Provision of Computer Laptops Repairs Services for the Ministry of Education

Introduction

The Government of the Republic of Trinidad and Tobago (GORTT) has identified Education as one of its major pillars for sustainable economic development, given that knowledge, information and human capital are the main economic assets of any advanced nation. GORTT has identified a series of activities deemed necessary to achieve its vision for Education. One of these activities is the e-CAL Laptop project.

The e-CAL Laptop project provides the nation's students with a competitive edge in today's global information society. A major component of this programme is the provision of a laptop to each child passing the SEA examination and entering secondary school. For the period 2010 to 2014, eighty seven thousand two hundred and fifty (87,250) laptops have been provided to students.

Notwithstanding the successful roll out of the e-CAL laptop program, some laptops have been rendered non-functional due to various hardware issues over time. The Ministry has thus taken the decision to conduct a comprehensive assessment and repair programme and has engaged the Education Facilities Company Limited to manage the tender process for the securing of the necessary services.

Scope of Services

Ensure that all non-functioning e-CAL laptops which were distributed to students for the period 2011 to 2013 are collected at designated locations, diagnosed repaired and/or refurbished to full functionality and returned to the Ministry in a timely and cost effect manner.

Pre-Tender Meeting

Tenderers are invited to a Pre-Tender meeting facilitated by the Education Facilities Company Limited on **Thursday, July 2nd, 2015** at 10:00 a.m. at the Education Facilities Company Limited, Second Floor, Long Circular Place, #74 Long Circular Road, Maraval. At this meeting, prospective Tenderers will be guided through the process for completion of the Tender Documents.

Eligibility

The Invitation to Tender is open to all locally registered firms.

Viewing and/or Purchase of Documents

The Tender Document and other related documents will be available for viewing and or purchase from **Tuesday, June 30th, 2015** at the Education Facilities Company Limited, Second Floor, Long Circular Place, #74 Long Circular Road, Maraval, Trinidad, W.I. between the hours of 8:00am and 4:00pm, Monday to Friday, except on Public Holidays.

Tenderers may purchase the Document upon payment of a non-refundable fee of Five Thousand (TT\$5,000.00) or Seven Hundred and Eighty-Five United States Dollars (US\$785.00) per package by certified cheque only, in favour of EDUCATION FACILITIES COMPANY LIMITED.

Submission of Tenders

Submissions in response to this Invitation to Tender to provide Computer Laptops Repairs Services should be labelled as per instructions outlined in the Invitation to Tender Documents.

The envelopes should be addressed to:

**Tender Secretary
Education Facilities Company Limited
Second Floor, Long Circular Place
#74 Long Circular Road, Maraval
Trinidad, W.I.**

The sealed envelopes containing the Tender must be deposited in the grey Tender Box located in the Lobby of the offices of EFCL, Second Floor Long Circular Place, #74 Long Circular Road, Maraval, Trinidad, W.I.

Closing Date for Submissions

Completed Tender documents are to be submitted in a sealed envelope during normal working hours, but no later than **2:00 p.m. on Thursday, July 9th, 2015**. Late submissions will NOT be considered under any circumstances.

Opening of Submissions

The EFCL will open the submissions, **at 2:15 p.m. on Thursday, July 9th, 2015** at the EFCL's offices at Second Floor, Long Circular Place, 74 Long Circular Road, Maraval. Tenderers or their representatives are invited to be present at the opening.

Limitations/Reservations

The EFCL reserves the right to accept or reject any or all Tenders without defraying any cost incurred by the interested party. The EFCL also reserves the right to cancel the present Tender in its entirety or partially without defraying the cost incurred by any Company.

Clarification of the Document

Enquiries regarding this tender should be in writing no later than Monday July 6th, 2015 and directed to:

**Tender Secretary
Education Facilities Company Limited
Second Floor, Long Circular Place
#74 Long Circular Road, Maraval Trinidad W.I.
Fax No.: 1 (868) 622-1887 Email : scp@efcl.co.tt**