



EDUCATION FACILITIES COMPANY LIMITED

Building our Children's Future

INVITATION TO TENDER

- T/55-2013 to T/62-2013: Supply, Delivery and Installation of Furniture and Equipment for use at Lower Cumuto Government and Rio Claro Presbyterian Primary Schools

Introduction

The current Work Programme of the Education Facilities Company Limited (EFCL) as assigned by the Ministry of Education includes school construction, the repair and maintenance of education facilities and also the outfitting and equipping of education facilities.

The EFCL has packaged the furniture and equipment to be procured for the Supply Delivery and Installation at Lower Cumuto Government and Rio Claro Presbyterian Primary Schools into the following nine (9) packages:

PACKAGE# DESCRIPTION

T/55-2013	Classroom Furniture – Package 1
T/56-2013	Administration Furniture – Package 2
T/57-2013	Cafeteria Equipment – Package 3
T/58-2013	Sporting – Package 4
T/59-2013	Shelving – Package 5
T/60-2013	Music Equipment – Package 6
T/61-2013A	Computer Equipment – Package 7A
T/61-2013B	Computer Accessories – Package 7B
T/62-2013	School Accessories – Package 8

Scope of Services

The Invitation to Tender covers the Supply, Delivery and Installation of Furniture and Equipment for Lower Cumuto Government Primary School located at Cumuto Main Road, Cumuto and Rio Claro Presbyterian Primary School located at 25-27 Rio/Guyaguayare Road, Rio Claro.

The services are to be provided during the period February 1st 2014 to February 28th 2014. Tenderers are required to submit a Tender which describes the Methodology to be applied, the Key Resources and Equipment to be provided and a Financial Proposal.

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 **Monday November 4th, 2013** 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 Tender Document upon payment of a non-refundable fee of Five Hundred Trinidad and Tobago Dollars (TT\$500.00) or Eighty United States Dollars (US\$80.00), **per package by certified cheque only**, in favour of EDUCATION FACILITIES COMPANY LIMITED.

Submission of Tenders

Submissions in response to this Invitation to Tender for the Supply Delivery and Installation of Furniture

and Equipment for use at Lower Cumuto Government and Rio Claro Presbyterian Primary Schools must be placed in a large envelope and clearly labelled as follows:

(Insert tender number here)

**Invitation to Tender for the Supply Delivery and Installation of Furniture and Equipment
Lower Cumuto Government and Rio Claro Presbyterian Primary Schools**

NAME AND ADDRESS OF TENDERER

**(To be clearly marked)
(Bottom right of envelope)**

The envelope(s) 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 envelope 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 Wednesday November 27th 2013.

Late submissions will NOT be considered under any circumstances.

Opening of Submissions

The EFCL will open the submissions, at **2:15 p.m. on Wednesday November 27th 2013** 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 submitted in writing no later than Tuesday November 19th 2013 and directed to:

**Procurement Manager,
Procurement and Contracts
Education Facilities Company Limited
Second Floor, Long Circular Place
#74 Long Circular Road, Maraval, Trinidad W.I.
Facsimile No.: 1 (868) 622-1887 E-Mail:
heather.joseph@efcl.co.tt**