



EDUCATION FACILITIES COMPANY LIMITED

Building our Children's Future

INVITATION TO TENDER

T/63-2013 TO T/77-2013: INVITATION TO TENDER FOR THE SUPPLY, DELIVERY AND INSTALLATION OF FURNITURE AND EQUIPMENT FOR USE IN CARAPICHAIMA WEST AND ST. JOSEPH SECONDARY SCHOOLS

Introduction

Invitation to Tender for the Supply, Delivery and Installation of furniture and equipment for the Carapichaima West and St. Joseph Secondary Schools into the following twenty-six (26) packages:

Package # Description

- T/63-2013 Classroom Furniture- Package 1
- T/64-2013A Science Laboratory Equipment - Package 2 A
- T/64-2013B Science Laboratory Reagents - Package 2 B
- T/65-2013A Automotive and Laboratory Tools- Package 3A (Technology Tools)
- T/65-2013B Automotive and Laboratory Tools- Package 3B (Carpentry Tools)
- T/65-2013C Automotive and Laboratory Tools- Package 3C (Mechanical Tools)
- T/65-2013D Automotive and Laboratory Tools- Package 3D (Electrical Tool)
- T/65-2013E Automotive and Laboratory Tools- Package 3E (Electronic Tools)
- T/66-2013A Cafeteria Equipment- Package 4A
- T/66-2013B Cafeteria Furniture- Package 4B
- T/67-2013 Music Equipment- Package 5
- T/68-2013 Sports Equipment- Package 6
- T/69-2013 Administration and Office Furniture- Package 7
- T/70-2013 Appliances- Package 8
- T/71-2013 Computer & Accessories- Package 9
- T/72-2013A Classroom Accessories Consumables - Package 10A
- T/72-2013B Classroom Accessories Stationery - Package 10B
- T/72-2013C Classroom Accessories Boards - Package 10C
- T/73-2013 Agricultural Tools- Package 11
- T/74-2013A Cosmetology & Home Management Furniture & Equipment - Package 12A
- T/74-2013B Cosmetology & Home Management Beauty Culture - Package 12B
- T/74-2013C Cosmetology & Home Management Clothing & Textile - Package 12C
- T/74-2013D Cosmetology & Home Management Home Economics - Package 12D
- T/75-2013 Arts & Crafts Supplies- Package 13
- T/76-2013 Audio Visual Equipment- Package 14
- T/77-2013 Shelving - Package 15

Scope of Services

The Invitation to Tender covers the Supply, Delivery and Installation of Furniture and Equipment, for use in Carapichaima West Secondary School located at Mc Leod Trace, Freeport and St. Joseph Secondary School located at Government Farm Road, St Joseph, Trinidad, W.I.

The services are to be provided for both schools as follows:

St. Joseph Secondary School during the period March 1st to March 15th 2014; and Carapichaima West Secondary School during the period March 15th to March 31st, 2014.

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 **Thursday 21st November 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 Document upon payment of a non-refundable fee of One Thousand Trinidad and Tobago Dollars (TT\$1,000.00) or One Hundred and Sixty United States Dollars (US\$160.00) **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 in Carapichaima West and St. Joseph Secondary Schools** must be placed in a large sealed envelope and clearly labelled as per instructions outlined in the Invitation to Tender located in the Tender Documents.

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 Friday 20th December 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 the Friday 20th December 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 made in writing no later than **Thursday 12th December 2013** and directed to:

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