



EDUCATION FACILITIES COMPANY LIMITED

Building our Children's Future

INVITATION TO TENDER

T/01-2014 to T/08-2014: Supply Delivery and Installation of Furniture and Equipment for use in the Kanhai Presbyterian Primary School

Introduction

EFCL has packaged the furniture and equipment to be procured for the use in the Kanhai Presbyterian Primary School into the following nine (9) packages:

Package #	Description
T/01-2014	Classroom Furniture -Package 1
T/02-2014	Administration Furniture -Package 2
T/03-2014	Cafeteria Equipment -Package 3
T/04-2014	Sporting - Package 4
T/05-2014	Shelving - Package 5
T/06-2014	Music Equipment -Package 6
T/07-2014A	Computer Equipment - Package 7A
T/07-2014B	Computer Accessories - Package 7B
T/08-2014	School Accessories - Package 8

Scope of Services

The Invitation to Tender covers the Supply, Delivery and Installation of Furniture and Equipment for use in the Kanhai Presbyterian Primary School located at 20B Kanhai Road South, Barrackpore. The services are to be provided during the period April 15th 2014 to April 30th 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 10th February 2014 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 Three Hundred Trinidad and Tobago Dollars (TT\$300.00) or Fifty United States Dollars (US\$50.00), per package by certified cheque only, in favour of EDUCATION FACILITIES COMPANY LIMITED.

Submission of Tenders

Submissions in response to the Invitation to Tender for the Supply Delivery and Installation of Furniture and Equipment for use in the Kanhai Presbyterian Primary School must be placed in a large envelope and clearly labelled as follows:

*(Insert tender number here [T/01-2014 to T/08-2014])
Invitation to Tender for the Supply Delivery and Installation of Furniture and Equipment for use in Kanhai Presbyterian Primary School.*

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(s) containing the Tender(s) must be deposited in the grey Tender Box labelled 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 March 12th 2014.

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 March 12th 2014 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 Tenderer.

Clarification of the Document

Enquiries regarding the Invitation to Tender should be submitted in writing no later than Wednesday 26th February 2014 and directed to:

Procurement Manager

Education Facilities Company Limited

Second Floor, Long Circular Place

#74 Long Circular Road, Maraval, Trinidad W.I.

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