



**Education
Facilities
Company
Limited**

TENDER - T/51-2013: Supply and Delivery of Textbooks to Primary and Secondary Schools in Trinidad and Tobago

Introduction

The Education Facilities Company Limited (the Company) is a limited liability company that is wholly owned by the Government of the Republic of Trinidad and Tobago. The company was established on 11th March 2005 to carry out the mandate of the Ministry of Education. The current mandate of the company, as assigned by the Ministry of Education, includes school construction, repair and maintenance of education facilities, outfitting and equipping of education facilities.

The Ministry of Education (MOE) has appointed the Education Facilities Company Limited as executing agent for the procurement of textbooks for the MOE's Textbook Rental/Loan Programme 2013-2014.

Scope of Services

Tenderers are invited to supply and deliver the quantity and type of textbooks described in Section II of the Invitation to Bid Proposal for use in Primary and Secondary Schools throughout Trinidad and Tobago, in keeping with the Ministry's Textbook Rental/Loan Programme 2013/2014.

Eligibility

Submission of Proposals is open to all companies registered locally and within the Caricom/Caribbean region.

Viewing and/or Purchase of Bid Documents

The Bid Documents and other related documents will be available for viewing and/or purchasing from Monday August 12th, 2013 at the Education Facilities Company Limited, Second Floor, Long Circular Place, #74 Long Circular Road, Maraval between the hours of 10:00am and 3:00pm, Monday to Friday, except on Public Holidays.

Tenderers may purchase the Bid Document upon payment of a non-refundable fee of **Six Hundred Trinidad and Tobago Dollars (TT\$600.00) or One Hundred United States Dollars (US\$100.00) by CERTIFIED CHEQUE ONLY, in favour of EDUCATION FACILITIES COMPANY LIMITED.**

Pre-Tender Meeting

Tenderers are invited to a pre-tender meeting on **Tuesday August 20th, 2013 at 10:00 a.m.** at the offices of Education Facilities Company Limited, Second Floor, 74 Long Circular Road, Maraval. Guidance will be provided with respect to the process for submission of proposals.

Submission of Proposals

Submissions in response to this tender to Supply and Deliver Textbooks to Primary and Secondary Schools in Trinidad and Tobago must be placed in a large envelope or other packaging and labelled as follows:

**T/51-2013:
Supply and Delivery of Textbooks to Primary and Secondary Schools in Trinidad and Tobago**

**NAME AND ADDRESS OF APPLICANT
(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.**

Closing Date for Submission

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 August 30th, 2013. Late submissions will not be considered.**

Limitations/Reservations

EFCL reserves the right to accept or reject any or all submissions without defraying any cost incurred by the interested party. 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 directed in writing no later than Monday August 26th, 2013 to the Procurement Manager, Education Facilities Company Limited; Fax: 1 (868) 622-1887; Email: tenders@efcl.co.tt