

# **GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**

## **CENTRAL TENDERS BOARD**

### **INTERNATIONAL PREQUALIFICATION NOTICE**

#### **PREQUALIFICATION OF RECOGNIZED UNIVERSITIES/ACCREDITED INSTITUTIONS OF HIGHER LEARNING TO PROVIDE AN ACCELERATED PROGRAMME OF INSTRUCTION LEADING TO A MASTER'S DEGREE IN EDUCATIONAL LEADERSHIP FOR NINETY (90) STUDENTS FOR THE MINISTRY OF EDUCATION IDB/SEMP LOAN #1180/OC-TT**

The Government of the Republic of Trinidad and Tobago (GORTT) through the Ministry of Education (MOE) is currently engaged in the Secondary Education Modernization Programme (SEMP). The primary objective of the SEMP, therefore, is to support the Ministry of Education in its efforts to improve, reform and modernize the secondary level of the education system. Education Qualitative Improvement (EQI) is one of the SEMP's three (3) major components.

A key subcomponent of EQI is the professional development of MOE Officers. Under this subcomponent, the MOE wishes to further enhance leadership in its secondary schools and requires the services of a recognized University/ Accredited Institution of Higher Learning to successfully design and deliver an accelerated Programme of Instruction that leads to a Master's Degree In Educational Leadership.

The Master's in Education Programme is to be a knowledge-development and capacity-building programme aimed at making schools more effective. It needs to directly target development of the capacity of school leaders so as to make students' experience of formal schooling more relevant and meaningful to the nation, the community, parents/guardians and the student.

In this connection, the GORTT invites Universities/Accredited Institutions of Higher Learning from IDB member countries to submit Prequalification Applications to provide an accelerated Programme of Instruction leading to a Master's Degree in Educational Leadership for ninety (90) students concurrently for the Ministry of Education.

Interested Universities/Accredited Institutions are required to submit a completed prequalification questionnaire along with a statement of interest.

The prequalification questionnaire can be obtained from the office of the Central Tenders Board at the address stated below:

**Central Tenders Board  
116 Frederick Street  
Port of Spain  
Republic of Trinidad & Tobago  
Telephone: (868) 625- 2311, FAX: (868) 625-1809  
Email: [mofctb@tstt.net.tt](mailto:mofctb@tstt.net.tt)**

A copy of the prequalification questionnaire can also be downloaded from the Board's website at <http://www.finance.gov.tt>.

Please note that this is not a Request for Proposal. The purpose of this exercise is to identify interested Universities/Institutions that may qualify to receive an invitation to submit a Proposal.

Additional information can be obtained from:

**The Programme Consultant  
Secondary Education Modernization Programme Coordinating Unit (SEMPCU)  
MTS Plaza, Aranguez Main Road, Aranguez  
Tel: 1 (868) 675-9739/41/44/72; Fax: 1 (868) 675-7788**

All prequalification information must be submitted in the English language.

Applicants may submit supplementary information. However, the questionnaire must be completed fully and reasons given on the Form, if specific information that has been requested is **not** supplied.

After the applications have been evaluated, a shortlist of institutions approved by the Board will be requested to submit proposals for the provision of the required services. A minimum of 70% must be attained in order for institutions to be qualified. At this stage, the Request for Proposals, including Terms of Reference, will be made available to the short-listed consultants.

The original and five (5) copies of the prequalification documents must be placed in sealed envelopes clearly marked:

**“Prequalification of Universities/Institutions of Higher Learning to provide an Accelerated Programme of Instruction leading to a Master’s Degree in Educational Leadership for ninety (90) students for the Ministry of Education”**

and addressed to the Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain, Republic of Trinidad and Tobago. The envelopes must be deposited in the **BROWN TENDERS BOX** located in the lobby of the Board's office not later than 1300 hours (Trinidad time 1.00 p.m.) on Thursday October 30, 2008.

Faxed copies of the Prequalification Questionnaire will not be accepted.

The prequalification applications will be opened shortly thereafter in the presence of the Institutions' representatives who choose to attend.

The Central Tenders Board reserves the right to cancel the prequalification process in its entirety or even partially without defraying any costs incurred by any Institution in submitting their documentation.

Late submissions will not be considered in any circumstances.

**Jennifer Jones  
Chairman  
Central Tenders Board  
Republic of Trinidad and Tobago**

**CTB: 16/4/59 Sub LVII  
August 7, 2008**

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD  
AND TOBAGO**

**CENTRAL TENDERS BOARD**

**PREQUALIFICATION QUESTIONNAIRE**

**RECRUITMENT OF A RECOGNIZED UNIVERSITY/ACCREDITED  
INSTITUTION OF HIGHER LEARNING TO PROVIDE AN  
ACCELERATED PROGRAMME OF INSTRUCTION LEADING TO A  
MASTER'S DEGREE IN EDUCATIONAL LEADERSHIP FOR NINETY  
(90) SCHOOL ADMINISTRATORS FOR THE MINISTRY OF  
EDUCATION IDB/SEMP LOAN #1180/OC-TT**

**INSTRUCTIONS TO APPLICANTS**

1. The application package should consist of the original and five (5) copies of the completed Prequalification Questionnaire and supporting documentation.
2. The completed questionnaire must be delivered by the deadline specified in the Prequalification Notice to:

Chairman  
Central Tenders Board  
116 Frederick Street  
Port of Spain  
**REPUBLIC OF TRINIDAD AND TOBAGO**

3. Late submissions will not be considered in any circumstances.
4. Applicants may submit supplementary information. However, the questionnaire must be completed fully and reasons given on the Form, if any specific information that has been requested is not supplied.

**Recruitment of a Recognized University/Accredited Institution of Higher Learning to Provide  
an Accelerated Programme of Instruction leading to a Master's Degree in Educational  
Leadership for Ninety (90) School Administrators for the Ministry of Education  
IDB/SEMP LOAN #1180/OC-TT**

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**PREQUALIFICATION QUESTIONNAIRE**

**1. GENERAL BACKGROUND**

Name of Institution .....

Address of Main Office: .....

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Telephone: .....

Telex: .....

Fax: .....

Postal Address: .....

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**2. ESTABLISHMENT**

Year ..... State..... Country .....

**3. TYPE OF ORGANIZATION**

- |                            |                          |                   |                          |
|----------------------------|--------------------------|-------------------|--------------------------|
| (a) Limited Company        | <input type="checkbox"/> | (b) Partnership   | <input type="checkbox"/> |
| (c) Private Company        | <input type="checkbox"/> | (d) Joint Venture | <input type="checkbox"/> |
| (e) State Owned/Affiliated | <input type="checkbox"/> | (f) Consortium    | <input type="checkbox"/> |
| (g) Non-Profit             | <input type="checkbox"/> | (h) Other         | <input type="checkbox"/> |

**4. PRINCIPALS AND KEY PERSONNEL OF INSTITUTION (10 points)**

1. Principals

	<u>Name</u>	<u>Professional Specialisation</u>	<u>Nationality</u>
(a)	.....	.....	.....
(b)	.....	.....	.....
(c)	.....	.....	.....
(d)	.....	.....	.....

2. Key Personnel

	<u>Name</u>	<u>Professional Specialisation</u>	<u>Nationality</u>
(a)	.....	.....	.....
(b)	.....	.....	.....
(c)	.....	.....	.....
(d)	.....	.....	.....

**5. PERSONNEL (10 points)**

1. Number of personnel actually employed in your Institution during the last five years.

		Year 1	Year 2	Year 3	Year 4	Year 5
Max. Strength	Profess.					
	Support					
Normal Strength	Profess.					
	Support					

2. Actual Strength

Professional

Sub Professional

Technician


**6. FINANCIAL CAPACITY (10 points)**

<u>Year</u>	<u>As Prime Consulting Institution</u>	<u>As Associated Consulting Institution</u>	<u>Type of Service</u>	<u>Total</u>
2003				
2004				
2005				
2006				
2007				

**7. AUDITED FINANCIAL STATEMENTS (10 points)**

Audited Income and Expenditure Statements and Balance Sheets of the three most recent years should be provided.

**8. REFERENCES (5 points)**

(a) Bank or other Financial References:

(b) Client References:

(c) Permission to refer to References:

Yes \_\_\_\_\_ No \_\_\_\_\_

**9. Has the institution (or any constituent part) ever been liable for failing to comply with the fulfillment of a Contract? (5 points)**

Yes:

No:

If Yes, give brief details \_\_\_\_\_

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**10. PERSONAL HISTORY OF PROFESSIONAL/S WITHIN THE INSTITUTION (20 points)**

(Please make copies of this page as required)

Name: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Professional Specialist: \_\_\_\_\_

\_\_\_\_\_

Years of experience: \_\_\_\_\_

As Principal in this Institution: \_\_\_\_\_ Other Institutions: \_\_\_\_\_

Other than Principal in Institution: \_\_\_\_\_ Other Institutions: \_\_\_\_\_

Education:

<u>Degree</u>	<u>Place</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Membership of professional Organization:

Professional Registration No. \_\_\_\_\_ Country \_\_\_\_\_

<u>Organization</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

Field of Special Competence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. RELATED PROJECTS ON WHICH INSTITUTION HAS BEEN INVOLVED DURING THE  
LAST FIVE YEARS (30 points)**

Brief Description of Project	Location	Period From      To	Estimated Cost	Other Institutions with which associated

**12. OTHER INFORMATION**

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I hereby certify that the above information is correct.

.....  
Name of Head of Institution

.....  
Signature of Head of Institution

.....  
Date

Institution Seal/Stamp