

CENTRAL TENDERS BOARD

TENDER NOTICE

Tender for the Provision of Janitorial Services for the Treasury Division, Ministry of Finance

Tenders are invited for the Provision of Janitorial Services for the Treasury Division, Ministry of Finance as follows:-

- Treasury Building, Independence Square, Port of Spain
- Treasury Division, #35 Henry Street, Port of Spain
- Treasury Division, #46 Park Street, Port of Spain

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain on payment of a tender deposit of **\$500.00** for each package to the Director of Contracts. This deposit will be received by cash or certified cheque from **Monday to Friday between the hours of 9.00 a.m. to 12.00 noon and 1.00 p.m. to 3.00 p.m.** The original receipt must be attached to the tender.

A pre-tender meeting will be held for prospective tenderers on **Friday 22nd June, 2012** at 10:00 a.m. at Treasury Building, Independence Square, Port of Spain followed by site visits to the different locations.

Any further technical information can be obtained from Mr. Azim Ali, Administrative Officer IV (Ag.), Treasury Division, Ministry of Finance (Tel 623-2941 Ext 2400).

Tenders must be accompanied by the following:-

- (i) Valid Income Tax and Valued Added Tax Clearance Certificates issued by the Board of inland Revenue and dated not more than six (6) months prior to the closing date of the tender.
- (ii) A Valid Certificate of Compliance issued in accordance with the National Insurance Act.

The original and five (5) copies of the Tender should be placed in sealed envelopes, addressed to the Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain, clearly marked on the outside:-

**“Tender for the Provision of Janitorial Services for the Treasury Division,
Ministry of Finance”**

Envelopes must be deposited in the **BROWN** Tenders Box, located in the lobby of the Board's Office, Central Tenders Board, 116 Frederick Street, Port of Spain, no later than **1:00 p.m. on Thursday, 12th July, 2012.**

Tenderers should note that the dimensions of the **SLOT** of the Tenders Box are **37.5 cm x 5.5 cm** and as such, tenders should be packaged accordingly.

Tenders will be opened shortly thereafter. The tenderer or his representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Central Tenders Board reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.

The Board does not bind itself to accept the lowest or any other tender.

**Indrani Rampersad
Chairman
Central Tenders Board**

**CTB: 30/2/66
4th June, 2012**