

TENDER NOTICE

CENTRAL TENDERS BOARD

TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE MACHINES, APPLIANCES AND FURNITURE TO GOVERNMENT FOR THE PERIOD JANUARY 01, 2009 TO DECEMBER 31, 2009

Tenders are invited for the supply and delivery of Articles "as and when required" for the period January 01, 2009 to December 31, 2009 to all Government Ministries/Departments/Divisions, the Tobago House of Assembly, Local Government and Statutory Bodies under the aegis of the Central Tenders Board in accordance with the following schedules:-

- 1 - Electronic Typewriters
- 2 - Photocopying Machines
- 3 - Calculating Machines (Heavy Duty)
- 4 - Digital Stencil Duplicators
- 5 - Stenographer Posture and Typist Chairs
- 6 - Steel Filing Cabinets and Steel Cupboards
- 7 - Metal Furniture for Offices and Quarters
- 8 - Air Conditioning Units (Window Type)
- 9 - Air Conditioning Units (Mini-Split Type)
- 10 - Gas Cooking Ranges (Pedestal Type)

Tender documents may be perused during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain. An official receipt **must** be attached to the tender for the relevant Schedule showing that a tender deposit of one hundred dollars (**\$100.00**) in respect of **EACH SCHEDULE (SEPARATE RECEIPTS)** has been paid by cash or certified cheque to the Director of Contracts, at the Board's Office. This tender deposit will be received from **Monday to Friday between the hours of 8.30 a.m. to 12.00 noon and 1.00 p.m. to 2.00 p.m.** Unsuccessful tenderers will be refunded their deposits after awards are made.

The successful tenderers will be required to pay a Performance Deposit or provide a Bond in amounts varying between **\$3,000.00** and **\$30,000.00** depending on the value of the contract.

Tenders must be accompanied by **valid** Income Tax and Value 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 tenders. In addition a Certificate of Compliance issued in accordance with the National Insurance Act must be submitted.

Contracts may be awarded for any number of items on any schedule.

Technical information may be obtained from the following Officers:-

FURNITURE

- Property Manager (**Mr. E. Harriott**)
Furniture Branch
Ministry of Works and Transport
Laventille
Telephone: 623 - 1793

ELECTRICAL

- Chief Electrical Engineer (**Mr. M. Williams**)
Construction Division
Ministry of Works and Transport
London Street
Port of Spain
Telephone: 625 - 3028

OFFICE MACHINES

- Ag. Printing Supervisor II (**Mr. L. Henry**)
Government Printery
Corner Victoria Avenue & Tragarete Road
Port of Spain
Telephone: 625 - 4139

Any other enquiries should be directed to the Committee's Secretary, at the Board's Office, Telephone Number: **625 - 3565**.

Sealed tenders in **DUPLICATE** on the approved forms will be received up to **1:00 P.M. ON THURSDAY, AUGUST 14TH, 2008** and must be addressed to the Chairman, Office Machines, Appliances and Furniture Committee, Central Tenders Board, 116 Frederick Street, Port of Spain.

Tenders must be deposited in the **BROWN** Tenders Box located in the lobby of the Board's Office. Tenderers should note that the dimensions of the **SLOT** in the Tenders Box are **37.5 cm x 5.5 cm** and as such tenders should be packaged accordingly.

Each Schedule must be placed in separately sealed envelopes and clearly marked:-

**"SCHEDULE (NO. AND DESCRIPTION) - OFFICE MACHINES,
APPLIANCES AND FURNITURE FOR THE PERIOD
JANUARY 01, 2009 TO DECEMBER 31, 2009"**

Tenders will be opened publicly shortly thereafter at the Board's Office. A representative of the firm/persons tendering may be present at the opening. **Prices would be made available at a later date on request.**

Late tenders **will not** be considered in any circumstances.

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

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Jennifer Jones
Chairman,
Office Machines, Appliances
and Furniture Committee
Central Tenders Board

CTB: OMAF: 31/2/194
June 30, 2008