

CENTRAL TENDERS BOARD

TENDER NOTICE

Manufacture, Supply and Distribution of 21,500 Laptops, Laptop Bags and Peripheral Equipment for the Ministry of Education

Tenders are invited for the manufacture, supply and distribution of 21,500 Laptops, Laptop bags and Peripheral Equipment to One Hundred and Fifty-One (151) Secondary Schools for the Ministry of Education as follows:-

- Lot 1. - Manufacture and Supply of Laptops, Laptop Bags and Peripheral Equipment for the Ministry of Education
- Lot 2. - Logistics and Distribution of Laptops to Secondary Schools

Tender documents can be obtained during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain at Telephone Number (868) 625-4330. Any further technical information can be obtained during normal working hours from **Mr. Rajnath Singh, Programme Director, Information and Communication Technology Division, Ministry of Education, 12-14 London Street, Port of Spain. Telephone Number: 623-5724/789-7130. Email: rajnathsingh@gov.tt.**

Tenderers are required to pay a tender deposit of **five thousand dollars (\$5,000.00)** either by cash or certified cheque to the Director of Contracts and attach the original receipt to their tender. 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 3.00 p.m.**

A **pre-tender meeting** will be held for prospective tenderers on **Wednesday March 27, 2013** at 10.00 a.m. at the **Rudranath Caplideo Learning Resource Centre, Southern Main Road, Mc Bean, Couva.**

Separate contracts may be awarded for each lot or a combination of both.

Tenders must be accompanied by the following:-

- (i) **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 for submission of Tenders (Local firms).

- (ii) **Valid** Certificate of Compliance issued in accordance with the National Insurance Act (Local Firms).

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The original tender inclusive of an electronic copy and six (6) printed copies each of the Technical and Financial Bids must be placed in separate sealed envelopes clearly marked on the outside:-

ENVELOPE #1 – TECHNICAL BID - LOT 1

“Manufacture and Supply of 21,500 Laptops, Laptop Bags and Peripheral Equipment for the Ministry of Education.”

ENVELOPE # 2 – FINANCIAL BID - LOT 1

“Manufacture and Supply of 21,500 Laptops, Laptop Bags and Peripheral Equipment for the Ministry of Education.”

OR

ENVELOPE #1 – TECHNICAL BID - LOT 2

“Logistics and Distribution of Laptops to Secondary Schools for the Ministry of Education.”

ENVELOPE # 2 – FINANCIAL BID - LOT 2

“Logistics and Distribution of Laptops to Secondary Schools for the Ministry of Education.”

The name and address of the firm must be printed on Envelope 2 – Financial Bid.

Envelopes must be addressed to the **Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain** and be deposited in the **BROWN** Tenders Box located in the lobby of the Board’s Office not later than **1:00 p.m. on Thursday April 11, 2013.**

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

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

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

Indrani Rampersad
Chairman
Central Tenders Board

CTB: 26/1/206
March 11, 2013