

# TENDER NOTICE

## CENTRAL TENDERS BOARD

### TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE MACHINES, APPLIANCES AND FURNITURE TO GOVERNMENT FOR THE PERIOD OCTOBER 01, 2013 TO SEPTEMBER 30, 2014

Tenders are invited for the supply and delivery of articles on an "as and when required" basis for the period October 01, 2013 to September 30, 2014 to all Government Ministries/Departments/Divisions, the Tobago House of Assembly, Local Government and certain Statutory Bodies under the aegis of the Central Tenders Board in accordance with the following schedules:-

- 1 - Electronic Typewriters
- 2 - Photocopying Machines/Multi-function Devices
- 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 five hundred dollars (**\$500.00**) 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 9.00 a.m. to 12.00 noon and 1.00 p.m. to 3.00 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** per item 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 **valid** 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:-

- OFFICE MACHINES**  
(Schedules 1 - 4) - Printing Mechanical Supervisor II (**Mr. Michael Gomez**)  
Government Printery  
Corner Victoria Avenue & Tragarete Road  
Port of Spain  
Telephone: 623 – 6686, 625-4139
- FURNITURE**  
(Schedules 5 - 7) - Furniture Foreman (**Mr. Ronnie Huggins**)  
Furniture Branch  
Ministry of Works and Transport  
Corner Redhill & Eastern Main Road  
D'Abadie  
Telephone: 646 - 7646
- ELECTRICAL**  
(Schedules 8 - 10) - Chief Electrical Engineer (**Mr. Lawrence Williams**)  
Ministry of Works and Transport  
London Street  
Port of Spain  
Telephone: 625 - 3028

Any other enquiries should be directed to the Committee's Secretary, Ms. Lisa Mohammed at the Central Tenders Board Office, Telephone Number: **625 - 4330**.

Sealed tenders in **TRIPLICATE** on the approved forms will be received up to **1:00 P.M. ON THURSDAY, MAY 23<sup>RD</sup>, 2013** 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  
OCTOBER 01, 2013 TO SEPTEMBER 30, 2014”**

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.

The Committee 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.

Indrani Rampersad  
Chairman  
Office Machines, Appliances  
and Furniture Committee  
Central Tenders Board

CTB: OMAF: 31/2/249  
April 17th, 2013