



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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No. 85

1270

APPOINTMENT TO PERFORM THE FUNCTIONS OF THE OFFICE OF CHIEF JUSTICE

IN EXERCISE of the power conferred upon him by section 103 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, has been pleased to appoint the HONOURABLE MR. JUSTICE WENDELL KANGALOO, a Justice of Appeal, to perform the functions of the Office of Chief Justice, with effect from 2nd August, 2009 and continuing during the absence from Trinidad and Tobago of the Honourable the Chief Justice.

H. HEMNATH
*Secretary to His Excellency
the President*

23rd July, 2009.

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APPOINTMENT TO A SHORT SERVICE COMMISSION IN THE TRINIDAD AND TOBAGO DEFENCE FORCE (COAST GUARD)

IN ACCORDANCE with the provisions of section 16, Part III of the Defence Act, Chap. 14:01 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that His Excellency the President has approved the appointment of DR. ISRAEL DOWLAT to a Short Service Commission in the Trinidad and Tobago Defence Force (Coast Guard), in the rank of Lieutenant Commander and in the position of Medical Officer, for an initial period of three (3) years, with effect from 5th March, 2009.

D. BASCOMBE
*Acting Permanent Secretary,
Ministry of National Security*

10th June, 2009.

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MINISTRY OF LOCAL GOVERNMENT

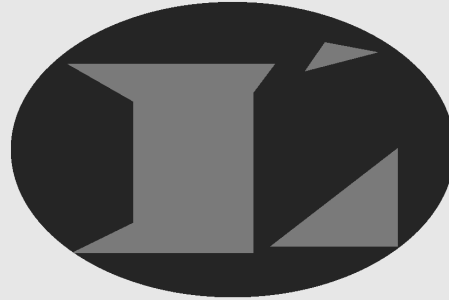
SEPARATIONS

THE following arrangements are notified for general information:

Retirements

Name	Rank of Officer	Ministry/Department	Date	Remarks
Mr. David Bisram ...	Administrative Officer II	Local Government ...	17th May, 2009	Compulsory Retirement
Mrs. Priscilla Gabriel-Lewis	Clerk II ...	do. ...	1st June, 2009	Voluntary Retirement
Ms. Euclyn Bethelmy ...	do. ...	do. ...	16th June, 2009	Compulsory Retirement
Mrs. Rookmin Moonan ...	Vault Attendant I ...	do. ...	1st July, 2009	do.
Mr. Ramlochan Budhooram	Project Officer I ...	do. ...	23rd July, 2009	do.
Mr. Rampersad Mahabir ...	Accounting Executive I	do. ...	7th August, 2009	do.
Mr. Headley Smith ...	Chief Executive Officer	do. ...	13th August, 2009	do.
Ms. Pamela Doon ...	Deputy Chief Executive Officer	do. ...	19th August, 2009	do.

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Lake Asphalt of Trinidad and Tobago (1978) Limited

Government of the Republic of Trinidad and Tobago

**Updated Public Statement of Lake Asphalt of Trinidad and Tobago (1978) Limited
In Compliance with sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of
The Freedom of Information Act (FOIA) 1999**

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Introduction

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("FOIA"), Lake Asphalt of Trinidad and Tobago (1978) Limited is required by law to publish the statements contained herein, which list the documents and information generally available to the public.

The Act gives members of the Public (hereinafter referred to as "the applicant"):

- (i) A Legal Right for each person to access information held by Lake Asphalt of Trinidad and Tobago (1978) Limited
- (ii) A Legal Right for each person to have official information relating to him or herself amended where it is incomplete, incorrect or misleading
- (iii) A Legal Right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA and
- (iv) A Legal Right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under this FOIA.

Part I - Section 7: Statements
Section 7 (1) (a) (i)

1. Mission Statement

"To be a profitable, dynamic company of high integrity, providing quality asphalt products, surpassing customer and other stakeholders' expectations, empowering dedicated and satisfied employees, working in harmony with our community and environment."

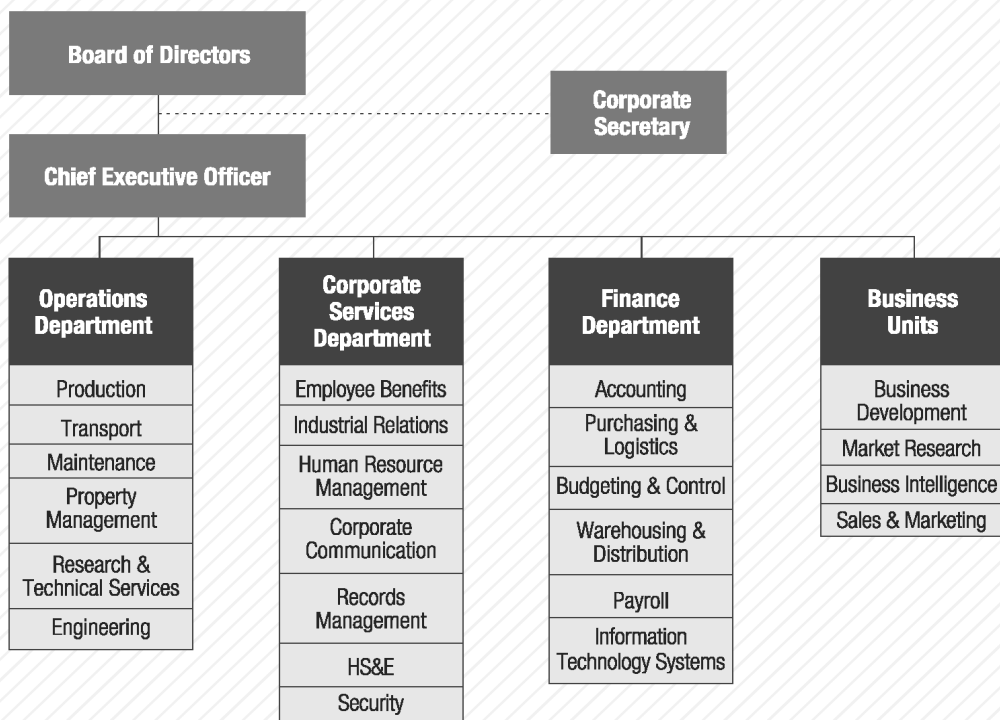
2. Function and Structure

Lake Asphalt of Trinidad and Tobago (1978) Limited (Lake Asphalt) is a wholly owned state enterprise falling under the purview of the Ministry of Energy and Energy Industries. The Company was incorporated in 1978 under the Companies Ordinance and continued under Section 343 of the Companies Act 1995. Its registered office is located at LP 4717, Brighton, La Brea.

Lake Asphalt is engaged in the mining, processing and marketing of **Trinidad Lake Asphalt** or Dried Asphalt which is extracted from the Pitch Lake in La Brea, Trinidad. In addition, the company manufactures and markets Asphalt Cement, Cationic Bitumen Emulsions and a range of industrial coatings and paints marketed under the Brand name – LASCO. The Company's Revenue is primarily generated from Export Sales, the major markets being Europe and the Far East.

2.1. Organizational Structure

The organizational structure of the Company is as follows:



The Company is headed by a Board of Directors appointed by the Government. The Directors which are listed hereunder control the overall direction of the Company:

- Mr. Anthony Richardson** - Deputy Chairman
- Mr. Gene Porther** - Director
- Mr. Owen C. Hinds** - Director
- Mr. Raval Singh** - Director
- Ms. Merlin Boyce** - Director

1273—Continued

The Board is supported by a Corporate Secretary whose responsibility includes ensuring that good corporate governance practices are adhered to.

The Management Team is responsible for the management of the Company and reports to the Board via the Chief Executive Officer - Mr. Wayne Wood. The Company currently employs 168 permanent employees and 129 casual workers and is divided into six (6) responsibility centers – Corporate Services, Finance, Marketing and Business Development, Engineering, Production and Research and Technical Services.

Effect of functions on members of the public

The Company's main interface with members of the public is in the form of the Customer – Supplier relationship in which case, the "public" refers to commercial entities and individuals in the Road Paving Industry, which include small, medium and large contractors.

It should be noted that the organization's interest in the Pitch Lake is of a commercial nature only and does not include the tourism aspect of the Lake and that the Pitch Lake as a tourist site does not fall under its jurisdiction. The company has no relationship with any tour guides, official or otherwise who are attached to the Pitch Lake.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of Lake Asphalt

Corporate

1. Files dealing with administrative support and general administrative documents for the operations of Lake Asphalt.
2. Personnel files relating to staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation.
3. Internal and external correspondence files
4. Files dealing with training
5. Minutes and other documents pertaining to meetings
6. Circulars, Memoranda, notices, bulletins
7. Licenses and Permits
8. Policies and Procedures
9. News Releases and Speeches
10. Files relating to the Strategic Intent of Lake Asphalt
11. Pension Plan documents
12. Files relating to the Company's Corporate Communications Initiatives including matters relating to Corporate Social Responsibility.

Legal

1. Legal Opinions and related matters
2. Industrial Agreements
3. Legislation
4. General Contracts and Service Agreements

Financial

1. Financial and Accounting Files
2. Financial Policy Statements
3. Vouchers, receipts, Cheques
4. Accounts Payable and Receivable Records
5. Invoices
6. Files relating to procurement of supplies and services
7. Fixed Asset Register
8. Files relating to Information Technology

Marketing

1. Customer Files
2. Magazines and brochures on products
3. Sales & Production Statistics

Technical

1. Books
2. Pamphlets, periodicals and publications
3. Feasibility Studies
4. Technical Information on the composition of the Lake for educational purposes
5. Technical Brochures on Trinidad Lake Asphalt and projects using Trinidad Lake Asphalt
6. Technical Specifications for Trinidad Lake Asphalt

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Section 7 (1) (a) (iii)**Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of **9:00 a.m. - 3:30 p.m.** on normal working days at:

Lake Asphalt's Administration Building**Brighton, La Brea****Telephone No.: 648-7583****Fax No.: 648-7433****Email: latt@trinidadlakeasphalt.com****Website: www.trinidadlakeasphalt.com**

- Technical information on the composition of the Lake for educational purposes.
- Technical Brochures on Trinidad Lake Asphalt and projects using Trinidad Lake Asphalt.
- Published News Releases on Lake Asphalt of Trinidad and Tobago (1978) Limited and its products.
- Technical Specifications for Trinidad Lake Asphalt.

Section 7 (1) (a) (iv)**Literature available by subscription**

There are no publications available by subscription at this time.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from Lake Asphalt****How to Request Information**

- **General Procedure**

Our policy is to respond to all requests both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), **you must make your request in writing.**

The applicant must complete the appropriate form "**Request for Access to Official Documents**" which is available from the Receptionist / Telephone Operator in the Company's Administration Building, Brighton, La Brea. This form is used for information that is not readily available in the public domain.

- **Addressing Requests**

To facilitate prompt handling of your request, the Form should be addressed to the Designated Officer of Lake Asphalt of Trinidad and Tobago (1978) Limited [see section 7(1) (a) (vi) for further details]

- **Details in Request**

Applicants should provide sufficient details that will allow for ready identification and location of the records being requested. If insufficient information is provided clarification will be sought from the applicant in an attempt to comply with the request. If you are not sure how to write your request or what details to include, please contact the Designated Officer.

Requests not handled under the FOIA

- **A request under the FOIA** will not be processed if the information requested is currently available in the public domain, either from Lake Asphalt another public authority.

Time Limits

- **General**

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request a to ascertain its status.

- **Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided copies.

Responding to your Request

- **Retrieving Documents**

The public authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

- **Furnishing Documents**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

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Section 7 (1) (a) (vi)

Officers in Lake Asphalt of Trinidad & Tobago (1978) Limited responsible for Implementation of the Freedom of Information Act.

The Designated Officer in the Company with responsibility for:

1. The initial receipt of and action upon notices under section 10
2. Requests for access to documents under section 13 and
3. Applications for corrections of Personal Documents under section 36 of the FOIA is

Ms. Sati Jagmohan

Corporate Secretary

Lake Asphalt of Trinidad and Tobago (1978) Limited

Brighton, La Brea

Telephone (648-7555/6) Ext. 203

sjagmohan@trinidadlakeasphalt.com

The alternative Officer is:

Mrs. Marsha Marchan

Corporate Communications Officer

Lake Asphalt of Trinidad and Tobago (1978) Limited

Brighton, La Brea

Telephone (648-7555/6)

mmarchan@trinidadlakeasphalt.com

Section 7 (1) (a) (vii)

Advisory Board, Councils, Committees and other bodies (where meetings / minutes are open to the public)

This section is not applicable at this time

Section 7 (1) (a) (viii)

Library / Reading Room Facilities

Certain Information can be accessed at our Reading Room or through our website at www.trinidadlakeasphalt.com

Location: The Reading Room is located at Corporate Services Department and is **open to the public from Mondays to Fridays between the hours of 9:00 am and 3:30 pm**

Reading Room Rules: Please note that there is to be no smoking, eating or drinking in the Reading Room

Section 8: Statements

Section 8 (1) (a) (i)

Documents containing interpretation or particulars of written laws or schemes administered by the public authority not being particulars contained in another written law.

Collective Agreement and Employee Handbook

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letter of advice to persons outside the company, documents containing rules, policies, guidelines, practices or precedents.

Financial Policy Statements

Corporate Policies and Procedures

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

Tender Rules and Procedures

1273—Continued

Section 9: Statements**Section 9 (1) (a)**

A report, or a statement containing the advice or recommendations, of a body or entity established within the public Company.
There are no documents of this nature held by the Company at this time.

Section 9 (1) (b)

A report or a statement containing advice or recommendation, (1) of a body or entity established outside the company by or under a written law (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the company or to the responsible Minister.
Performance Monitoring Manual.

Section 9 (1) (c)

A report or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the public authority.

There are no documents of this nature held by the Company at this time.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of the company or to another officer of the Company who is not a member of the committee.

There are no documents of this nature held by the Company at this time.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

There are no documents of this nature held by the Company at this time.

Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report.

Records Management Reports.

Section 9 (1) (g)

A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on the feasibility of establishing a new or proposed Government policy, programme or project.

There are no documents of this nature held by the Company at this time.

Section 9 (1) (h)

A report on the performance or efficiency of the public authority, or an office, division or branch of the public authority whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

There are no documents of this nature held by the Company at this time.

Section 9 (1) (i)

A Statement prepared within the public authority and containing policy directions for the drafting of legislation.

There are no documents of this nature held by the Company at this time.

Section 9 (1) (j)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

- Tender Assessment reports for:
 - Telephone System Acquisition

Section 9 (1) (k)

An environmental impact statement prepared within the public authority.

Trinidad Lake Asphalt - Asphalt Cement Upgrade Project.

Section 9 (1) (l)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

There are no documents of this nature held by the Company at this time.

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

Updated Public Statement of the Ministry of Health in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act # 26 of 1999**General Information for all Divisions in the Ministry Of Health**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Ministry of Health is required by law to publish the various categories of documents and information available for public scrutiny.

The Act gives the public:

1. A legal right for each person to access information held by the Public Authority;
2. A legal right for each person to have personal information where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements**Section 7(1) (a) (i)****Ministry of Health Administrative Headquarters****MISSION STATEMENT**

To provide leadership for the health sector by focusing on policy making, planning, monitoring and regulation.

The Ministry of Health is comprised of eleven directorates:

- Health Promotion and Public Health, located at Goodwood Building, Henry Street, Port of Spain.
- Health Services Quality Management, located at 63 Park Street, Port of Spain
- Health Policy Planning and Research, located at 63 Park Street, Port of Spain
- Finance and Accounts, located at 63 Park Street, Port of Spain
- Information Systems/Information Technology , located at Park Plaza, Port of Spain
- Human Resources, located at 63 Park Street, Port of Spain
- International Corporation Desk, located at 63 Park Street, Port of Spain
- Community Care, located at PAU Building, Charlotte Street, Port of Spain
- General Administration, located at 63 Park Street, Port of Spain
- Legal Services, located at 63 Park Street, Port of Spain
- Corporate Communications, located at Park Plaza, Port of Spain

The Ministry of Health has been relieved of operational responsibility for the provision of healthcare services and is now vested with responsibility for developing health policy, planning, monitoring, information provision, regulating, financing and purchasing health services. In this regard, five (5) Regional Health Authorities listed hereunder have been set up as statutory bodies with responsibility for ensuring health care service delivery to all citizens who access care. Members of the public are required to access information directly from the individual Regional Health Authorities, which will be publishing statements on their own behalf:

The North West Regional Health Authority;
The North Central Regional Health Authority;
The South West Regional Health Authority; and
The Eastern Regional Health Authority

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The Tobago Regional Health Authority falls under the control of the Tobago House of Assembly.

The Ministry has retained control of the administration of thirty-one (31) broad-based Units called National Vertical Services and twelve (12) Special Programmes, viz: Hansen's Disease Control Programme; Mental Health; National TB Control Programme; HIV/AIDS Programme; Population Programme; Expanded Programme on Immunization; National Oncology Programme; National Blood Transfusion Service; National Tissue Transplant Programme; School Health; Community Care Programme and Chronic Disease Assistance Programme (CDAP). These programmes relate to those specialist services which must be provided on a national scale. They impact on the entire country and do not relate to any singular regional health area. The National Vertical services are outlined hereunder:

1. Insect Vector Control Division
2. Queen's Park Counselling Centre and Clinic
3. Veterinary Public Health
4. Chemistry, Food and Drugs Division
5. Drug Inspectorate Division
6. Health Education Division
7. Dental Services
8. Medical Library Services
9. Trinidad Public Health Laboratory
10. National Surveillance Unit
11. School Of Nursing, San Fernando
12. School Of Nursing, General Hospital, Port of Spain
13. School Of Nursing, St. Ann's Hospital
14. School Of Midwifery, General Hospital, Port of Spain
15. School Of Midwifery, General Hospital, San Fernando
16. School Of Community Health and Post Basic Nursing
17. Emergency Disaster Preparedness Unit
18. Population Programme
19. Public Health Inspectorate
20. Child Development Centre
21. County Medical Offices of Health
22. HIV/ AIDS Co-ordinating Unit
23. National Organ Transplant Unit
24. National Blood Transfusion Services (NBTS)
25. Expanded Programme on Immunization (EPI) Medical Services
26. Tuberculosis Programme (TB)
27. Virtual Library
28. National Oncology Programme
29. Nutrition and Metabolism
30. Audiology Services
31. School Health Project

1274—Continued

Responsibilities of the Departments classified as National Vertical Services.

1. Insect Vector Control Division

The Mission of Insect Vector Control Division is to provide a service for the protection of the nation's health from vector borne diseases through the application of safe, effective and economical integration of appropriate sustainable vector control measures. This Division is located at #3 Queen Street, St. Joseph. Its telephone numbers are 662-2281, 2286.

2. Queen's Park Counselling Centre & Clinic

The Queen's Park Counselling Centre & Clinic provides Quality Health Care to clients with STIs/HIV/AIDS, their contacts and others concerned in an affordable sustainable and equitable manner; and also seeks to control the incidence of these diseases in Trinidad and Tobago.

3. Veterinary Public Health

The Mission of the Veterinary Public Health Unit is to apply veterinary skills and knowledge for the advancement of human health. Activities of the unit include:

1. preventing human diseases from food of animal origin
2. assisting in the prevention and control of zoonotic diseases, that is, animal diseases transmittable to human
3. providing advisory services in Veterinary Public Health

The Unit is located at Level 2, City Drugs Building #42 Independence Square Port of Spain. The telephone numbers are 625-3825, 3842.

4. Chemistry Food and Drugs Division

The Mission of the Chemistry Food and Drugs Division is to:

- ensure safe quality of an equitable standard for use by consumers of food, drugs, cosmetics and medical devices;
- ensure safety in use, the proper management and acceptable standards for pesticides and toxic chemicals;
- provide technological and laboratory services in the areas of food, drug, cosmetics, medical devices, pesticides and toxic chemicals.

The Division is the body responsible for the administration of the Food and Drugs Act and Regulations and the Pesticides and Toxic Chemicals Act and Regulations. It is also supported by:

- (1) A Drug Advisory Committee, which is mandated to assist and advise the Minister with respect to:
 - (i) Drug Standards; Schedules of Drugs; Conditions of sale of drugs; and
 - (ii) Cosmetics standards; labelling of Cosmetics, and any other matters connected therewith.

1274—Continued

- (2) A Food Advisory Committee to assist and advise the Minister with respect to food standards, labelling and other matters connected with the manufacturing and distribution of food.
- (3) The Pesticides and Toxic Chemicals Board.

The Administration and Inspectorates are located at #92 Frederick Street, Port of Spain. The laboratories are located at #115 Frederick Street, Port of Spain and San Fernando General Hospital compound, San Fernando.

The telephone number for the Port of Spain Division is 623-2854; the number for the Laboratory is 623-2476, while the telephone number for San Fernando is 652-3389.

5. Drug Inspectorate Division

The Mission of the Drug Inspectorate is to provide an optimal level of pharmaceutical care by monitoring and ensuring the proper use of effective, affordable, quality drugs equitably available and accessible to the citizens of Trinidad and Tobago. The Division is located at #92 Frederick Street, Port of Spain. It is responsible for the registration of antibiotics. In this regard, it is supported by an Antibiotics Committee.

6. Health Education Division

The Mission of the Health Education Division is to educate, through the provision of information and skills, to enable individuals and communities to take responsibility for their health and to mobilize communities for the creation of an environment which promotes wellness.

Activities include school health programmes, health fairs/exhibition, drug awareness, education programmes, immunization outreach facilitation and various health promotion campaigns. This Division is located at Ground Floor, Goodwood Building, #40-42 Henry Street, Port of Spain.

7. Dental Services

The Mission of the Dental Services Division is to improve the oral health of all citizens by the provision of quality oral health care to ensure that this is done in an acceptable, equitable, sustainable and cost effective manner.

Dental Services currently provided for children ages 2-12 years are fillings, cleaning, fluoride treatment and dental health education. For adults, only pain relief (tooth extraction) is undertaken.

Dental Services are provided at specified Health Centers throughout Trinidad and Tobago. The office of the Dental Services Division is located at Queen Mary Avenue, Arima. The telephone number is 667-4716.

8. Medical Library Services

Medical Library Services is a Division within the Ministry of Health which comprises a network of twenty-one (21) library units located throughout the country at the major public hospitals, polyclinics, health centers and divisions of the Ministry.

The Medical Library situated at the Port of Spain General Hospital is at present the administrative head and co-ordinating center of the system. The telephone number is 623-2437.

1274—Continued

9. Trinidad Public Health Laboratory

The Mission of the Trinidad Public Health Laboratory is to provide diagnostic and supportive services and the surveillance of Communicable Diseases in a prompt and efficient manner in order to improve the health status of the people of Trinidad and Tobago.

This Division is situated at Federation Park, St. Clair. The telephone number is 622-2877.

10. National Surveillance Unit

The National Surveillance Unit monitors and coordinates all disease outbreaks in order to curtail and reduce the spread of diseases on a global level, thereby maintaining the health status of the nation to its near and possible optimum status.

This Division is located at Ground Floor, Goodwood Building, #40-42 Henry Street, Port of Spain. The telephone numbers are 627-9341, 624-7998.

11. School of Nursing, San Fernando
12. School of Nursing, General Hospital, Port-of-Spain
13. School of Nursing, St. Ann's Hospital
14. School of Midwifery, General Hospital, Port-of-Spain
15. School of Midwifery, General Hospital, San Fernando
16. School of Community Health and Post Basic Nursing

The above Schools of Nursing (11-16) provide nurses with relevant knowledge, skills and attitudes at the basic and post basic level in order to provide quality care to clients and their families.

17. Emergency Disaster Preparedness Unit

The Emergency and Disaster Preparedness Unit is mandated to provide optimum leadership in facilitating and coordinating disaster preparedness and management systems within the Ministry of Health and the RHAs.

This Division is located at French Village, Eric Williams Medical Sciences Complex, Mount Hope. The telephone number is 645-6844.

18. Population Programme

The Population Programme Unit was established in 1969 to facilitate the delivery of fertility management services to citizens. This department is the major provider of sexual and Reproductive Health (SRH) services in the country.

19. Public Health Inspectorate

The Public Health Inspectorate is committed to monitor, regulate, improve, maintain and adequately safeguard the public's health and environmental health of Trinidad and Tobago. This is achieved by providing sustained effective public health and environmental health services. Such services include food and water quality, monitoring, liquid and solid waste management, Vector Control and Management, disease surveillance and inspection of Public and private premises.

1274—Continued

20. Child Development Centre

The Mission of the Child Development Centre is to provide a quality early childhood care and education program for infants, toddlers and preschoolers in a warm, secure, loving and tolerant environment with the support of Key stakeholders.

21. County Medical Office of Health

The County Medical Office of Health is another important arm of the Ministry of Health and is headed by a County Medical Officer of Health who is responsible for the following functions:

- (1) Organizes, plans and directs all public health activities and programmes in the County.
- (2) Coordinates the operations of Health Centre Clinics and School Health Services within the County.
- (3) Ensures that provision of food and water supplies to the public are safe through registration of Food Premises, Itinerant vendors and Food Handlers with regular sampling of food and water supplies.
- (4) Inspects buildings and building developments and areas in the County regarding general sanitation and ensures abatement of health nuisance.
- (5) Provides Health Promotion Activities within the County.

22. HIV/ AIDS Co-ordinating Unit

The Mission of the HIV/ AIDS Coordinating Unit is to lead the Ministry of Health's response in reducing the incidence of HIV infections in Trinidad & Tobago and also mitigating the impact of HIV/ AIDS in persons infected and affected in Trinidad & Tobago.

23. National Organ Transplant Unit

The Mission of the National Organ Transplant Unit is to provide a comprehensive solution and support for two crucial sets of tasks matching available organs to a long list of potential recipients. Also, gathering, storing and processing information from both potential recipients and donors and providing semantic grounding for knowledge representation that can be easily understood by humans. To this end, the Unit is committed to the performance of safe, quality and efficacious donation and transplantation of human organs for therapeutic purposes. The Unit provides kidney transplants to persons affected with End stage Renal Failure.

24. National Blood Transfusion Services (NBTS)

The Mission of the National Blood Transfusion Service is to provide safe and appropriate blood and blood components in a timely manner to all public and private health institutions.

1274—Continued

25. Expanded Programme on Immunization (EPI) Medical Services

The Mission of the Expanded Programme on Immunization (EPI) Medical services is to eradicate, eliminate or reduce disease to the lowest levels possible through sustained IMMUNIZATION of all susceptible as an essential component of Primary Health Care.

26. Tuberculosis Programme (TB)

The Tuberculosis Programme (TB) was established to provide optimum health care to patients suffering from chest conditions and tuberculosis using a holistic approach with the highest standard of professionalism, respect and courtesy without prejudice.

27. Virtual Library

The Virtual Health Library (VHL) is a collection or network of health information sources in the Latin American and Caribbean Region, university accessible on the Internet and compatible with international databases.

28. National Oncology Programme

The aim of the National Oncology Programme is to improve the performance of the healthcare delivery system through the provision, development and implementation of transformational strategies, the establishment of a National Oncology Programme, the construction of a new National Oncology Centre and pursuance of an organizational development strategy for sustainability.

29. Nutrition and Metabolism

The Mission of the Nutrition and Metabolism Unit is to provide sound nutritional advice to the public as it relates to their health and their families. That is, ensuring that the public, especially the low income members, are aware of how to provide well balanced meals using the six food groups for their families, regardless of age or health status.

30. Audiology

The Mission of the Audiology Services Programme is to promote the hearing health of the population of Trinidad and Tobago through the promotion of:

- Research on hearing and hearing loss in Trinidad and Tobago;
- Hearing conservation programmes for those at risk;
- Quality screening, diagnostic and rehabilitative services for persons with hearing and vestibular disorders in the public and private health services;
- Educational programmes on hearing and hearing loss for those with, or at risk for, hearing and vestibular disorders;
- Regulations and standards for hearing health practitioners;

1274—Continued

31. School Health Project

The School Health Project is an initiative of the Ministry of Health to extend coverage and improve the quality and efficiency of the existing School Health Programme implemented by the Community Health Services in each Regional Health Authority. The Project involves hearing and vision screening in primary schools throughout Trinidad and Tobago.

Section 7(i) (a) (ii)Categories of Documents held by the Ministry of Health

Documents held by the Ministry of Health's Head Office include:

- 1) Personnel files, re: staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, medical histories, and disciplinary matters.
- 2) Files on the procurement of supplies and services, equipment, maintenance, and disposal of.
- 3) Local, Foreign and Technical Co-operation assistance rendered to and provided by the Ministry of Health.
- 4) Circulars, Memoranda, Notices and Bulletins.
- 5) Files dealing with official functions, conferences and events hosted and attended by the Ministry of Health.
- 6) Financial Records (cheques, vouchers, receipts, journals and other financial documents).
- 7) Cabinet Documents.
- 8) Policy and Procedure Documents.
- 9) Documents relating to Health Sector Reform Programme – implementation, annual reviews, Health and Health Related programmes monitoring, consultancies and programme funding.
- 10) Legislation and Legal Instruments.
- 11) Draft Bills and Draft Regulations
- 12) Legal Opinions and related matters.
- 13) Contracts Memorandum of Understandings
- 14) Minutes/ Agenda of Meetings.
- 15) Reports: Statistical, Audit, Consultants' / Technical and Epidemiological.
- 16) Inventories.
- 17) Periodicals and publications;
- 18) Complaint/suggestion files.
- 19) Annual Reports.
- 20) Information on Statutory Boards and Committees – Appointments, Terms of Reference.

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- 21) Information on Cabinet appointed Boards, Committees, Commissions Membership, Terms of Reference.
- 22) Quality Management strategies and protocols for improved service delivery.
- 23) Subventions issued to Non-governmental Organizations.

*** All legislation is available for purchase from the Government Printer and also on the Ministry of Legal Affairs website - www.legalaffairs.gov.tt

Section 7(i) (a) (iii)

Material Prepared for Publication/ Inspection:

The public may inspect/obtain copies of the material listed in the Ministry's "Catalogue of Information" available in the Ministry's Library between the hours of 9.00am and 3.00pm on normal working days. The library is located at:

Park Plaza
St.Vincent Street
Port of Spain
Email: - juliamorgan6@g.mail.com

Section 7 (i) (a) (IV)

The Ministry does not have any documents or literature available by subscription.

Section 7 (i) (a) (v)

General Policy for Accessing a Document from the Ministry of Health:

How to request information:

General Procedure:

The general policy is to answer all requests for information, both oral and written. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you *must make your request in writing*. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the office of Organization and General Administration, Ministry of Health, for information that is not readily available in the public domain.

The Freedom of Information Act sets a time-limit of thirty (30) calendar days from the date the request was received.

Addressing Requests:

Refer to Section 7 (1) (a) (vi) for further details.

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Details in the request:

Applicants should provide details that will allow for easy identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Requests not handled under the FOIA:

A request under the FOIA will not be processed to the extent that it asks for information that is currently available in the public domain, either from this Ministry or another public authority, for example brochures and pamphlets etc.

Responding to request:

Retrieving Documents

The Ministry of Health is required to furnish copies of documents only when they are in possession of the Ministry of Health or can be retrieved from storage. If the information is stored in the National Archives or another storage center, it will be retrieved in order to process your request.

Furnishing Documents

The Ministry of Health is required to:

- i. Furnish copies of information in their possession, custody or power.
- ii. Furnish only one copy of a document.
- iii. Furnish the best copy possible and note its quality in replying.

The Ministry of Health is not required to:

- i. Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
- ii. Perform research for the applicant.
- iii. Reconstruct any illegible copy of a document for the applicant.

Time Limits

General- FOIA sets a time limit of thirty (30) calendar days for a decision to be taken whether to disclose the documents requested. In failing to meet the deadline, the FOIA gives the applicant the right to proceed as if the request has been denied. The Ministry of Health will diligently try to comply with the time limits but if it appears that processing the request may take longer than the statutory limit, an acknowledgement of the request and a status report will be provided. Since there is a possibility that the request may have been incorrectly sent or mis-directed, the applicant may wish to call or write to confirm the receipt of the request and to ascertain its status.

Time Allowed - The Ministry of Health will determine whether to grant the request for access of information as soon as practicable but no later than thirty (30) days from the date the request was received as required by Section 15 of the FOIA. If it is determined that the applicant is entitled to the information requested, then provision will be made for the inspection of the document as requested.

Prior to the commencement of the Freedom of Information Act, 1999, old records may have been destroyed. The granting of a request for such documents may, therefore, be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed, for example The Exchequer and Audit Act, Chap. 69:01.

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Section 7 (1) (a) (vi):**Officers in the Public Authority Responsible for:**

1. The initial receipt of and action upon notices under section 10;
2. Requests for access to documents under section 13: and
3. Applications for corrections of Personal Information under section 36 of the FOIA.

To facilitate prompt handling of your request, please address it to Ministry of Health

Attn: Ms Donna Renwick
 Administrative Officer II (Ag)
 Level 2
 Ministry of Health
 #63 Park Street
 Port of Spain
 627-0010 Ext. 408/625-7502

The alternate officer is:
 Ms. Alice Quashie
 Records Manager II (Ag.)
 Level 2, Ministry of Health
 #63 Park Street
 Port of Spain
 627-0010 Ext. 404

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies**

(Meetings/Minutes are open to the public)

At the present time there are no bodies that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)**Library/Reading Room Facilities**

Information in the public domain can be accessed in our library or through our website at www.healthsectoreform.gov.tt.

The Library/Reading Room is located on Ground Floor, Park Plaza, St. Vincent Street, Port of Spain and is open to the public from Mondays to Fridays between the hours 9.00 a. m. to 3.00 p.m.

Section 8 STATEMENTS**Section 8 (1) (a) (1)**

- 1 Gazette Material
- 2 Financial Regulations
- 3 Financial Instructions
- 4 Public Service Commission (Amendment) Regulations
- 5 Guidelines for the Administration of the Devolved Functions.
- 6 Service Commissions Department Manual of Guidelines and Procedure for the Exercise of Delegated Powers. (These are available for purchase at the Government Printery).
- 7 Anatomy Act, Chap. 28:06
- 8 Freedom of Information Act 1999
- 9 Tissue Transplant Act and Regulations, Chap. 28:07
- 10 Births and Deaths Registration Act, Chap. 44:01
- 11 Burial Grounds Act, Chap. 30:50
- 12 Coroner's Act, Chap. 6:04
- 13 Cremation Act, Chap. 30:51
- 14 Dental Profession Act, Chap. 29:54
- 15 Food and Drugs Act, Chap. 30:01
- 16 Hansen's Disease Control Ordinance 1961
- 17 Litter Act, Chap. 30:52
- 18 Malaria Abatement Act, Chap. 28:50
- 19 Medical Board Act, Chap. 29:50
- 20 Mental Health Act, Chap. 28:02
- 21 Nurses and Midwives Registration Act, Chap. 29:53

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- 22 Opticians Registration Act, Chap. 29:51
- 23 Pesticides and Toxic Chemicals Act, 1979
- 24 Pharmacy Board Act, Chap. 29:52
- 25 Private Hospitals Act, Chap. 29:52
- 26 Public Health Ordinance, Chap. 12 No. 4
- 27 Public Health (Nursery Schools and Primary Schools Immunization) Act, Chap. 28:03
- 28 Quarantine Act, Chap. 28:05
- 29 Regional Health Authorities Act, Chap. 29:05
- 30 Schools (Medical Inspection) Act, Chap. 28:04
- 31 Tuberculosis Control Act, Chap. 28:51
- 32 Venereal Disease Act, Chap. 28:52
- 33 Antibiotics Act, Chap. 30:02
- 34 Tissue Transplant Act, Chap. 28:07
- 35 Tissue Transplant Regulations (2000)
- 36 Cremation Regulations (1970)
- 37 Dental Regulations (1982)
- 38 Food and Drugs Regulations (1964)
- 39 Fish and Fishery Products Regulations (1998)
- 40 Litter Act (Fixed Penalty Procedure) Regulations (1981)
- 41 Medical Board (Fees) Regulations (1966)
- 42 Medical Board Regulations (1904)
- 43 Nurses and Midwives Registration Regulations (1993)
- 44 Opticians (Registration and License Fees) Regulations (1993)
- 45 Pesticides (Registration and Import Licensing) Regulations (1987)
- 46 Pesticides (Importation) Regulations 1987
- 47 Pesticides (Licensing of Premises) Regulations 1987
- 48 Toxic Chemicals Regulations (2007)
- 49 Pharmacy Board Regulations (1987)
- 50 Pharmacy Board (Sale of OTC Drugs) Regulations (2000)
- 51 Private Hospitals Regulations (1976)
- 52 Importation of Food Regulations
- 53 Plague Regulations
- 54 Smallpox Regulations
- 55 Yellow Fever Regulations (1979)
- 56 Transportation of Human Remains Regulations (1969)
- 57 Public Health (Cholera) Regulations (1994)
- 58 Specification of Barrack Yards Regulations
- 59 Professions Related to Medicine Act (1985)
- 60 Quarantine (Maritime) Regulations (1944)
- 61 Quarantine (Air) Regulations (1944)
- 62 Regional Health Authorities (Contracting for Goods and Services Regulations) (1995)
- 63 Regional Health Authorities (Conduct) Regulations 2009

Section 8 (1) (a) (ii)

- 1. Ministry of Public Administration and Information – Training Policy for the Public Policy for the Public Service of Trinidad and Tobago
- 2. Training Policy Guidelines
- 3. Shaping performance A manual for Performance Management in the Public Service of Trinidad and Tobago.
- 4. Protocol on the Care of Patients Accessing Mammography Services
- 5. Protocol to Introduce Quality Management at District Health Facilities
- 6. Accreditation Standards Manual for the Health Sector
- 7. Patients Charter of Rights and Obligations
- 8. Patient Care Risk Reduction Protocol
- 9. Client Feedback (Complaints) Information Manual
- 10. Standards for Community Care

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11. Quality Control in Radiology Procedure Manual
12. Practice Standards for Patient Care Assistants
13. Standards for Neonatal Care
14. Protocol on the Care of Patients Accessing Cervical Screening Services
15. Protocol to Guide the Delivery of Services in Accident and Emergency Departments
16. Policy on Health Services Accreditation
17. Policy on Advance Nursing Practice
18. National Infection Prevention and Control (IPC) Manual
19. Code of Practice for Biological Waste Management
20. National Policy on Post Exposure Prophylaxis
21. National Blood Transfusion Policy
22. National Policy on Intensive Care (ICU) Services
23. Draft of Adverse Events Policy
24. Standard Operating Procedures Manual for Emergency Services
25. Draft Maternal and Child Health Manual
26. Obstetric Protocols for managing High Risk Pregnancies
27. Patient Transfer and Referral Protocol
28. Admission and Discharge Planning Protocol

Section 8 (1) (b)

- 1 Patients' Charter of Rights and Obligation
- 2 Health Services Accreditation Manual
- 3 Twelfth Annual Client Feedback Information Report March, 2008
- 4 QUALITY 2001 -A Reality Implementation and Evaluation Report December 2003
- 5 Assessment Instrument for Accreditation Standards Manual for T&T
- 6 Protocol for the Diagnosis of Brain Stem Death- May 4 2004
- 7 Review of the Surgical Waiting List at Public Hospitals - October, 2002
- 8 Improving Waiting List Management for Elective Surgery November, 2003
- 9 Client Feedback (Complaints) Annual Reports from March 1996 to February 2004
- 10 Brief Status Report of the Quality Improvement Programme - November 12, 2003
- 11 MOH/PAHO Report of the Risk and Safety Survey of Health Facilities
- 12 Report on Sensitization Session of the Quality Improvement Programme for RHAs - March, 2005
- 13 Total Quality Management Handbook for the Health Sector
- 14 Report on Risk Management Workshop - December 12, 1997
- 15 Seminar/Workshop on Implementing a continuous Quality Improvement System
- 16 Report on Workshop on Technical Skills for Quality Control in Radiology - November, 2000
- 17 Report on Knowledge Assessment Survey of Staff on By-Laws - January, 2002
- 18 Report on Survey of RHA Performance Indicators - February, 2002

Section 9 Statements

Section 9 (1) (a) - (e) (g) - (m)

At this time no documents that fall within the meaning of this section of this Act are lodged at the Ministry of Health.

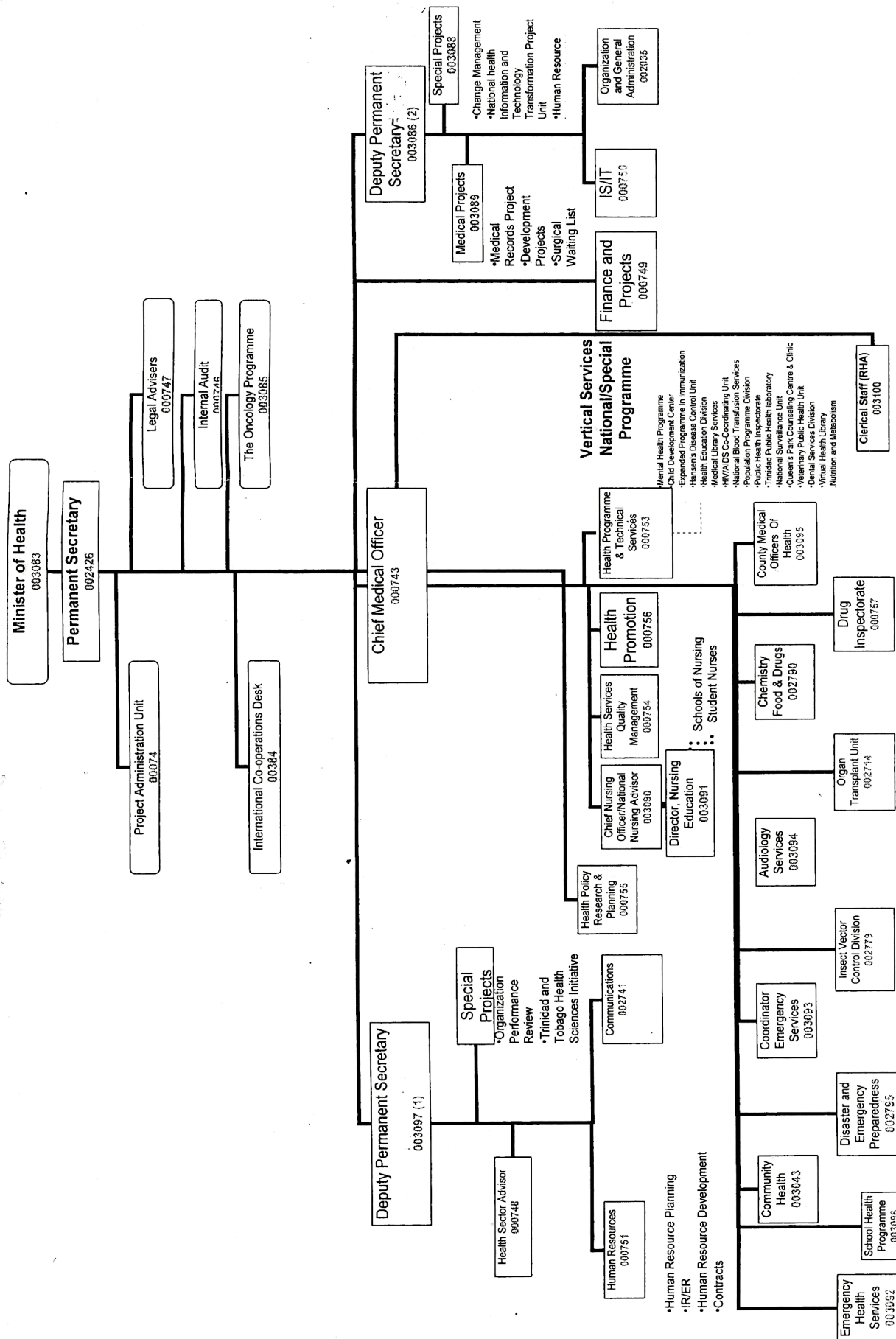
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Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report;

- 1 Design/Supervision for Upgrade EWMSC & Mt. Hope Maternity
- 2 Design/Supervision for Pt. Fortin, SFGH & some Health Centres Under HSRP
- 3 Design/Supervision for Scarborough & POSGH Under HSRP
- 4 Design & Supervision for Health Centres Under HSRP
- 5 Project Management Consultants for Infrastructure under HSRP
- 6 Design & Supervision for Health Centres Under HSRP
- 7 Health facilities Maintenance & Engineering
- 8 Feasibility Study Point Fortin Hospital
- 9 Design & Supervision Consultants for SFGH Old Wing
- 10 National Oncology Centre, Operationalisation of Scarborough Hospital, Techno-Economic Feasibility
- 11 National Oncology Centre, Operationalisation of Scarborough Hospital
- 12 RHA Management Systems
- 13 Health Facilities Accreditation System/Health Needs Assessment
- 14 Technical Assistance-Institutional Strengthening
- 15 Technical Advice on upgrade of National Radiotherapy Centre
- 16 Quality Management Training (Local Promotion & Training)
- 17 Actuarial Review of Pension Fund
- 18 Short Term HR/IR Support to MOH/EHAs/Transfer Options
- 19 Annual Financial & Accounting Audit of HSRP
- 20 Primary Care Systems Development (Including Health Promotion and Counterparting),
- 21 Technical Study Waste Management System
- 22 Social marketing and Research Services
- 23 Change Management Consultancy, 2008
- 24 Business Plan Model plus Business Plan (2008-2013)

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1275

TENDER FOR THE ANNUAL SUPPLIES AND SERVICES FOR CENTRAL GOVERNMENT MINISTRIES/DEPARTMENTS,
LOCAL GOVERNMENT BODIES AND CERTAIN STATUTORY BODIES DURING THE PERIOD 1ST JANUARY, 2010
TO 31ST DECEMBER, 2010

TENDERS are invited for the supply and delivery of articles and the undertaking of services "as and when required" for the period 1st January, 2010 to 31st December, 2010 for the Central Government Ministries/Departments, Local Government and Statutory Bodies under the aegis of the Central Tenders Board in accordance with the following schedules:

SCHEDULES

1. Imported Lumber (Untreated and Pressure Treated)
2. Hardware (General)
3. Electrotechnical Supplies
4. Raincoats, Tarpaulin, Rope, Waste and Safety Wear
5. Water and Sanitary Fittings (other than PVC)
6. PVC Water Pipes and Fittings
7. Frozen Chicken, Frozen Meats and Fresh Eggs (Local)
8. Groceries (Wholesale)
9. Household Articles
10. Tyres
11. Petroleum Products
12. School Furniture
13. Auctioneer—Disposal of Real Estate and Unserviceable/Surplus items belonging to Government
14. Customs Brokers to Government
15. Supply and Transport of Materials for the Asphalt Mixing Plant at Agua Santa
16. Supply and Transport of Sand, Gravel, Base Coarse, Crushed Stone and Boulders
17. Hire of Trucks for the transport of Materials for the Ministry of Works and Transport

Valid documents must accompany your tender as follows:

- Income Tax and Value Added Tax Clearance Certificate
- Certificate of Compliance issued in accordance with the National Insurance Act.
- Proof of ownership of vehicle/Lease Agreement.
- Tender Form indicating costs (VAT Exclusive) as specified.

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 three hundred dollars (\$300.00) in respect of each Schedule has been paid. This tender deposit will be received by cash or certified cheque payable to the Director of Contracts, 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 unsuccessful tenderers will be refunded their deposits after contracts are awarded.

The successful tenderers will be required to pay a Cash Performance Deposit or provide a Bond in amounts varying between five hundred dollars (\$500.00) and twenty-five thousand dollars (\$25,000.00) depending on the value of the contract.

The tender, on the approved form for each Schedule should be placed in separately sealed envelopes clearly marked on the outside: "Schedule (Number and Description)—Annual Supplies and Services Contracts for the period 1st January, 2010 to 31st December, 2010" and be addressed to the Chairman, 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 not later than 1.00 p.m. on Thursday 20th August, 2009. Tenderers should note that the dimensions of the slot on the Tenders Box is 37.5 cm x 5.5 cm.

Tenders should therefore be packaged accordingly.

The opening exercise will be conducted at 9.00 a.m. on Friday 21st August, 2009 at the Central Tenders Board's Office. The tenderer or his representative may attend. It should be noted however, that tendered prices would be available to the tenderers at a later date.

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.

Prospective tenderers are advised that they may visit the following website at <http://www.finance.gov.tt> for all published Tender Notices.

13th July, 2009.

I. RAMPERSAD
Deputy Chairman,
Central Tenders Board

1276

TENDER FOR ROAD PAVING WORKS IN THE POINT FORTIN BOROUGH CORPORATION, MINISTRY OF LOCAL GOVERNMENT

TENDERS are invited from interested contractors to carry out Paving Works on the undermentioned five (5) Roads in the Point Fortin Borough Corporation:

Hercules Drive
Wickham Street
Reservoir Hill Road (North)
Reservoir Hill Road (South)
Henry Street

Tender documents can be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Any further technical information can be obtained during normal working hours from Mr. Selwyn Hewitt, Town Superintendent at the Point Fortin Borough Corporation at Telephone Number 648-6543, Telefax: 648-3129.

A pre-tender meeting will be held for prospective tenderers on Wednesday 29th July, 2009 at 10.00 a.m. at the Engineering Department, Point Fortin Borough Corporation, Guapo, Cap-de-ville Main Road (Opposite Open Bible Church) and thereafter all persons present will be invited to proceed to the sites.

Separate contracts may be awarded for each area.

Tenders must be accompanied by:

- (a) 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 of the tender.
- (b) valid Certificate of Compliance issued in accordance with the National Insurance Act.

The original tender document and one (1) copy each of the Form of Tender and Bill of Quantities must be placed in sealed envelopes and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and clearly marked on the outside: "Tender for Road Paving Works in the Point Fortin Borough Corporation, Ministry of Local Government".

Envelopes must 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 6th August, 2009.

Tenderers are asked to note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm and 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 Board does not bind itself to accept the lowest or any other tender.

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.

Prospective tenderers are advised that they can visit the following website at <http://www.finance.gov.tt/> for all published Tender Notices.

15th July, 2009.

J. JONES
Chairman,
Central Tenders Board

1277

EXTENSION OF CLOSING DATE FOR TENDERS FOR THE SUPPLY AND DELIVERY OF TEXTBOOKS FOR FORMS IV AND VI IN SECONDARY SCHOOLS FOR THE ACADEMIC YEAR 2009-2010 FOR THE TEXTBOOK RENTAL/LOAN PROGRAMME, MINISTRY OF EDUCATION

PROSPECTIVE tenderers are advised that the closing date for the receipt of tenders for the above programme has been extended from Thursday 23rd July, 2009 to 1.00 p.m. on Thursday 30th July, 2009.

Tenderers are reminded that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm.

Late proposals will not be accepted under any circumstances.

15th July, 2009.

J. JONES
Chairman,
Central Tenders Board