MINISTRY OF EDUCATION
TEXTBOOK EVALUATION COMMITTEE
#18 Abercromby Street, Port of Spain
REPUBLIC OF TRINIDAD AND TOBAGO
Tel: (868) 624-3393 *Fax: (868) 623-8889*

SUBMISSION OF TEXTBOOKS FORM

*All submissions **must be** in relation to the syllabus requirements indicated in the instructions and information booklet provided.*

(Receipt number): _____

TEXT SUBMITTED FOR: Primary School (Std): _____

Secondary School (Form): _____

SUBJECT: _____

AUTHOR(S): _____

TITLE OF TEXT: _____

EDITION: _____ ISBN: _____ NO. OF PAGES _____

PUBLISHER: _____

PLACE OF PUBLICATION: _____ DATE OF PUBLICATION: _____

IS THIS TEXT: (a) A single text? Yes ☐ No ☐ (b) Part of a series? Yes ☐ No ☐

DOES THIS TEXT HAVE ANY ANCILLARY MATERIALS?
IF SO, PLEASE INDICATE

(a)	Teachers' Guide	Yes ☐	No ☐
(b)	Special Teachers' Edition	Yes ☐	No ☐
(c)	Student activity book/workbook	Yes ☐	No ☐
(d)	Tapes, CD's, cassettes, transparencies, etc.	Yes ☐	No ☐
	(Please indicate _____)		

*ADDRESS OF AUTHOR: _____

TEL NO: BUSINESS: _____ HOME: _____

(ONLY FILL OUT IF SUBMITTED BY AUTHOR)

PUBLISHER'S ADDRESS: _____

TEL NO: _____ FAX NO: _____ E-MAIL: _____

NAME OF AUTHORIZED LOCAL AGENT (IF ANY): _____

ADDRESS OF AUTHORIZED LOCAL AGENT: _____

TEL. NO: _____ FAX NO: _____ E-MAIL: _____

PRICE OF TEXTBOOK:

Please indicate the price of textbook in the table provided below. You must use the price relevant to this submission in accordance to the following instructions:

i For Trinidad and Tobago publications, state retail price in TT$.

ii For Caribbean publications, state export price in US$.

iii For United Kingdom publications, state UK published price in£.

iv For United States and other countries' publications, state published price in US$.

PRICE TABLE

PREVIOUS YEAR	CURRENT YEAR	PROJECTION FOR NEXT YEAR

If this textbook is selected, please indicate the maximum percentage discount that you will be prepared to offer the Ministry of Education in relation to the quantities listed in the table below.

The Ministry of Education reserves the right to negotiate at any time the percentage discounts offered.

DISCOUNT TABLE

QUANTITY	% DISCOUNT TO BE OFFERED
0 – 5,000	
5,001 – 10,000	
10,000 – 20,000	
20,001 – 30,000	
30,001 – 40,000	
40,001 – 50,000	
50,001 and above	

CONDITIONS FOR PARTICIPATING IN THE TEXTBOOK RENTAL PROGRAMME UNIT OF THE MINISTRY OF EDUCATION

1. The textbooks are to be supplied at prices per quantities no less than the Discount Matrix agreed upon with the Ministry of Education.

2. Each year a price regime shall be provided stating the different prices relating to each textbook as required by the Ministry of Education on the form prepared by the Ministry for the submission of these prices. A catalogue of the published prices where available shall be also submitted.

3. It is acknowledged and accepted that the Ministry of Education reserves the right to re-evaluate the use of each textbook whose price is increased more than three percent (3%) over that of the previous year.

4. Three (3) sample copies of each textbook selected must be submitted to the Textbook Rental Programme Unit, two (2) copies to each Secondary School and one copy to each Primary School at which the textbook can be used.

5. The textbooks must be available in several bookstores in Trinidad and Tobago.

6. A Letter granting permission to the Ministry to make enlarged photocopies of each approved textbook for use by visually impaired students must be submitted.

7. The textbooks must be distributed at a rate per textbook agreed upon with the Ministry of Education.

8. If the textbook is accepted, the same edition which was evaluated must be supplied to the Ministry of Education for use in the Textbook Rental Programme.

DECLARATION

i I/We certify that the above information given is complete and correct.

ii I/We agree/do not agree to the attached conditions for participating in the Textbook Rental Programme of the Ministry of Education.

If you agree, please sign the attached declaration.

If you do not agree, state reasons in the space provided below:

_____

_____

_____

Submitted by: _____ Tel. No: _____

I am the publisher(s)/author(s)/authorized local agent(s) for this submission.
(Authorized local agents must submit letter of authorization from publisher(s)/author(s).

_____ _____

Signature Date and Stamp