

REQUEST TO PROPOSALS FOR INSURANCE BROKERAGE AND RISK MANAGEMENT SERVICES

Procurement Reference:	RFP/FA/001/2023
Locations:	240-250 Golden Grove Rd, Piarco National Mail Centre
Business sector:	Brokerage
Contract type:	3.5 Years
Notice type:	General Procurement Notice
Issue date:	10 th February, 2023
Closing date:	NO LATER THAN March 03 rd 2023 at 2:00 pm

General Procurement Notice

The Trinidad and Tobago Postal Corporation (the "Corporation") as part of its overall Facilities Maintenance Services is to provide suitable and comfortable work environments for its employees. The Corporation is now requesting tenders for the above caption.

Tender Packages

Tender packages will be accessed upon payment of a fee of TTD \$1125.00 VAT inclusive. The fee can be paid online at <https://ttpost.net/index.php/current-tenders/> or at the cashier located at the Post Shop located at the National Mail Centre Piarco (LINX payments accepted).

The packages can be downloaded on the TTPost website.

Tender Conditions:

- a) Tenders shall be valid for a period of one hundred and twenty days (120) after the closing date
- b) Tenders must include valid Income Tax and Value Added Tax (VAT) clearance certificates (no older than six (6) months)
- c) Tenders must include a valid National Insurance Scheme (NIS) compliance certificate
- d) Tenders must be written in English
- e) Tender evaluation will include a qualification questionnaire, only tenders short-listed will be evaluated for price and quality.
- f) Late submissions will not be accepted under any circumstances.
- g) Only one (1) tender will be accepted from each tenderer
- h) Tenderers are required to submit their tenders by hand; The original, three (3) paper copies and one (1) soft copy (memory stick/flash drive).
- i) Tenders should be addressed to the Procurement Department, Trinidad and Tobago Postal Corporation, National Mail Centre, 240-250 Golden Grove Road, Piarc0 350462, Trinidad and Tobago, WI. The envelope should be clearly marked: **"Request for Proposals for Insurance Brokerage and Risk Management Services."**
- j) Envelope(s) must be deposited in the Marked Tender Box located at the Dome Entrance at, at the address stated above.
- k) Tenderers should note that the dimension of the SLOT in the Tenders Box is 30cm x 5cm or 14x 2 inches and as such, tenders should be packaged accordingly.**
- l) Any questions or queries regarding this Tender shall be addressed to the Procurement Assistant at Telephone number: 1-868-669-5361 ext. 162. Fax number: 1-868-669-7666 or email saraiah.lewis@ttpost.net.
- m) TTPost does not bind itself to accept the lowest or any other tender. TTPOST reserves the right, at its own discretion, to negotiate with the preferred bidder. TTPOST reserves the right at its discretion to award in 'part' or in 'whole', any aspect of the materials, works or services, as required by the relevant tender.
- n) TTPost 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.