



The National Insurance Board  
of Trinidad and Tobago

## REQUESTS FOR PROPOSAL (RFP)

### The Supply of Media Monitoring Services for a Two-Year Period for the NIBTT Reference #ST2223-021

The National Insurance Board of Trinidad and Tobago (NIBTT) hereby invites suitably qualified companies/individuals to submit proposals for the Supply of Media Monitoring Services for a Two-Year Period for the NIBTT - Reference #ST2223-021.

#### **Collection of Proposal Documents**

Request for Proposal (RFP) documents can be made available via email requests and can be requested through the Manager Procurement @: [managerprocurement@nibtt.net](mailto:managerprocurement@nibtt.net).

**Mondays – Fridays between 8:00 a.m. and 4:00 p.m. local time. The deadline date for requests is January 26th, 2023, at 4:00 p.m. local time.**

#### **Closure Date**

The deadline date for submission of proposals is **February 10th, 2023, at 4:00 p.m. local time.**

#### **Evaluation Criteria**

Proposals will be evaluated according to pre-defined criteria, which, in summary, are designed to determine:

1. Range of Services/Coverage Schedule
2. Reporting Format
3. Past Performance as determined by Feedback from References
4. Cost

#### **Submission Instructions**

Proposals **MUST** be submitted via email only to Manager Procurement by **Friday 10th February 2023 at 4:00 p.m. local time.** All other requirements relative to the submission of proposals are outlined in the RFP document.

Should further information be required in respect of this advertisement, queries may be directed as follows:

**The Manager Procurement  
National Insurance Board of Trinidad and Tobago  
14-19 Queen's Park East  
Port of Spain  
[managerprocurement@nibtt.net](mailto:managerprocurement@nibtt.net)**