**BID PACKAGE**

**SALE OF FOUR PARCELS OF LAND BY THE**

**NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO**

1234



# Background

The NIBTT is the owner of a gated residential development (Riverwoods Housing Development) forming a leasehold building scheme located in D’Abadie. This leasehold building scheme currently comprises occupied residential dwelling homes as well as common areas such as jogging tracks and play parks. The development is bounded on the north by Cleaver Woods and on the south by the Priority Bus Route. The development is accessed on the north by Woodland Drive and on the south by Samaan Drive. The property is well connected, within meters of the Eastern Main Road and the Priority Bus Route.

The NIBTT is desirous of selling four parcels of land which received the statutory land approvals for the construction of Townhouses located within this development. Three of these parcels are contiguous (P1-B / P1-C / P1-D), while one parcel (P1-A) is separate. The land size and location of each parcel is shown below:

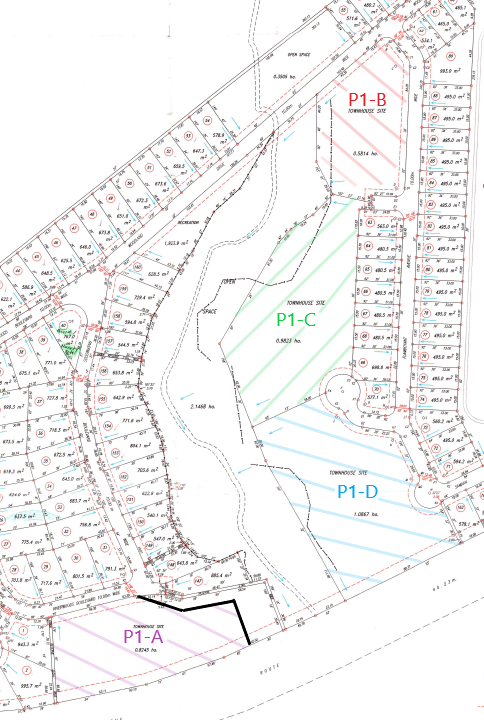
* Parcel P1-A - 7046.4 square metres
* Parcel P1-B - 5812.5 square metres
* Parcel P1-C - 9620.7 square metres
* Parcel P1-D - 10834.4 square metres

A summary of the respective approvals for the said parcels of land along with other pertinent details has been provided in APPENDIX “A”.

Copies of the actual approval letters and other necessary documents are provided in APPENDIX “B” as it relates to parcel P1-A; AND copies of the actual approval letters and other necessary documents are provided in APPENDIX “C” as it relates to parcels P1-B, P1-C & P1-D.

A general plan is shown in Figure 1 below for reference.

Figure 1



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# SECTION B- OBJECTIVE

# Objective

The NIBTT’s overall objective is to sell the aforementioned parcels of land to an individual or company willing to abide by the covenants/conditions of contract as highlighted in Section 4.5 below attached to the respective deeds for the parcels.

# SECTION C- SCOPE

# Scope

The Bidder would be expected to provide details of the following, in keeping with the requirements of this request.

* + 1. Provide a price for the purchase of the four parcels of land.

# SECTION D- INSTRUCTIONS TO BIDDERS

# Instructions to Bidders

# General Instructions

The NIBTT intends to offer for sale the four parcels as described in Figure 1 (above). The four parcels have all already been given final planning approval from the Town and Country Planning Division (T&CPD) and are able to accommodate townhouses or similar type dwellings.

The Bidder will be required to review the contents of this bid package, inclusive of its appendices, before submitting a bid for consideration by the NIBTT.

# Submission of Bids

### All bids must be submitted on the forms provided. Bids made on any other forms will be rejected. Bids forms must be initialled, dated, and stamped on each page. Where the Bidder has appended the information requested this should be made clear in the space provided.

### Should you require any clarification with respect to the information supplied herein, please submit written queries via email and not orally to the person identified below on or before 4:00 p.m. (local Trinidad and Tobago time) December 9th 2024. Please note that only written requests will be entertained. The NIBTT will endeavour to submit its written responses to questions in a timely manner but will not be responsible in any event for any late delivery or non-delivery of any responses. Oral responses, if supplied, shall not be binding.

### All queries and responses should be forwarded to the undermentioned:

### Corporate Secretary

### National Insurance Board of Trinidad & Tobago

### 14-19 Queen’s Park East

### Port-of-Spain

### [corporatesecretary@nibtt.net](mailto:corporatesecretary@nibtt.net)

### Bidders are advised that a site visit will be held on 9th December 2024 @ 9:00 am and if required another will be held on the 13th December, 2024 @ 9:00 am. The attendance of this site visit is not mandatory as such bidders will not be required to sign any attendance register. You may contact the Real Estate Officer via email at [njoseph@nibtt.net](mailto:njoseph@nibtt.net) to make arrangements. Notwithstanding the dates of these site visits, the deadline date for requesting clarifications as per 4.2.2 above stands.

### Bidders are required to submit their applications as follows:

1. Bids MUST be submitted via email **only** to Corporate Secretary and submitted **on or before 4:00 p.m. (local Trinidad and Tobago time) on 16th December 2024.**All submissions must be titled **Bid for Purchase of Four (4) Parcels of Land from the National Insurance Board of Trinidad & Tobago.**
2. The submission, shall be in PDF format and signed by an authorized company signatory, clearly labelled with the Bidder’s name and addressed as follows:

Corporate Secretary

National Insurance Board of Trinidad and Tobago

14-19 Queens Park East

Port of Spain

Trinidad and Tobago

corporatesecretary@nibtt.net

1. Email Requirements:
2. Submission of bids are acceptable **only** if such submission is in accordance with the requirements as set out herein.
3. Bidders are to avoid using generic subject lines in the emailed submissions that do not clearly identify the name and / or number as well as the Bidder’s organization name.
4. Bidders must avoid multiple emails for the same opportunity wherever possible. If multiple emails cannot be avoided, identify how many emails constitute the full submission and provide clear instructions on how to assemble the submission. Multiple submissions from the same Bidder for the same opportunity may result in rejection if these instructions are unclear.
5. All attachments provided on the email must be submitted in the file types PDF, Zip, JPEG or PNG **ONLY**. Additionally, the total size of the attached files contained in an email should not exceed the limit of 50MB per email.
6. If emailing updates or changes, do not submit only the changes that then require collation with the previous submission. Instead, a complete revised package with clear instructions that it replaces the earlier submission should be sent. This will help to avoid any confusion as to what constitutes the complete submission.
7. The closing date and time shall be determined by Microsoft’s exchange server. The receipt of submissions can be delayed due to factors such as "internet traffic", file transfer size, transmission speed, etc. Bidders must therefore allow sufficient time to upload and deliver their submission, including any attachments.
8. No responsibility will be attached to the NIBTT for premature opening or failure to open a submission not properly addressed, identified or sent in accordance with this the instructions herein.
9. It is possible that one or more attachments may become corrupted and therefore inaccessible to the NIBTT. Bidders will not have the option to resubmit after closing if the attachments cannot be opened. Further, the NIBTT cannot open any submission prior to closing to confirm whether the files have been corrupted.
10. The complete submission shall be without alterations, interlineations or erasures, except those to accord with instructions issued by NIBTT or as necessary to correct errors made by the Bidder. In such case, corrections shall be initialled by the person or persons signing the Submission.
11. All documents, information, specifications, tracings or attachments provided by NIBTT and pertaining to this process remain the property of NIBTT and shall be treated in strict confidence by the Bidder. No part of this process may be transmitted to or discussed with a third party, nor reproductions made thereof without prior written consent of NIBTT.
12. NIBTT may, at its discretion extend the deadline for the submission of responses by issuing a Bulletin/Addendum, in which case, all rights and obligations of NIBTT and the Bidders previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

# Late Submission

### Submissions received after the deadline for submission of the responses shall be rejected.

### Failure to provide all the information requested in the Bid Package may disqualify the Bidder.

### No amendment to a bid will be allowed after its submission, save for clarifications and additional information provided in response to a request in writing by the NIBTT.

### The NIBTT reserves the right to reject any or all bids, and to cancel the process in its entirety or partially without thereby incurring any liability to the affected applicant(s). The NIBTT does not bind itself to accept any offer or to reimburse Bidders for any expenses incurred.

### The Bidders shall bear all costs incurred in the preparation, submittal, and furtherance of their applications.

### All currency information is to be given in Trinidad and Tobago dollars.

### All submissions are to be in the English Language.

# Withdrawal of Bids

Bidders may withdraw their bids prior to the Submission Deadline. To withdraw a proposal, a notice of withdrawal must be sent to [corporatesecretary@nibtt.net](mailto:managerprocurement@nibtt.net) prior to the Submission Deadline and must be signed by an authorized representative of the Bidder whereupon the proposal will be disregarded and no consideration will be given to evaluate same.

# Conditions of Contract

Should the bidder be successful, they would be subject to the following conditions of contract.

### NIBTT shall convey their freehold interest in each parcel of land to the bidder for the agreed purchase consideration with the sole purpose of constructing a fixed number of townhouses in the following manner:

### Firstly, the bidder shall enter into a Sales Agreement with NIBTT.

### In addition to the standard Particular Conditions of Contract the bidder shall agree to Specific Conditions of Contract which shall be drafted as “conditions subsequent” including but not limited to:

### The bidder shall agree to use of the parcel(s) of land for the sole purpose of constructing a fixed number of town houses with the required infrastructure to support the townhouse communities.

### The bidder shall enter into a Management Agreement with Riverwoods Management Company Limited (RMCL), the company with the responsibility of property management of Riverwoods Housing Development.

### The bidder shall construct the fixed number of townhouses.

### Upon the completion of the fixed number of townhouses [and/or phases and/or clusters, as agreed upon by both parties] the bidder shall sell the townhouses to individual buyers via Deed of Lease (A copy of the Deed of Lease Template is annexed and marked Appendix D).

### Upon the execution of each Deed of Lease (the sale of a townhouse) the bidder shall advice RMCL to transfer one (1) Class A Share to each new townhouse owner.

### Upon the completion of the fixed number of townhouses the bidder shall convey all their freehold interest in the parcel(s) of land including the “Reserved Property” and townhouses to RMCL.

### “Reserved Property” as set out in the Second Schedule of the Deed of Lease:

### *ALL THOSE the gardens pleasure grounds lawns roads drive paths carparking areas (and all other areas of the Property not forming part of the townhouses and single family dwelling houses) including the rights easements and quasi-easements excepted and reserved from the townhouses and single family dwelling houses for the benefit of or exercisable by the Lessor and all those the sewers drains pipes wires ducts and conduits not used solely for the purpose of one townhouse or single family dwelling house whether passing through or under a townhouse or single family dwelling house or not.*

### The bidder shall indemnify NIBTT from future liabilities or claims.

### Secondly, NIBTT shall convey their freehold interest in each parcel of land to the developer(s) via a Deed of Conveyance.

In addition to the standard recitals and the operative clauses the developer(s) shall covenant with NIBTT to the following:

*Restrictive Covenants:*

* + 1. Not to further subdivide the parcel(s) of land; and
    2. To refrain from construction without the relevant approvals.

Positive Covenants (including but not limited to):

* + 1. To use the parcel(s) for the sole purpose of constructing townhouses;
    2. To construct the townhouses within a stipulated time providing for unforeseen circumstances;
    3. To convey the freehold interest of the parcel(s) of land to the Riverwoods Management Company Limited (RMCL) upon completion of the fixed number of townhouses.

### The developer(s) shall enter into a Management Agreement with Riverwoods Management Company Limited (RMCL).

RMCL is the property management company with the responsibility of property management for the existing dwelling houses in the Riverwoods Housing Development.

RMCL shall be the company with the responsibility of property management of the townhouses to be constructed by the developer(s) in the Riverwoods Housing Development fully in accordance with the conditions as set out in the existing Management Agreement between RMCL and NIBTT executed on the 19th of August 2009 save and except an amendment to the *Schedule* describing the parcel(s) of land. (A copy of the existing *Management Agreement is* annexed and marked Appendix E).

If necessary, the developer(s) shall enter into a **Memorandum of Understanding** or an **Agreement to Proceed** with RMCL (representing the current dwelling house owners of the Riverwoods Housing Development) prior to the commencement of the construction of the townhouses on the parcel(s) of land in the best interest of all parties to avert and or treat with any perceived misunderstandings/disruptions/inconveniences.

# SECTION D- PROPOSAL REQUIREMENTS

# Proposal Requirements

# Mandatory Document Requirements

All Bidders MUST submit the following:

1. Due Diligence Form – Individual or Due Diligence Form – Company (whichever is applicable)
2. Bid Form
3. Declaration Form
4. Conflict of Interest Statement with authorised signature and Company’s Stamp must be completed, attached as **Form 3A**
5. Confidentiality Statement
6. Banker’s Reference Letter

Bidders who fail to submit the above documents will not be considered for evaluation.

# Preparation of Bid

### Checklist of Documents to Accompany the Proposal

Bidders are to place a tick in the checkbox for each item that is included in the Bids

|  |  |
| --- | --- |
| **Technical Forms** | |
| Due Diligence Form - Individual |  |
| Due Diligence Form - Company |  |
| Bid Form |  |
| Declaration Form |  |
| Conflict of Interest Statement |  |
| Confidentiality Agreement |  |
| Banker’s Reference Letter |  |

# Composition of Proposal Submittal

The proposal to be prepared by the Bidder shall comprise of one section: the Financial submission. Guidelines on preparation of the Financial submissions are outlined below.

### The Financial Submission

The Financial Submission shall consist of a Price for the four (4) parcels of land.

# Currencies of Bid

All prices shall be quoted in Trinidad & Tobago Dollars (TT$) by Bidders.

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# SECTION E – BID REQUIREMENTS

# Bid Requirements

# Contents of Bid Document

Bidders are expected to carefully examine all instructions, conditions, forms and specifications. Failure to comply with the request will be at the Bidders’ own risk. Bids which are **not** substantially responsive to the requests of the bid document may be rejected.

# Waiver and Allocation of Risk

The Bidder acknowledges and agrees that it is solely responsible for obtaining its own commercial, legal, accounting, engineering, and other advice with respect to the contents of this bid package or any such information as is described in this paragraph. The Bidder who submits a bid to the NIBTTis deemed to have released the NIBTT from, and waived any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected or arising out of the contents of this Bid or any such information as is described in this paragraph.

A Bidder who submits a bid is deemed to have agreed that it is solely responsible for and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this bid package, and to prepare and submit its bid.

# Confidentiality

All information supplied by the NIBTT in connection with this bid package shall be treated as confidential by the Bidder save for such information that may be disclosed so far as necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submissions of the Bids.

All information supplied by Bidders in response to this Bid shall be treated as confidential by the NIBTT unless disclosure is required by law.

# Failure to Research Adequately

Any failure or neglect on the part of the Bidder to have thoroughly and adequately researched or any failure or neglect to have obtained reliable information or any reliance upon unreliable information (regardless of source) regarding anything whatsoever affecting the execution of the goods and services shall not relieve the Bidder from any risk, liability, obligation and/or responsibility to complete and remedy any defects therein in accordance with the contract and no claim for additional costs due to such failure or neglect will be entertained.

Bidders will be deemed to have allowed in their Bids for cost in complying with all local legislation and regulations.

# Conflict of Interest

Conflicts of Interest refer to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interests of NIBTT.

Bidders will not be selected or hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of NIBTT.

Bidders must declare any conflict of interest in the Conflict-of-Interest Statement. A person can be considered as having a conflict of interest if:

1. They have a business or familial relationship with any NIBTT member of staff or agent of the NIBTT who is directly or indirectly involved in the procurement process and/or the works/services to be performed.

2. They are engaged currently in a contract that does not permit them to perform their obligations to the NIBTT in its best interest.

3. They are being investigated or have been charged or convicted of criminal activity which in turn may affect the reputation of the NIBTT.

# Validity

Bids must be valid for at least 180 days from the deadline date. In exceptional circumstances, prior to the expiration of the proposal validity period, NIBTT may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing and shall be considered integral to the Proposal.

# Liability

It should be understood that the NIBTT is not liable for any cost incurred by the Bidders in the preparation and submission of any proposal. The preparation and submission of any proposal is made without obligation by the NIBTT to acquire any of the items included therein or discuss reasons why it is accepted or rejected. Specific terms may be reserved for future negotiation but must be clearly identified and reasons given for the reservation.

# Negotiation

The NIBTT reserves the right to negotiate with the most economically advantageous bidder arising from the evaluation process. Should these negotiations not achieve a favourable outcome, it can in its sole discretion, negotiate with the second or third most economically advantageous tender etc. as the case may be.

# Amendments

The NIBTT may amend this bid package prior to the closing deadline by posting an addendum publicly. .

# Cancellation

NIBTT may cancel this request at any time before the acceptance of a successful bidder. NIBTT assumes no liability for any loss, damage, cost or expense incurred or suffered by any Bidder as a result of cancellation.

Should this request be cancelled, the NIBTT will include this decision in the record of the procurement proceedings and promptly communicate this decision to any supplier or contractor who presented a submission.

The NIBTT shall promptly publish a notice of the cancellation of the request in the same manner and place in which the original information regarding the bid proceedings was published and return any bids that remained unopened at the time of the decision, to the respective suppliers or contractors.

# Understanding

It is the Bidder’s responsibility to ensure their full understanding of the bid package. Failure to obtain any clarification the Bidder deems necessary in conformity with the procedures outlined hereinafter will nullify its right to any claims stemming from their lack of understanding.

# SECTION F- EVALUATION AND AWARD

# Opening and Evaluation of Bids

# Determination of Responsiveness

1. Following the opening of bids, bids will first be reviewed to ensure compliance with all submission requirements. The NIBTT shall ascertain whether material errors in computation have been made in the bids, whether the documents have been properly signed, whether the bids are substantially responsive to the request and whether the bids are otherwise generally in order.
2. For purpose of this Clause, a substantially responsive bid is one which conforms to all the terms, conditions and terms of reference of the bid documents without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the services or is inconsistent with the bid documents.
3. If a bid does not conform to the specification or is not otherwise substantially responsive, it may be rejected by NIBTT.

# Clarification for Evaluation

To assist in the examination, evaluation and comparison of bids, NIBTT may ask Bidders individually for clarification of their bids. The request for clarification and the response shall be in writing.

# Evaluation of Bids

1. NIBTT will evaluate and compare only bids determined to be substantially responsive to the requirements of the bid documents.
2. For a proposal to be complete the Bidder shall fill in all forms and subsidiary information and failure to complete all documents as required may render the bid non-responsive.
3. All Bids shall be in enough detail to allow NIBTT to determine the Bidder’s position from the documents received. NIBTT may refuse to consider any bid that does not include documentation or other information specified in the Bid.
4. All materials submitted in response to this request shall become the property of NIBTT.

# Evaluation Criteria/Process

1. NIBTT shall evaluate all valid bids and select the one offering best value based on the criteria listed below. Criteria are established at the sole discretion of NIBTT and are not subject to negotiation.
2. The following criteria will be used to evaluate the tenders:

| **Evaluation Criteria** | **Max Score** |
| --- | --- |
| Offer Price of the four Parcels of Land | 100 |
| **Total** | **100** |

# Award of Contract

1. NIBTT reserves the right not to accept any bid and to annul the tender process and reject bids at any time prior to the award of contract.
2. NIBTT may declare the process void when none of the Bidders meet the intended objectives of the request or when it is evident that there has been a lack of competition and/or that there has been collusion.

# Notification of Acceptance of Bid

1. Where a bid has been accepted, the Bidder who has submitted the bid shall be notified of its acceptance by NIBTT.
2. The Letter of Acceptance shall be in writing and signed by an authorized representative of NIBTT.
3. The Bidder shall confirm receipt and acceptance of the Letter of Acceptance in writing.

NATIONAL INSURANCE BOARD OF TRINIDAD & TOBAGO

#14 – 19 QUEEN’S PARK EAST, PORT OF SPAIN, TRINIDAD, W.I.

TEL (868)-625-2171 EMAIL: [corporatesecretary@nibtt.net](mailto:corporatesecretary@nibtt.net)

**DUE DILIGENCE FORM – INDIVIDUAL**

**THIS FORM MUST BE COMPLETED BY THE INDIVIDUAL/S INTENDING TO FINANCE THE PURCHASE**

**IF MORE THAN ONE PERSONS ARE BIDDING TOGETHER, PLEASE FILL OUT SEPARATE FORMS**

Address of property for which bid is being placed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Amount (Figures) **$**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Amount (Words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BIDDER NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone No: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Copies of two (2) forms of government issued identification must be submitted. (tick against documents attached)**

|  |  |  |
| --- | --- | --- |
| **Document Type** | **Date Of Issue** | **Number** |
| Valid National Identification Card |  |  |
| Valid Driver’s Permit |  |  |
| Valid Passport |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**\*Proof of Address not older than three (3) months must be submitted, please submit a copy of any one of the following: (tick against documents attached, if the bill is not in your name, please include a letter of authorization from the owner.)**

Electricity Bill Water Bill Bank Statement Cable Bill

**POLITICALLY EXPOSED PERSONS**

A politically exposed person (PEP) is one who has been entrusted with prominent functions, for example a Head of State or of Government, senior politicians, senior government, judicial or military officials, senior executive of state-owned corporations, important political party officials. This also includes immediate family members, close personal and professional associates of a politically exposed person.

|  |  |
| --- | --- |
| Are you a member of the Government/Opposition, Judicial or Military Official, Senior Executive of State-Owned corporations either domestically or by a foreign country? | YES NO |
| Are you a director of a State Board? | YES NO |
| Are you a family member (spouse, parent, sibling, child) of any of the above? | YES NO |

**If yes to any of the questions above, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DECLARATION**

By reason of the requirement of the Proceeds of Crime Act 2000, (as amended by the Proceeds of Crime (Amendment) act 2009), the Anti-Terrorism Act 2005 (as amended by the Anti-Terrorism (Amendment) Act 2010), the Financial Intelligence Unit of Trinidad and Tobago Act 2009, (as amended by the Financial Intelligence Unit of Trinidad and Tobago (Amendment) Act 2010), the Financial Obligations Regulations 2010 and the Financial Intelligence Unit of Trinidad and Tobago Regulations 2011 (collectively referred to as the “AML Legislation”), the National Insurance Property Development Company Limited Compliance Programmed requires that it be satisfied as to the identity of clients and their source of funds before conducting any transactions. Consent is hereby given to the National Insurance Property Development Company Limited to disclose the information contained herein which in the opinion of the National Insurance Property Development Company Limited is required to be disclosed by law.

Form must be completed and signed by the Purchaser and reviewed by the Broker and the Compliance Officer for customer acceptance.

I/We hereby certify the above information is true and correct to the best of my/our knowledge and belief. I/we have provided copies of the originals for verification of the information provided above in accordance with the applicable AML Legislation in Trinidad and Tobago**.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name of Bidder Signature Date

**FOR OFFICIAL USE ONLY**

UN1267 LIST checked  FATF LIST checked  NCCT LIST checked 

RISK ASSESSMENT - Low Risk  High Risk 

Checked and approved by Broker/Compliance Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATIONAL INSURANCE BOARD OF TRINIDAD & TOBAGO

#14 – 19 QUEEN’S PARK EAST, PORT OF SPAIN, TRINIDAD, W.I.

TEL (868)-625-2171 EMAIL: [corporatesecretary@nibtt.net](mailto:corporatesecretary@nibtt.net)

**DUE DILIGENCE FORM - COMPANY**

**SEPARATE FORMS MUST BE COMPLETED BY EACH DIRECTOR/PARTNER/ OWNER LISTED IN THE COMPANY REGISTRATION DOCUMENTS SUBMITTED WITH THE BID FORM**

Address of property for which bid is being placed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Amount (Figures) **$**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Amount (Words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Phone No: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Copies of two (2) forms of government issued identification must be submitted. (tick against documents attached)**

|  |  |  |
| --- | --- | --- |
| **Document Type** | **Date Of Issue** | **Number** |
| Valid National Identification Card |  |  |
| Valid Driver’s Permit |  |  |
| Valid Passport |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**\*Proof of Address not older than three (3) months must be submitted, please submit a copy of any one of the following: (tick against documents attached, if the bill is not in your name, please include a letter of authorization from the owner.)**

Electricity Bill Water Bill Bank Statement Cable Bill

**POLITICALLY EXPOSED PERSONS**

A politically exposed person (PEP) is one who has been entrusted with prominent functions, for example a Head of State or of Government, senior politicians, senior government, judicial or military officials, senior executive of state-owned corporations, important political party officials. This also includes immediate family members, close personal and professional associates of a politically exposed person.

|  |  |
| --- | --- |
| Are you a member of the Government/Opposition, Judicial or Military Official, Senior Executive of State-Owned corporations either domestically or by a foreign country? | YES NO |
| Are you a director of a State Board? | YES NO |
| Are you a family member (spouse, parent, sibling, child) of any of the above? | YES NO |

**If yes to any of the questions above, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DECLARATION**

By reason of the requirement of the Proceeds of Crime Act 2000, (as amended by the Proceeds of Crime (Amendment) act 2009), the Anti-Terrorism Act 2005 (as amended by the Anti-Terrorism (Amendment) Act 2010), the Financial Intelligence Unit of Trinidad and Tobago Act 2009, (as amended by the Financial Intelligence Unit of Trinidad and Tobago (Amendment) Act 2010), the Financial Obligations Regulations 2010 and the Financial Intelligence Unit of Trinidad and Tobago Regulations 2011 (collectively referred to as the “AML Legislation”), the National Insurance Property Development Company Limited Compliance Programmed requires that it be satisfied as to the identity of clients and their source of funds before conducting any transactions. Consent is hereby given to the National Insurance Property Development Company Limited to disclose the information contained herein which in the opinion of the National Insurance Property Development Company Limited is required to be disclosed by law.

Form must be completed and signed by the Purchaser and reviewed by the Broker and the Compliance Officer for customer acceptance.

I/We hereby certify the above information is true and correct to the best of my/our knowledge and belief. I/we have provided copies of the originals for verification of the information provided above in accordance with the applicable AML Legislation in Trinidad and Tobago**.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full Name of Bidder Signature Date**

**Company Stamp:**

**FOR OFFICIAL USE ONLY**

UN1267 LIST checked  FATF LIST checked  NCCT LIST checked 

RISK ASSESSMENT - Low Risk  High Risk 

Checked and approved by Broker/Compliance Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Corporate Secretary**

**National Insurance Board of Trinidad and Tobago**

**Corporate Headquarters**

**#14-19 Queens Park East**

**Port of Spain**

**BID FORM**

**For Properties Advertised as PURCHASE OF FOUR PARCELS OF LAND LOCATED AT WOODLAND DRIVE D’ABADIE, RIVERWOODS DEVELOPMENT FOR THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO**

ADDRESS OF PROPERTY FOR WHICH BID IS BEING SUBMITTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REFERENCE NUMBER (as listed on the advertisement) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BID AMOUNT (FIGURES) TTD$: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BID AMOUNT (WORDS) TTD$: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BIDDER INFORMATION**

**Please tick (**✓**) the appropriate boxes**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Bidding as an agent □ | OR | Bidding on my own behalf □ |
| 2. | Individual □ | OR | Company/ Corporation/Partnership □ |

**BIDDER INFORMATION – (To be completed by Individual Bidders)**

**BIDDER NAME (1):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATIONAL IDENTIFICATION: ID DP PASSPORT # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NO: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BIDDER NAME (2):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATIONAL IDENTIFICATION: ID DP PASSPORT # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NO: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Type: Bank Approved □ Cash Buyer □

□ Copies of two (2) forms of Valid Identification for each bidder.

□ Due diligence forms completed for each bidder listed above.

□ Proof of Address not older than three (3) months.

***\*****If the proof of address is not in your name, please ensure a letter of authorisation is attached, also proof of address for each bidder if not residing in the same house.* (Utility bill, bank statement or cable bill)

**BIDDER INFORMATION – (To be completed by Company/ Corporation/Partnership/Sole Traders)**

**COMPANY NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF REPRESENTATIVE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NO: (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Type: Bank Approved □ Cash Buyer □

**For companies, the following documents will be required:**

* Copies of two valid forms of Identification for all directors/partners/sole trader.
* Proof of Address not older than three (3) months for the company (Utility bill, bank statement, cable bill).
* Separate Due Diligence Forms submitted for all directors/partners/sole trader.
* Audited Financial Statements (last three years).
* Copies of the business registration documents as outlined below:

**For Sole Traders:**  
Business Registration

**For Partnerships:**  
Business Registration  
Partnership Agreement

**For Limited Companies:**

Annual Returns (last 3 years)

Certificate of Registration or Incorporation

Articles of Incorporation including:

Notice of Directors

Notice of Secretary

Notice of Address

**IF BIDDING AS AN AGENT ON BEHALF OF ANOTHER PARTY KINDLY STATE YOUR NAME AND CONTACT INFORMATION BELOW; ALL INFORMATION IN THE BIDDER SECTIONS ABOVE ARE TO BE FILLED OUT BY THE BIDDER/S.**

NAME(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NO: (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you attend a viewing for the property listed? Yes □ No □

How did you hear about the sale of this property?

□ Trinidad Express Newspaper

□ Trinidad Guardian Newspaper

□ T&T Newsday Newspaper

□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Online Real Estate Platform

□ Social Media Platform

□ Company’s Website

**TERMS AND CONDITIONS**

* All bidders **must submit a separate Due Diligence Forms**:
* Individuals – Separate Due Diligence Forms for each individual, if more than one person is bidding together.
* Sole Traders – Due Diligence Form for the owner
* Limited Liability Companies – Separate Due Diligence Forms for each beneficial owner
* Partnerships - Separate Due Diligence Forms for each partner
* Bids are to be email to the [corporatesecretary@nibtt.net](mailto:managerprocurement@nibtt.net) and labelled Bid for the Purchase of Four (4) Parcels of Land from the National Insurance Board of Trinidad and Tobago.
* The subject property will be sold on an “AS IS – WHERE IS” basis
* All legal fees and all other fees associated with the transfer of the properties (stamp duties, registration, etc) are for the account of the purchaser.
* The preparation of the conveyancing documents for the sale of the units will be undertaken by the Purchaser's Attorney at Law.
* All properties are sold subject to outstanding Water and Sewerage Authority (WASA) Rates, Land and Building Taxes and Maintenance Fees where applicable.
* The purchaser will be required to pay the 10% deposit within ten (10) days of receiving the award letter should they be the successful bidder.
* The NIBTT does not bind itself to accept the highest or any bid.
* **Successful bidder would be subject to the conditions of contract as per Appendix XXXX.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full Name of Bidder #1 Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full Name of Bidder #2 Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Representative Signature Date**

**Company Stamp –**