

**REQUEST FOR PROPOSAL FOR A MEDICAL SERVICES
PROVIDER**



**FOR THE NATIONAL INSURANCE BOARD OF TRINIDAD AND
TOBAGO**

SUB-TENDER REFERENCE – #TR2425-019

**Request for Proposal for a Medical Services Provider for the National
Insurance Board of Trinidad and Tobago****Reference #TR2425-019****1.0 Objective**

The National Insurance Board of Trinidad and Tobago wishes to engage the services of a suitable medical provider to serve as the Company Doctor for a two-year period (2025-2027). This service is intended to support the organisation by providing medical consultations, health-related guidance, and support for staff-related health concerns.

~~2.0 Background~~

~~The Medical Provider Services for NIBTT is currently conducted by one medical provider and there is no formal contractual engagement. As such the NIBTT is seeking to formalize these services.~~

2.0 Scope of Services

The scope of services includes, but is not limited to the following:

- Conducting consultations with staff on work-related health and medical issues.
- Advising on staff fitness for duty, return-to-work assessments, and workplace medical accommodations.
- Supporting HR and HSE teams in managing employee health-related matters.
- Providing medical advice aligned with occupational health practices and local regulations.
- Assisting in workplace wellness initiatives and staff health education.
- Reviewing staff medical reports and offering recommendations for further management.
- Coordinating referrals to specialists or facilities, where needed.
- Participating in incident or accident investigations from a medical standpoint.
- Maintaining appropriate records while upholding medical confidentiality and ethics.

3.0 Mandatory Requirements***Certificate Requirements***

Proponents registered or operating in Trinidad and Tobago must possess the following and same must be submitted with the Proposal:

- Valid VAT Clearance Certificate
- Valid Income Tax Certificate; and
- Valid National Insurance Compliance Certificate

Please note the following:

- *Certificates must be in the name of the Proponent;*
- *These documents must be valid as at the deadline date for submissions; and*
- *Proponents are advised that should they not be eligible for any of the above certificates, a letter is required from the respective institution validating the non-eligibility status.*

Additionally, proponents MUST submit the following:

- a. Declaration Form must be completed and attached as **APPENDIX I**.
- b. Conflict of Interest Statement with authorised signature and Company's Stamp must be completed, attached as **APPENDIX II**.
- c. Form of Tender must be completed attached as **APPENDIX III**.
- d. Declaration and Commitment Form as attached.

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

4.0 Proposal Requirements

Proponents are advised that the following requirements are critical to this proposal.

a. Cover Letter

The proponent must submit a Cover Letter addressed to the NIBTT, identifying a summary of the proposed service, delivery period, price and validity of proposal.

b. Qualifications

The practitioner must submit their qualifications, inclusive of resume and certificates showing a minimum of 10 years' practicing experience and primary medical qualifications, such as MBBS or its equivalent. The following should also be included:

- Post graduate qualification in Occupational Health, Family Medicine or related fields.
- Certifications in workplace health, emergency medicine.
- Professional Bio sketch – This document should reflect the Proponent's professional qualifications and experience and should demonstrate the relevance of same in respect of the Services.

The practitioner must be currently registered/certified with the Medical Board of Trinidad and Tobago and commits to keep said registration current for the duration of the contract.

Evidence of current (2024) registration or most recent with the Medical Board of Trinidad and Tobago must be provided.

c. Relevant Experience

The practitioner must provide a list of past and current clients in the context of medical services such as:

- Prior or current role as a Company Doctor or Occupational Health Physician.
- Involvement in workplace medical evaluations (fitness-for-work, return-to-work).

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- Experience managing workplace injuries, absenteeism, and medical clearances.
- Previous advisory roles with HR and safety departments.
- Support in workplace wellness programmes and health risk mitigation strategies.
- Work with public institutions or corporate entities with similar operational needs.
- A minimum of 10 years of Active practice in the medical field

Documentation must be shown for specific relevant experience relative to the assessment of employment injury claims as derived from previous work with insurance companies or other such employers.

d. Costing/Estimation

A detailed cost breakdown schedule that includes:

- Base consultation or retainer fees
- Hourly/ per-visit cost
- Additional Charges (e.g. emergency call-outs, off site assessments)

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.

Proponents 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.

Proponents 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.

5.0 Submission of Proposals

- i. Proposals **MUST** be submitted **via email only** to the Corporate Secretary and submitted **on or before 4:00 p.m. (local Trinidad and Tobago time) on Tuesday 05th August 2025**. All submissions must be titled **TR2425-019– Request for Proposal for a Medical Services Provider for the National Insurance Board of Trinidad and Tobago**. Proposals received after the closing date and time will be rejected.

All proponents are to ensure that they meet the closing date and time for submission to avoid any delays which may result in a late submission, which will be rejected by the NIBTT.

- ii. The proposal, shall be in PDF format and signed by an authorized company signatory, clearly labelled with the Proponent's name as well as "Proposal for a Medical Services Provider for the National Insurance Board of Trinidad and Tobago" and addressed as follows:

**Corporate Secretary
National Insurance Board of Trinidad and Tobago
14-19 Queen's Park East
Port of Spain
Trinidad and Tobago
corporatesecretary@nibtt.net**

iii. **Email Requirements:**

1. Proponents are to avoid using generic subject lines in the emailed submissions that do not clearly identify the solicitation name and / or number as well as the proponent organization name.
 2. Proponents 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 proponent for the same opportunity may result in rejection if these instructions are unclear.
 3. 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.
 4. 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.
- iv. If only for the reason that a Proponent cannot reasonably comply with the 'Email Requirements' above (such as if larger files are expected as part of the submissions e.g. large drawings and photographs with large file sizes, samples, etc.), the proponent shall notify the NIBTT **at least** 32 hours prior to the close of the tender indicating the reason for their inability to comply with the requirements for email submission. Only if such a notification is received from a Proponent, thereafter an alternate method for submission will be provided as described as follows:

Subject to the above, hand delivery can be made by the proponent or his representative and submitted to the officer identified as follows:

**Corporate Secretary
National Insurance Board of Trinidad & Tobago
14-19 Queen's Park East
Port-of-Spain**

Where a proposal is hand delivered, proponents must prepare and submit one (1) original and two (2) printed copies of their proposal which should be marked "Original" and "Copy," as appropriate. If there are any discrepancies between the original and copies of the Proposal, the Original shall govern. Unless notified and permitted by NIBTT, a proposal submitted by hand delivery will be rejected. The Proposal is to be submitted in accordance with the manner herein set out.

- a. The closing date and time shall be determined by Microsoft's exchange server. The receipt of proposals can be delayed due to factors such as "internet traffic", file transfer size, transmission speed, etc. Proponents must therefore allow sufficient time to upload and deliver their proposal, including any attachments.
- b. No responsibility will be attached to the NIBTT for premature opening or failure to open a proposal not properly addressed, identified or sent in accordance with this RFP. It is possible that one or more attachments may become corrupted and therefore inaccessible to the NIBTT. Proponents 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.
- c. The complete Tender 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 Proponent. In such case, corrections shall be initialled by the person or persons signing the Proposal.
- d. Only one (1) tender may be submitted by each Proponent. No Proponent or his agents may participate in the tender of another for the same contract in any relation whatsoever.
- e. All documents, information, specifications, tracings or attachments provided by NIBTT and pertaining to this RFP remain the property of NIBTT and shall be treated in strict confidence by the Proponent. No part of this RFP may be transmitted to or discussed with a third party, nor reproductions made thereof without prior written consent of NIBTT.
- f. NIBTT may, at its discretion extend the deadline for the submission of proposals by issuing a Bulletin/Addendum, in which case, all rights and obligations of NIBTT and the Proponents previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

5.1 Clarification of RFP content by Proponents

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. Tuesday 29th July 2025**. Please note that only written requests will be entertained. The NIBTT will endeavor 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 ~~Queens~~**Queen's** Park East
Port-of-Spain
corporatesecretary@nibtt.net

AND COPIED TO

Manager Procurement – managerprocurement@nibtt.net

5.2 Withdrawal of Proposals

Proponents may withdraw their proposals prior to the Submission Deadline. To withdraw a proposal, a notice of withdrawal must be sent to corporatesecretary@nibtt.net prior to the Submission Deadline and must be signed by an authorized representative of the proponent whereupon the proposal submitted via email will be disregarded.

6.0 Opening and Evaluation of Proposals

6.1 Determination of Responsiveness

- i.) Following the opening of proposals, Proposals will first be reviewed to ensure compliance with the Scope of Services and Mandatory Requirements as listed in Sections 3.0 and 4.0 respectively. NIBTT shall ascertain whether material errors in computation have been made in the proposals, whether the documents have been properly signed, whether the proposals are substantially responsive to the RFP documents and whether the proposals are otherwise generally in order.
- ii.) For purpose of this Clause, a substantially responsive proposal is one which conforms to all the terms, conditions and scope of service of the RFP 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 Works or is inconsistent with the RFP documents.

—If a proposal does not conform to the specification or is not otherwise substantially responsive, it shall be rejected by NIBTT.

iii.)

6.2 Clarification of Proposals and Contacting NIBTT

To assist in the examination, evaluation and comparison of proposals, NIBTT may ask Proponents individually for clarification of their proposals, including breakdowns of unit rates. The request for clarification and the response shall be in writing, but no change in the price or substance of the proposal shall be sought, offered or permitted except as required to confirm the correctness of arithmetic errors discovered by NIBTT during the evaluation of the proposals.

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6.3 Evaluation of Proposals

i.) NIBTT will evaluate and compare only proposals determined to be substantially responsive to the requirements of the RFP documents.

ii.) In addition to the submitted prices, NIBTT may take into consideration when evaluating the proposals, a demonstrated and documented commitment to provide a quality service, compliance with defined quality standards, personnel and financial resources available to the proponent to supply and maintain a flexible as well as a continuous service to NIBTT.

iii.) For a proposal to be complete the proponent shall fill in all forms and subsidiary information and failure to complete all documents as required may render the proposal non-responsive.

iv.) NIBTT shall check compliance to the Scope of Services.

v.) All Proposals shall be in enough detail to allow NIBTT to determine the Proponent's position from the documents received. NIBTT may refuse to consider any Proposal that does not include documentation or other information specified in the RFP.

vi.) All materials submitted in response to this RFP shall become the property of NIBTT.

7.0 Evaluation Criteria/Process

i.) Proposals will be opened and reviewed to ensure that they meet the scope of services outlined above. Those which meet the scope will be evaluated based on the criteria listed below. These will be scored on a scale of 0-5, where a score of 5 represents the highest score and 0 the lowest and then the respective weights applied. Proponents must achieve a minimum of 60% of each criterion 1 to 2 below to be considered for further evaluation.

ii.) The following criteria will be used to evaluate the proposals:

No.	Criterion	Weight (%)
Technical Evaluation		
1.	Qualifications	30%
2.	Relevant Experience	40%
Cost Evaluation		
3.	Cost	30%
TOTAL		100%

8.0 Award of Contract

i.) NIBTT reserves the right not to accept the lowest or any Proposal and to annul the proposal process and reject proposals at any time prior to the award of contract.

ii.) NIBTT may declare the proposal void when none of the Proponents meet the intent of the specifications or when it is evident that there has been a lack of competition and/or that there has been collusion. In addition, all proposals may be rejected if they are substantially

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higher than the official budget approved by NIBTT. Individual proposals may be rejected in cases where the particular proposal is so much lower than the official estimate that it is reasonable to conclude that the Proponent will not be able to complete the works within the specified time and at the price offered.

8.1 Notification of Award

- i.) Where a Proposal has been accepted, The Proponent who has submitted the Proposal shall be notified of its acceptance by NIBTT, and NIBTT shall inform the Proponent that they are required to enter into a formal contract with NIBTT.
- ii.) The Letter of Award shall be in writing and signed by an authorized representative of NIBTT.
- iii.) The Proponent shall confirm receipt and acceptance of the Letter of Award in writing.

9.0 Terms & Conditions

- i. It should be understood that the NIBTT is not liable for any cost incurred by you in the preparation and submission of your proposal. The preparation and submission of your 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.
- ii. Proposals and proposal prices 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 Proponents to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal.
- iii. The NIBTT reserves the right to negotiate with the most economically advantageous Proponent 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 Proponents etc. as the case may be.
- iv. The NIBTT may amend this RFP prior to the closing deadline by posting, mailing, emailing or faxing an addendum to the invited proponents.
- v. The NIBTT may cancel this RFP at any time before the award of a successful Proposal. NIBTT assumes no liability for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of cancellation.
- vi. Should this RFP be cancelled, the NIBTT will include this decision in the record of the procurement proceedings and promptly communicate this decision to any proponent or contractor who presented a submission.
- vii. The NIBTT shall promptly publish a notice of the cancellation of the RFP in the same manner and place in which the original information regarding the RFP proceedings was published and return any proposals that remained unopened at the time of the decision, to the respective proponents or contractors.

- viii. The NIBTT shall promptly notify each supplier or contractor who presented submissions of its decision to accept the successful submission, with such a decision taking effect at the end of a standstill period – where required by the Regulations – of not less than ten (10) days.
- ix. Any communication of acceptance by the NIBTT to a successful Proponent shall be subject to contract. The successful Proponent shall be required to execute a formal contract with the NIBTT prior to the commencement of the proposed works. Terms and conditions of any proposed contract will include but not limited to the requirements for professional/business liability insurance, confidentiality limitations on assignment/sub - contracting and termination.
- x. Monetary amounts are to be expressed in Trinidad and Tobago Dollars (TTD). The exchange rate used in converting foreign currency to TTD will be guided by the rates prescribed by the Central Bank of Trinidad and Tobago or prevailing Trinidad and Tobago commercial banks' exchange rates. The NIBTT would consider the payment of foreign currency to companies incorporated outside of Trinidad and Tobago.
- xi. It is the Proponent's responsibility to ensure their full understanding of the RFP. Failure to obtain any clarification the Proponent deems necessary in conformity with the procedures outlined hereinafter will nullify its right to any claims stemming from their lack of understanding.
- xii. Proponents are required to read the attached Ethnical Code of Conduct for Suppliers and shall confirm their agreement to observe the requirements set out therein by signing the **Declaration and Commitment Form** appended to this RFP. Non-submission of this form will result in your proposal not being considered.

APPENDIX I **SUPPLIER DECLARATIONS**

This declaration, duly completed, must be submitted by all Proponents (including each member in a joint venture/consortium).

Name of Proponent	
Address	

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation:

		YES	NO
1	The Proponent/joint venture or consortium member/subcontractor has the legal capacity to enter into a contract with the NIBTT		
2	The Proponent/ joint venture or consortium member/subcontractor is insolvent, in receivership, bankrupt or is being wound up; or whose affairs are being administered by the court or judicial officer, who has entered into an arrangement with creditors or who has suspended business activities or who is in any analogous situation or legal proceedings arising from a similar procedure under national laws and regulations.		
3	The Proponent / joint venture or consortium member / subcontractor is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court for an arrangement with creditors or of any other similar proceedings under national laws or regulations.		
4	The Proponent / joint venture or consortium member / subcontractor and any of their directors has been convicted of any criminal offence which has the force of res judicata.		
5	The Proponent / joint venture or consortium member / subcontractor has fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago		

6	The Proponent / joint venture or consortium member / subcontractor has the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract.		
7	The Proponent / joint venture or consortium member / subcontractor has met relevant industry standards.		

I hereby certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation, (and the Proponent of which it forms part, in the case of a consortium/joint venture), being excluded from further participation in the RFP process.

Name of Proponent's Authorized Representative		Date	
Signature of Proponent's Authorized Representative		Date	

APPENDIX II

CONFLICT OF INTEREST STATEMENT

Name:	Job Title:
Tel:	E-mail:
Company:	

OPTION 1:

"We do not have any conflicts of interest as described in the instructions of the RFP that may prevent our full and unprejudiced participation in this process.

We also declare that we will inform NIBTT immediately, should our circumstances change in any way that affects this declaration."

Signature	Date
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OPTION 2:

"We do have a perceived conflict of interest as described in the instructions of the RFP and we make the following declaration(s).

[illegible]

We also declare that we will inform NIBTT as soon as is practicable, should our circumstances change in any way that affects this declaration.”

Signature	Date
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Appendix III

Form of Tender

Name of Proponent:

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For the Services —Proposal for a Medical Services Provider for the National Insurance Board of Trinidad and Tobago

To:

National Insurance Board of Trinidad and Tobago
14-19 Queen's Park East,
PORT OF SPAIN

Sir,

1. Having examined the Tender Documents of the above-named Services we offer to perform the said Services in full conformity with the said Tender Documents for the sum of

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..... (\$)

Trinidad and Tobago Dollars inclusive of Value Added Tax.

2. We agree to do any extra work, which may be ordered by the Employer, and to accept full compensation therefore at such prices as may be agreed upon in writing by the Employer.
3. If our Tender is accepted, we will within (.....) calendar days from the date of 'Notice of Award of Contract,' execute the Agreement
4. This Tender is submitted without collusion with any other Proponent. We have exercised our own judgement regarding the information required to prepare and submit this Tender and have utilized all the data which we believe pertinent from the Employer and other sources in arriving at our conclusions.
5. We agree to abide by this Tender for a period of (.....) calendar days from the date fixed for receiving the same, and it shall remain binding upon us and may be accepted at any time before expiration of that period.
6. We understand that you are not bound to accept the lowest or any Tender you may receive.

We are,
Sir,
Yours faithfully,

..... (Signature of Tenderer) *
..... (Name of Signatory)
..... (Name of Company in Block Letters)
..... (Address in full)
.....
.....

* Note: In case of a Tender by a Firm or Company, the signature of a person fully authorized by the Firm or Company to sign on behalf of the Firm or Company.

