

# REQUEST FOR PROPOSAL FOR THE PROVISION OF FACILITIES MANAGEMENT SERVICES AT ALL LOCATIONS OF THE NIBTT

***Tender Reference #TR2122-014***

The National Insurance Board of Trinidad and Tobago (NIBTT) is a body corporate established by the National Insurance Act, Chap. 32:01. The NIBTT is responsible for the operation and administration of the National Insurance System (NIS) and hereby invites suitably qualified firms/individuals to submit proposals for the Provision of the captioned services.

## **Collection of Proposal Documents**

Request for Proposal (RFP) Documents will be made available via email requests. It 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 June 10th, 2022, at 4:00 p.m. local time.**

## **Closure Date**

The deadline date for submission of proposals is **Thursday 07<sup>th</sup> July 2022 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:

- Track Record and Experience of Firm
- Methodology
- Qualifications and experience of the key personnel
- Financial Capacity
- Client References
- Cost

## **Submission Instructions**

Proposals MUST be submitted via email only to Corporate Secretary by **Thursday 07<sup>th</sup> July 2022 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  
[rramrattan@nibtt.net](mailto:rramrattan@nibtt.net)**