

REQUEST FOR PROPOSAL

MANAGEMENT OF COMPANY'S INSURANCE PORTFOLIO

Trinidad & Tobago National Petroleum Marketing Company Limited (NP) invites suitable, qualified and experienced brokers to submit a proposal for the management of the company's insurance portfolio.

PROJECT SCOPE

Interested brokers shall be required to:

- Complete and submit the Technical Proposal.
- Complete and submit the Commercial Proposal.

Proposals must include quotations for a selected number of NP's insurance policies.

COLLECTION OF PROPOSAL DOCUMENTS

Proponents wishing to respond to this invitation may obtain Proposal Packages from **2023 June 05 Monday to 2023 July 04 Tuesday** after the payment of a non-refundable fee of **TT \$1,000.00** by Cash, Certified Cheque or LINX to the Head Office Cashier at **NP House, National Drive, Sea Lots, Port-of-Spain** between the hours **7:30 a.m. to 11.30 a.m.** and **1.00 p.m. to 2.00 p.m.**

Proposal packages shall be collected upon presentation of a receipt at the:

Contracts Administration Department
Trinidad & Tobago National Petroleum Marketing Company Limited
NP House, National Drive, Sea Lots, Port-of-Spain,
TRINIDAD, W.I.

SUBMISSION AND CLOSING

Proposals shall be submitted in duplicate, in separate brown envelopes clearly marked:

Request for Proposal
"Technical – Management of Company's Insurance Portfolio" and
"Commercial – Management of Company's Insurance Portfolio"

and addressed to:

The Secretary
Tenders Committee
Trinidad & Tobago National Petroleum Marketing Company Limited
NP House, National Drive
Sea Lots, Port-of-Spain

and deposited in the **White Tenders Box, located in the Phase III Lobby** at the above address no later than **10.00 a.m. on 2023 July 21 Friday.**

Bids must be accompanied where applicable by:

- Income Tax and Valued Added Tax Clearance Certificates issued by the Board of Inland Revenue
- Valid Certificate of Compliance issued in accordance with the National Insurance Act, Chapter 32:01
- A copy of your receipt for the payment of TT\$1,000.00 for the proposal package documents.

Proposals will be opened immediately after the closing time for submission at NP House, Sea Lots, Port-of-Spain. There will be no physical opening of proposals. Instead, opening will be conducted virtually via Microsoft Teams and a link would be made available to all Proponents via email.

Packages received after the closing time will not be considered.

RESERVATIONS / LIMITATIONS

Trinidad & Tobago National Petroleum Marketing Company Limited reserves the right to accept or reject any or all proposals or annul the tender process at any time or cancel this process in its entirety or partially without defraying any costs incurred by the proponent in its participation in any part of this process including but not limited to the preparation and submission of packages.



For all life's journeys