

# REQUEST FOR PROPOSALS RFP 2505/01

## INSURANCE BROKERAGE SERVICES AND COVERAGE FOR NIDCO'S GENERAL INSURANCE AND MOTOR VEHICLE PORTFOLIO

The NATIONAL INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED (NIDCO) invites suitably qualified and experienced Insurance Brokers for the Provision of NIDCO's General and Motor Vehicle Insurance Portfolio.

### SCOPE OF WORKS

Key elements of work include, but are not limited to, the following:

**Provision of Brokerage Services and Coverage in respect of NIDCO's General Insurance and Motor Vehicle Portfolio including, but not limited to, the following:**

- Providing expert advice to NIDCO in all areas of insurance including, but not limited to, training sessions.
- Providing advice on the Strategic Management of the insurance requirements of NIDCO including, but not limited to, the periodic review of all policies to ensure adequate coverage in keeping with the value for money metrics.
- Providing expert representation of NIDCO in all negotiations with insurers, underwriters and their agents.

### ELIGIBILITY

This Request for Proposal (RFP) is open to all respondents who can demonstrate they have the experience, technical and financial expertise to provide the required services.

Evaluation of proposals will be based on requirements including: **Organizational Background and Qualifications, Financial Capacity, Brokerage Services Methodology and Price.**

**Following the proclamation of the Public Procurement and Disposal of Public Property Act (2015), Contractors/Suppliers who are desirous of providing goods, works or services to NIDCO, are advised that they must first, be registered with the Office of the Procurement Regulation (OPR) in this specific category. Any party seeking to participate in procurement proceedings must input information and upload relevant associated documentation into the Procurement Depository, in accordance with Section 29(1) of the Act. Section 26(3) of the Act, places full responsibility on the contractor/supplier to ensure the accuracy of the information provided.**

For this RFP, the relevant Line of Business is **84131500 Insurance Services for Structures and Property and Possessions.**

### ACCESS TO BID DOCUMENTS

The bid documents will be available from **Monday 5<sup>th</sup> May 2025**. Interested parties must request the documents by email to [npo@nidco.co.tt](mailto:npo@nidco.co.tt).

### PRE-SUBMISSION MEETING AND SITE VISITS

Prospective Tenderers are invited to a Pre-Submission Meeting scheduled for **Tuesday 13<sup>th</sup> May 2025 at 10:00 a.m.**, at NIDCO's Head Office located at **The Atrium, 6B Don Miguel Road Extension, El Socorro Extension, EL SOCORRO 280603, Trinidad and Tobago, W.I.** A Site Visit of NIDCO's Head Office will be facilitated immediately after the Pre-Submission Meeting. A Site Visit of NIDCO's Water Taxi Terminals, North and South will be conducted on **Wednesday 14<sup>th</sup> May 2025**.

### SUBMISSION OF DOCUMENTS

**The One (1) Envelope System will be utilized.** Completed Technical and Financial Proposals must be submitted (One Original and Six (6) Hard Copies and One Electronic Copy on a flash drive) clearly labelled:

**RFP 2505/01– The Provision of Insurance Brokerage Services and Coverage for NIDCO's General Insurance and Motor Vehicle Portfolio**

Addressed to: **Named Procurement Officer - National Infrastructure Development Company Limited (NIDCO)**

**The Atrium, 6B Don Miguel Road Extension, El Socorro Extension, EL SOCORRO 280603, Trinidad and Tobago, W. I.**

and deposited in the Tender Box located in the lobby of NIDCO's offices on the Ground Floor, The Atrium, Don Miguel Road Extension, San Juan, Trinidad and Tobago, W.I. **no later than 1:00 p.m. on Tuesday 3<sup>rd</sup> June, 2025 at 1:00 p.m.**

**Please note that the dimensions of the Tender Box slot are 4" High and 18" Wide.**

**Respondents are advised that the name of the company submitting the Proposal should be clearly marked on the envelopes.**

Submissions will be opened publicly on the same day at NIDCO's Head Office. One (1) representative of the respondent may be present at the opening.

### LIMITATIONS/RESERVATIONS

- NIDCO will not be responsible for any cost incurred by any prospective respondent in preparing their proposal and reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any respondent submitting a proposal.
- NIDCO reserves the right to reject proposals received unsigned, in unsealed envelopes or with alterations or erasures not initialed by respondent/s. Respondents are fully responsible for the submission of their Proposals and must satisfy themselves as to the nature of the project.
- NIDCO does not bind itself to accept any Proposal. NIDCO reserves the right to negotiate with and/or make a counter offer to all compliant respondents.

**Late submissions will NOT be considered under any circumstances.**

**CLARIFICATION OF THE TENDER (no later than Thursday 22<sup>nd</sup> May, 2025).**

Enquiries, clarification, and further information regarding this tender shall be addressed to:

**Named Procurement Officer - National Infrastructure Development Company Limited**

**The Atrium - 6B Don Miguel Road Extension, El Socorro Extension, EL SOCORRO 280603, Trinidad and Tobago, W. I.**

Telephone: (868) 226-7900/ 674-5593 Email: [npo@nidco.co.tt](mailto:npo@nidco.co.tt)