

CENTRAL TENDERS BOARD

TENDER NOTICE

APPOINTMENT OF AN INSURANCE BROKER TO THE GOVERNMENT OF TRINIDAD AND TOBAGO

Proposals are invited for the appointment of an Insurance Broker to the Government of Trinidad and Tobago for a three (3) year period commencing August 01, 2007.

2. Tender documents may be obtained during normal working hours at the Central Tenders Board Office, 116 Frederick Street, Port of Spain. Telephone number 625-2311.
3. Tenderers are required to complete a detailed questionnaire (available from the Central Tenders Board) and to submit documents as specified. Tenderers must submit details of their methodology and how they propose to undertake the task of information gathering, risk analyses, and a work programme for the first 18 months of the Contract in order to meet the responsibilities as laid down in the Terms and Conditions of the Appointment.
4. Those tenderers whose submissions meet the requirement of the Evaluation Committee will be invited to attend an interview during which they will have the opportunity to explain, clarify and to answer questions of the Committee.
5. Tenderers are required to submit the following:-
 - (a) Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the proposal.
 - (b) An up-to-date Certificate of Compliance issued in accordance with the National Insurance Act.
6. One (1) original and three (3) copies of the proposal must be deposited in the BROWN Tenders Box located in the lobby of the Central Tenders Board's Office not later than **1.00 p.m. on Thursday May 24, 2007.** The envelopes must be addressed to the Chairman, Central Tenders Board and clearly marked on the outside:

“Appointment of an Insurance Broker to the Government of Trinidad and Tobago”

Proposals will be opened publicly on the same day, immediately after the closing time at the Board's Office. A representative of the firm submitting a proposal may be present at the opening.

7. Tenderers are asked to note that the dimensions of the slot in the Tenders Box are **37.5 cm x 5.5 cm**. Proposals should be packaged accordingly.
8. The Board does not bind itself to accept any proposal.
9. **Late proposals will not be accepted under any circumstances.**
10. Prospective tenderers are advised that they can visit the following website at <http://www.finance.gov.tt/tenders> for all published notices.

**S Baboolal
Chairman,
Central Tenders Board**

CTB: 16/3/1
April 18, 2007