

The Corporate Secretary  
National Insurance Board of Trinidad and Tobago  
Corporate Headquarters  
#14-19 Queens Park East  
Port of Spain

## BID FORM

For Properties Advertised as “SALE OF NIBTT PROPERTIES”

ADDRESS OF PROPERTY FOR WHICH BID IS BEING SUBMITTED: \_\_\_\_\_

\_\_\_\_\_

REFERENCE NUMBER (as listed on the advertisement) \_\_\_\_\_

BID AMOUNT (FIGURES) TTD\$: \_\_\_\_\_

BID AMOUNT (WORDS) TTD\$: \_\_\_\_\_

\_\_\_\_\_

---

### BIDDER INFORMATION

Please tick (✓) the appropriate boxes

1. Bidding as an agent  OR Bidding on my own behalf   
2. Individual  OR Company/ Corporation/Partnership

### BIDDER INFORMATION – (To be completed by Individual Bidders)

BIDDER NAME (1): \_\_\_\_\_

NATIONAL IDENTIFICATION: ID  DP  PASSPORT  # \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PHONE NO: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**BIDDER NAME (2):** \_\_\_\_\_

NATIONAL IDENTIFICATION: ID  DP  PASSPORT  # \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PHONE NO: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

---

Purchase Type: Bank Approved  Cash Buyer

Copies of two (2) forms of Valid Identification for each bidder.

Due diligence forms completed for each bidder listed above.

Proof of Address not older than three (3) months.

*\*If the proof of address is not in your name, please ensure a letter of authorisation is attached, also proof of address for each bidder if not residing in the same house. (Utility bill, bank statement or cable bill)*

---

**BIDDER INFORMATION – (To be completed by Company/ Corporation/Partnership/Sole Traders)**

**COMPANY NAME:** \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

NAME OF REPRESENTATIVE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NO: (W) \_\_\_\_\_ / \_\_\_\_\_ (C) \_\_\_\_\_

Purchase Type: Bank Approved  Cash Buyer

**For companies, the following documents will be required:**

- Copies of two valid forms of Identification for all directors/partners/sole trader.
- Proof of Address not older than three (3) months for the company (Utility bill, bank statement, cable bill).

- Separate Due Diligence Forms submitted for all directors/partners/sole trader.
- Copies of the business registration documents as outlined below:

**For Sole Traders:**  
Business Registration

**For Partnerships:**  
Business Registration  
Partnership Agreement

**For Limited Companies:**  
Annual Return  
Certificate of Registration or Incorporation  
Articles of Incorporation including:  
Notice of Directors  
Notice of Secretary  
Notice of Address

**IF BIDDING AS AN AGENT ON BEHALF OF ANOTHER PARTY KINDLY STATE YOUR NAME AND CONTACT INFORMATION BELOW; ALL INFORMATION IN THE BIDDER SECTIONS ABOVE ARE TO BE FILLED OUT BY THE BIDDER/S.**

NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NO: (W) \_\_\_\_\_ / \_\_\_\_\_ (C) \_\_\_\_\_

Did you attend a viewing for the property listed? Yes  No

How did you hear about the sale of this property?

- |  |  |
|--|--|
| <input type="checkbox"/> Trinidad Express Newspaper  | <input type="checkbox"/> Online Real Estate Platform |
| <input type="checkbox"/> Trinidad Guardian Newspaper | <input type="checkbox"/> Social Media Platform       |
| <input type="checkbox"/> T&T Newsday Newspaper       | <input type="checkbox"/> Company's Website           |
| <input type="checkbox"/> Other: _____                |  |

## TERMS AND CONDITIONS

- All bidders **must submit a separate Due Diligence Forms:**
  - Individuals – Separate Due Diligence Forms for each individual, if more than one person is bidding together.
  - Sole Traders – Due Diligence Form for the owner
  - Limited Liability Companies – Separate Due Diligence Forms for each beneficial owner
  - Partnerships - Separate Due Diligence Forms for each partner
- If bidding for more than one property, separate bid forms must be submitted for each property.
- Bids are to be placed in a sealed letter size manila envelope and must be deposited in the specially marked boxes located at NIBTT Corporate Headquarters, #14-19 Queen’s Park East, Port of Spain. Envelopes must be labelled ‘NIBTT SEALED BID’ together with the relevant reference number.
- The subject property will be sold on an “AS IS – WHERE IS” basis
- All legal fees and all other fees associated with the transfer of the properties (stamp duties, registration, etc) are for the account of the purchaser.
- The preparation of the conveyancing documents for the sale of the units will be undertaken by the Purchaser's Attorney at Law.
- The purchaser will be required to pay the 10% deposit within ten (10) days of receiving the award letter should they be the successful bidder.
- The NIBTT does not bind itself to accept the highest or any bid.

---

Full Name of Bidder #1	Signature	Date
------------------------	-----------	------

---

Full Name of Bidder #2	Signature	Date
------------------------	-----------	------

---

Company Representative	Signature	Date
------------------------	-----------	------

Company Stamp - 