



NATIONAL INSURANCE PROPERTY  
DEVELOPMENT COMPANY LIMITED (NIPDEC)

# INVITATION TO TENDER

**FOR THE RENOVATION/RESTORATION WORKS AT  
THE TRINIDAD AND TOBAGO POSTAL CORPORATION DELIVERY OFFICES**

The National Insurance Property Development Company Limited (NIPDEC) was incorporated as a private limited liability company in July 1977, as an investment of the National Insurance Board (NIB) of Trinidad and Tobago. Its principal place of business is located at 56–60 St. Vincent Street, Port of Spain. NIPDEC is soliciting submissions from firms that are interested in and capable of providing Restoration Works at the Trinidad and Tobago Postal Corporation Legacy Building, Cedros.

NIPDEC invites your firm to submit a Proposal for the provision of these services as detailed within this Request for Proposal document.

Prospective Proponents are invited to submit Proposals for the above Works. Proponents will be evaluated according to the following basic criteria:

- i. General Background of the Firm
- ii. Financial Capability of the Firm
- iii. Performance History
- iv. Work experience of the Firm in performing design and construction services for projects of a similar value and nature
- v. Available manpower and other resources
- vi. Eligibility based on submission of required statutory certificates (local firms)

Prospective proponents should be capable of undertaking all facets of the design and construction of a public facility to a value **equal or greater than** Five Million Trinidad and Tobago Dollars (TT\$5,000,000.00).

#### Dates to Note:

- Request for Proposal (RFP) Packages will be made available electronically from **Wednesday October 9, 2024**, at NIPDEC's Head Office, located at 56-60 St. Vincent Street, Port of Spain, **between the hours of 9.00 a.m. to 3.00 p.m.**, from the Procurement Department. NIPDEC will transmit the files electronically, following receipt of a written request for the RFP document.
- Submission of Proposals will be closed on **Thursday November 7, 2024, at 2:00 p.m.**
- Proposals will be opened at NIPDEC's Head Office, 56-60 St. Vincent Street, Port of Spain on **Thursday November 7, 2024, at 2.30 p.m.**

#### Proposals should be addressed to:

The Manager Procurement  
National Insurance Property Development Company Limited (NIPDEC)  
56-60 St. Vincent Street  
Port of Spain, Trinidad

#### Submission of Proposal:

- Package must be sealed and submitted to The Manager Procurement
- Late proposals/submissions will not be considered
- Proposals/submissions WILL NOT be accepted electronically

#### Opening of Proposals:

- There will be a virtual tender opening on Thursday November 7, 2024, using Microsoft Teams. Proponents will be sent the link to the opening by the Office of the Manager, Procurement to facilitate attendance.

#### Additional Requirements:

- A **pre-submission briefing** has been scheduled for **Tuesday October 15, 2024, at 10:00 a.m.** The Briefing shall be facilitated via Microsoft Teams. The link will be issued to bidders via email from the Manager Procurement.
- A site visit will be convened at the site location as follows:

Location	Site Visit Date	Site Visit Time
Cedros	Wednesday October 16, 2024	10:00 A.M.

- The Briefing and Site Visit are not mandatory. Proponents are encouraged to attend.

#### Criteria for acceptance of Banks and Insurance Companies bonds and sureties for Consultants:

- a. **Banks** - bonds would be accepted where shareholders equity is at least TT\$10 Million.
- b. **Insurance companies** - paid up capital plus free reserves should be at least TT\$30 Million and certification by the Supervisor of Insurance of the company's capacity to issue the bond and that the requisite re-insurance is in place.

#### Additional items to note:

- (i) Proponent shall bear all costs associated with the preparation and submission of the Proposal.
- (ii) Foreign Proponents are expected to comply with the requirements in the RFP packages to the extent to which such requirements are applicable to them;
- (iii) NIPDEC reserves the right to cancel the present tender and/or RFP in its entirety or partially, without defraying the costs incurred by any firm in submitting a proposal/tender.
- (iv) Only firms that are pre-qualified with the Office of the Procurement Regulation (OPR) will be eligible for award. Proponents not currently registered with the Office of the Procurement Regulator shall be required to complete this process prior to execution of a Contract should they be successful.

**NIPDEC does not bind itself to accept the lowest or any other proposal, nor to reimburse the Proponent for any expense incurred in preparation of the submission.**

In the event further information or clarification is required, please contact:

**The Manager Procurement**  
**National Insurance Property Development Company Limited**  
**56-60 St. Vincent Street, Port of Spain**  
**Tel:1-868-625-8750 Ext. 5200**  
**E-mail: tenders@nipdec.com**

