

REQUEST FOR PROPOSALS



REQUEST FOR INSURANCE BROKERAGE SERVICES

The EMA was established in 1995 under the **Environmental Management Act, Chap. 35:05**, and is mandated to coordinate, facilitate and oversee execution of the national environmental strategy and programmes, to promote public awareness of environmental concerns and to establish an effective regulatory regime which will protect, enhance and conserve the environment.

PROJECT SCOPE:

The Environmental Management Authority invites suitably qualified Insurance Brokerage Firms who are registered with the Central Bank of Trinidad & Tobago to submit a proposal for the **“PROVISION OF INSURANCE BROKERAGE SERVICES FOR THE PERIOD OCTOBER 31ST, 2017 TO OCTOBER 30TH, 2020”**.

The successful bidder will be required to review the Authority’s existing insurance portfolio and provide recommendations and quotations to properly protect the Authority.

COLLECTION OF PROPOSAL DOCUMENTS:

Brokerage Firms wishing to respond can obtain the Request for Proposal Documents from **October 6th to October 11th, 2017** after the payment of a non-refundable fee of Five Hundred Dollars (TT \$500.00) by depositing into any **Republic Bank # 290 101 135 701**.

Proposals documents can then be collected upon presentation of the Receipt at the EMA’s offices located at -:

- # 8 Elizabeth Street, St. Clair, Port of Spain,
- 3rd Floor Agate Building, # 2 Adesh Drive, SS Erin Road, Duncan Village San Fernando

SUBMISSION AND CLOSING OF BIDS

Proposals shall be submitted using the two envelope system, the first, containing the Technical Proposal

(exclusive of cost), **One (1) Original and Three (3) copies and one electronic copy (on CD) in PDF format**, bound, in a sealed envelope labelled, *“Technical Proposal - Proposal for the Provision of Insurance Brokerage Services for the Environmental Management Authority.”*

The second, containing the Financial Proposal. **One (1) original and Three (3) copies and one electronic copy (on CD) in PDF format**, bound, in a sealed envelope labelled, *“Financial Proposal - Proposal for the Provision of Insurance Brokerage Services for the Environmental Management Authority.”*

The two sealed envelopes containing the Technical Proposal and the Financial Proposal are to be submitted in one plain sealed envelope clearly marked:

“PROPOSAL FOR THE PROVISION OF INSURANCE BROKERAGE SERVICES FOR THE ENVIRONMENTAL MANAGEMENT AUTHORITY”

and addressed to the:

**Ms. Giselle Landeau - Birmingham
Corporate Secretary,
Environmental Management Authority
8 Elizabeth Street
St. Clair, Port of Spain**

and deposited in the Tenders Box, located in the lobby at the above address no later than **October 20th, 2017 at 4:00pm**.

Request for proposals must remain valid for 90 days from the closing date and must be accompanied by the following valid documents where appropriate and not dated more than six (6) months prior to the closing date of the RFP

- Income Tax Certificate
- Vat Clearance Certificate
- Copies of your Business registration documents

Request for proposal packages will not be accepted at any of the EMA’s other offices. Proposals received after the closing date will not be considered.

The EMA does not bind itself to accept the lowest RFP or any RFP in part or in whole. The EMA reserves the right to cancel the present notice in its entirety or partially, without deferring any cost incurred by any firm in submitting a RFP.