

THE OFFICE OF THE CHIEF PERSONNEL OFFICER

#3 Alexandra Street, St. Clair

REQUEST FOR PROPOSAL

1. The Personnel Department, Office of the Chief Personnel Officer invites suitably qualified Firms/Individuals to submit Proposals for the following:

No.	RFP Title and Reference #	RFP Issue Date	Pre-Submission Meeting Date & Time	Submission Deadline Date & Time
1.	<i>Provision of Administrative Services and Stop-Loss Protection for the Self-funded Medical and Life Plan for Daily Rated employees in the Civil Service of the GORTT RFP # 01/2024</i>	16.09.2024	25.10.2024 @ 10.45AM	08.11.2024 @2.30PM
2.	<i>Provision of Administrative Services and Stop-Loss Protection for the Self-funded Medical and Life Plan for Monthly Paid Officers in the Civil and Teaching Service of the GORTT RFP# 02/2024</i>	16.09.2024	25.10.2024 @ 9.30AM	08.11.2024 @ 2.30PM

2. The Request for Proposal (RFP) is open to suitably qualified and experienced providers of the services described in the above table, within Trinidad and Tobago.
3. Interested proponents are required to send an email request for the Request for Proposal (RFP) Document. An electronic copy of the complete RFQ document will be provided via email from cpotenders@gov.tt. The request should contain the following information:
 - I. The Firm's/Agency's business name, address, telephone number and email;
 - II. The name, designation, email address and direct contact number of the designated representative for the purpose of the RFP.
4. The Firm/Agency's representatives are encouraged to attend a virtual pre-submission meeting, as indicated in the table above. The meeting invitation will be sent via email only to those communicating interest in keeping with item 3 above.
5. The contract will be awarded in accordance with the pre-defined evaluation methodology outlined in the RFP. The services to be provided will be governed by the terms and conditions outlined in the respective RFP Document.
6. Proposals must be complete and submitted in accordance with the instructions outlined in the RFP documents, and must be accompanied by the required documents as well as the submissions required within the OPR's Procurement Depository. All documents with expiration dates must be valid at the time of submission.

7. Proposals shall be submitted physically, in accordance with the instructions of the RFP documents. Firms/Individuals are strongly advised to ensure quotations are submitted well in advance of the deadline, to mitigate the risk of the quotation being rejected.
8. Proposals delivered in accordance with the instructions in the RFP documents will be opened publicly on the same day, shortly after the submission deadline.
9. **The Office does not bind itself to accept the lowest or any proposal.**
10. Failure to comply with any of these instructions or submit any mandatory documents will result in proposal not being considered.
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Daryl Dindial
Accounting Officer
Chief Personnel Officer
September 16, 2024