



## REQUEST FOR PROPOSAL

The MIC-IT invites suitably qualified Insurance Brokerage Providers to submit proposals for the **Provision of Risk Management, Insurance Brokerage and Claims Management Services for MIC Institute of Technology (MIC-IT)** for a period of three (3) years.

Insurance coverage will include, at minimum, the following:

- a) Money (All Risks)
- b) Fidelity Guarantee
- c) Computer All Risk
- d) Public/Products Liability
- e) Workmen's Compensation Employer's Liability
- f) Property All Risk
- g) Director's & Officers Liability
- h) Group Personal Accident
- i) Business Interruption
- j) Vehicle

### **INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE**

- (i) A complete set of documents may be purchased from **September 18<sup>th</sup>, 2023** by making a non-refundable deposit of **TT\$1,000.00 VAT Inclusive, by Certified Cheque, Linx or Cash** payable at the Cashier between the hours of **8:00 a.m. to 3:00 p.m. (AST)** at MIC-IT's Head Office, 5A Century Drive, Trincity Business Park, Macoya.
- (ii) AFTER payment has been made, a copy of the receipt must be emailed to [mmohammedaziz@mic.co.tt](mailto:mmohammedaziz@mic.co.tt) along with an email address to whom the RFP Package should be sent.

### **PRE-QUALIFICATION APPLICATION**

Bidders must submit their pre-qualification applications on the Office of Procurement Regulation (OPR) Procurement Depository if not already pre-qualified on the OPR Procurement Depository on or before the deadline date for submission of proposals.

To assist in the Registration and Pre-qualification application process on the OPR Procurement Depository, please click the following link <https://www.youtube.com/watch?v=sH01Isaqwvk>

**NB: Bidders must be pre-qualified on the OPR Procurement Depository in order for their proposals to be considered.**

**SUBMISSION DEADLINE OF PROPOSALS**

One (1) printed original, one (1) printed copy and one (1) electronic copy (1 CD or 1 flashdrive) of the Proposal must be submitted at the address listed below no later than **2:00 p.m. (AST) on Tuesday October 31<sup>st</sup>, 2023.**

All submissions, clearly marked and labelled as shown below should be placed in sealed envelopes and deposited in the appropriately labelled Tender Box at MIC-IT's Head Office:

**Procurement Specialist  
MIC Institute of Technology  
5A Century Drive  
Trincity Business Park  
Macoya**

**“Provision of Risk Management, Insurance Brokerage and Claims Management Services for MIC Institute of Technology Limited for a period of three (3) years”**

Proposals received after the stipulated deadline **shall not** be eligible for consideration and shall be returned unopened.

The size of the opening in the tender box is 280mm x 30mm and submittals **MUST** be packaged to be able to pass through this opening. Proponents must accurately sign the Tender Submittal Form provided by MIC-IT's representatives.

Proponents Company's Name, return address, email address and contact number must be clearly stated on the envelope. Failure to label the envelopes may result in disqualification.

Additional information may be requested through email forwarded to the attention of the **Procurement Specialist** at [mmohammedaziz@mic.co.tt](mailto:mmohammedaziz@mic.co.tt).

MIC-IT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

**Proposals shall be opened at 2:30 p.m. on this same date at MIC-IT's Head Office.**  
One (1) representative of the Proponent must be present at the opening.