



PROCUREMENT NOTICE

INVITATION TO BID FOR THE PROVISION OF INSURANCE BROKERAGE AND RISK MANAGEMENT SERVICES FOR THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO FOR A PERIOD OF THREE (3) YEARS - PACKAGE 2 - GROUP HEALTH AND LIFE INSURANCE

1. The Airports Authority of Trinidad and Tobago ("the Authority") was established by the Airports Authority of Trinidad and Tobago Act Chapter 49:02 of the laws of Trinidad and Tobago and is responsible for the development and management of its airport estates, including the maintenance and improvement of its facilities, so as to ensure the availability of efficient, secure and safe aviation services and commercial viability.
2. The Authority hereby invites suitably qualified firms to submit sealed bids for **the provision of Insurance Brokerage and Risk Management Services for the Airports Authority of Trinidad And Tobago for a Period of Three (3) Years - Package 2 - Group Health And Life Insurance.**
3. Bidders who wish to participate in this ITB process must be prequalified on the Office of Procurement Regulation's depository under the following lines of business:
 - # **64122003 Group life insurance policy**
 - # **64122102 Group Health Insurance policy**
 - # **84131520 Insurance broking fees and commission**
4. Interested parties may request the ITB Document from the Authority's Chief Procurement Officer via email at ChiefProcurementOfficer@tntairports.com.
5. The Invitation to Bid (ITB) will only be issued electronically to prequalified providers of the goods and services required, listed in the Procurement Depository maintained by the Office of Procurement Regulation (OPR).

Tendering Process

6. The contract will be awarded in accordance with the pre-defined evaluation criteria and a scoring system outlined in the Invitation to Bid ("ITB") Document, for **the provision of Insurance Brokerage And Risk Management Services for the Airports Authority of Trinidad And Tobago for A Period of Three (3) Years - Package 2 - Group Health And Life Insurance.**
7. Bidders must upload the softcopy of their Bid in PDF format by using the designated upload link provided by the Authority. The Bid file must be uploaded with the applicable naming convention in the format:

"<insert Bidder's Name>"

and be addressed to:

**The Chief Procurement Officer
Airports Authority of Trinidad and Tobago
Airports Administration Centre
Piarco International Airport
South Terminal
Golden Grove Road
Piarco**

8. The deadline for submission of Bids is **TUESDAY 24TH NOVEMBER 2026 @ 2:00 PM (AST)**. Bids will be publicly opened via a virtual meeting in the presence of the Bidders' designated representatives and anyone who chooses to attend, on the same date **TUESDAY 24TH NOVEMBER 2026 @ 2:30pm (AST)**.
9. To attend the Virtual Public Opening, interested parties can access the link via the Authority's website at <https://www.tntairports.com/NEW/businessops.html>.
10. Bids must be completed and submitted in accordance with the instructions outlined in the bidding document.
11. Bidders may request additional information by sending an email to ChiefProcurementOfficer@tntairports.com on or before **TUESDAY 20TH OCTOBER 2026 @ 4:00 PM (AST)**.
12. **LATE Bids will not be considered under any circumstances.**
13. The Authority does not bind itself to accept the lowest or any bid.
14. The Authority reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their Bids.
15. Failure to comply with any of these instructions or to submit any documentation required in the bidding document may result in bids not being considered.

**CHIEF PROCUREMENT OFFICER
AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO**

SEPTEMBER 2026