

THE OFFICE OF PROCUREMENT REGULATION

Level 19, Tower D

International Waterfront Centre

1A Wrightson Road, Port of Spain

REQUEST FOR PROPOSAL

1. The Office of Procurement Regulation (OPR) invites suitably qualified Firms / Agencies to submit Proposals for the following:

No.	RFP Title and Reference #	RFP Issue Date	Pre-Submission Meeting Date & Time	Submission Deadline Date & Time
1.	Request for Proposal for the Provision of an Employee Assistance Programme for a period of one (1) year, renewable for an additional two (2) years – RFP # 003-2021/2022	12 th May 2022	24 th May 2022 – 10:00 a.m. (AST)	23 rd June 2022 – 1:00 p.m. (AST)

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 Proposers are required to send an email request for the Request for Proposal (RFP) Document. An electronic copy of the complete RFP document will be provided via email from procurement@opr.org.tt. The request should contain the following information:
- the Firm's / Agency's business name, address, telephone number and email; and
 - 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 Firms/Agencies that communicated 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 completed 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 electronically, in accordance with the instructions of the RFP documents. Firms/Agencies are strongly advised to ensure Proposals are submitted well in advance of the deadline, to mitigate the risk of the Proposal 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. The Office reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their Proposals.
11. Failure to comply with any of these instructions or submit any mandatory documents will result in Proposals not being considered.

Moonilal Lalchan
Procurement Regulator