



TENDER NOTICE

REQUEST FOR PROPOSAL TO LEASE OFFICE SPACE TO THE NATIONAL HEALTH INSURANCE BOARD

The National Health Insurance Board is inviting suitable Owners with commercial office space for rent to submit a proposal for the re-location of the NHIB office. The office has reached its maximum capacity for administrative functions which competes with the storage space needed. The best and seemingly most practical option is to relocate the office.

The needs of the NHIB Office:

- A facility with available utilities and a target size of 5,000 square feet, with a minimum of 3,000 square feet dedicated to administrative functions and Customer Service.
- A facility that will allow for future expansion if needed.
- A location more centrally located to serve the needs of the community.
- A well secured building to better control access to the office.

The solicitation package should consist of the following information:

- Total square feet available.
- Floor plan
- Cost per square feet
- Cost of retrofitting the space to the NHIB specifications.

The RFP must provide dates, locations, business license and other information specific to this solicitation. You must provide information about your company, and any subcontractors you wish to utilize, requested in these various attachments, including certain financial and conflict of interest disclosures. Your response to this solicitation is voluntary, but without requested information, we will not be able to consider your proposal.

All proposals must be hand delivered in a sealed envelope addressed to the Chief Executive, National Health Insurance Board, Providenciales, Turks and Caicos Islands

NOTICE TO TENDERES:

TENDERS MUST BE SUBMITTED IN A SEALED PLAIN ENVELOPE WITH THE TENDER ENVELOPE LABEL CLEARLY VISIBLE ON THE FRONT. THE ENVELOPE SHOULD NOT INDICATE THE SENDER'S NAME.

TENDER TITLE:

PROPOSAL TO LEASE OFFICE SPACE TO THE NATIONAL HEALTH INSURANCE BOARD.

Tender Closing:

Tenders will be received up to 10:00am, November 29, 2013 and will be opened on December 2, 2013.