



**NATIONAL INSURANCE CORPORATION**

FRANCIS COMPTON BUILDING

WATERFRONT

CASTRIES

TEL: (758) 452 2808

FAX: (758) 451 9882

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## **REQUEST FOR PROPOSALS**

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Cover Letter addressed to:  
The Director  
National Insurance Corporation  
Francis Compton Building  
Waterfront  
Castries

Clearly captioned:

**“Proposal for Christmas 2022 Decorations”**

And Emailed to:  
[slu-nic@stlucianic.org](mailto:slu-nic@stlucianic.org)

Proposals must be received no later than 4:30 pm on  
October 25<sup>th</sup>, 2022.

## **1. Introduction**

The National Insurance Corporation (NIC) is pleased to issue this Request for Proposal (RFP) for qualified vendors to supply and install decorations in observance of Christmas.

The NIC requires indoor/outdoor decorations suitable for the occasion. The awarded vendor will be responsible for supplying, installing, and maintaining the decorations during the display period.

## **2. Scope of Service**

The awarded vendor will provide decorations for the NIC premises at the Waterfront, Rodney Bay, Vieux-Fort, and Soufriere offices.

- ❖ Castries Waterfront office requires décor on the outside of the building, in the main lobby area, Customer Service and Accounts Department.
- ❖ Other offices require décor in the main Customer Service areas.
- ❖ Décor must be reflective of the occasion, making use of NIC branded colours (orange, blue, white).

## **3. Minimum Qualifications**

In order to be considered for selection, the prospective vendor must be able to:

- a) Show proof of producing design and décor for major corporations.
- b) Have first-hand experience in supplying and installing décor elements.

## **4. Evaluation Criteria**

The vendor will be selected based on qualifications and demonstrated competence that includes a proven track record of supplying, installing, and maintaining décor services. The contract may not necessarily be awarded to the lowest bidder. The skill and ability of the entity or person performing the services is a key component to the selection criteria. The NIC will select a vendor on the basis of demonstrated competence necessary for the satisfactory performance of the services required.

Final selection of a vendor, terms and conditions of any and all agreements, and authority to proceed with the services, shall be the sole discretion of the NIC.

## **5. Conditions of Proposal Acceptance**

This RFP does not commit the NIC to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. The NIC reserves the right to reject any or all proposals received as a result of this request or negotiate with any qualified source. The NIC and vendor may agree to add additional areas to the contract by mutual agreement at a later date. The NIC may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis.

## **6. Submission Requirements**

### **a) Time and Place for submission of Proposals**

Late proposals will not be accepted and will be returned unopened. Prospective proposers are responsible for having proposals deposited on time at the place specified and assume all risk of late delivery. Please note fax copies are not acceptable.

### **b) Proposal Content**

Submissions in response to this RFP must include the following information:

**Letter of Introduction:** Describing a general overview/understanding of the proposal. The summary should also include:

- ❖ A representation as to the length of time the proposer has been involved in the design and installation of décor.
- ❖ A representation of the proposer's relevant experience.
- ❖ Indicate the contact name, phone number and email address of the person authorized by the proposer to communicate with the NIC in connection with this RFP

### **c) Price Offer**

The proposer shall provide a price offer that clearly outlines the cost of:

- ❖ All decorations
- ❖ Installation cost. This is to include the cost of installing and uninstalling décor elements, neither of which is to cause any damage to the premises. In the event of any damage the vendor

shall bear the cost of restoring the premises to its original condition.

- ❖ Any other cost not listed

**d) Samples**

In order to assess the quality of the response to this RFP, the proposer must supply a rough sketch of the design, which must give a clear visual indication of how the finished product will look. Additionally, images or actual samples of the elements to be used in the décor should be included. Samples need not be to the scale of the finished product.

**Request for Information**

You are invited to ask questions during the proposal process and to seek additional information. Questions can be directed to the Communications Department via this email address: [ccm@stlucianic.org](mailto:ccm@stlucianic.org).