



National Investment Fund Holding Company Limited
Level 2, Eric Williams Financial Building,
Independence Square,
Port of Spain

Dear All Proponents,

RE: RESPONSE TO QUERY - Request for Clarification RFP2601SECSER

DATE OF QUERY: January 27 2026

The Company refers to your query dated January 27 2026 in relation to the above-mentioned Tender for Corporate Secretarial Services and responds as follows:

Query as Received -

1. "If the Corporate Secretary is to sit on the PDAC then only individuals can bid?"

Company's Response -

The OPR's guidance on PDAC composition recommends a minimum of three members: the Corporate Secretary/Head of Legal, the Head of Finance, and a subject matter expert (**SME**). In NIF's case, as a micro-organisation, the Corporate Secretary or a representative of the firm engaged to provide Corporate Secretarial Services may appropriately serve as the **SME**, since the OPR guidelines and regulations expressly permit a public body that lacks internal capability to "seek assistance from any other public body or an external organisation."

Hoping this clarifies your concerns.

All other instructions and the tender submission deadline of February 27 2026 remain unchanged.

For any further queries on or before February 20 2026, please contact as per RFP.

Your faithfully,

Named Procurement Officer
NATIONAL INVESTMENT FUND HOLDING COMPANY LIMITED
Email: nif@gov.tt