



NATIONAL INVESTMENT FUND
HOLDING COMPANY LIMITED

LEVEL 2 ERIC WILLIAMS FINANCIAL BUILDING INDEPENDENCE SQUARE PORT OF SPAIN
Tel: 612-9700 Ext 1209

January 2026

RE: RESPONSE TO QUERY - Request for Clarification RFP2601SEC SER

Query as Received:

1. Will the successful service provider be the Corporate Secretary of the National Investment Fund or is there already an established Corporate Secretary that the successful service provider will support with the provision of the stated Corporate Secretarial Services?

Company's Response

Yes, the successful bidder would be the Corporate Secretary, since the current Corporate Secretary is outsourced and its contract would have ended.

Query as Received:

2. Should the successful service provider be the NIF's Corporate Secretary, what will be the Corporate Secretary's reporting line(s)?

Company's Response

The Corporate Secretary would have a dual reporting line, formally to the board (via the chair) on governance matters, and operationally to the General Manager (shown as a dotted line).

Unless expressly stated otherwise, this clarification does not amend any other terms, conditions, or requirements of the Tender. Where there is any conflict between this response and the original bidding documents, this response shall prevail to the extent of the inconsistency.

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.

Yours faithfully,

Named Procurement Officer

NATIONAL INVESTMENT FUND HOLDING COMPANY LIMITED

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Port-of-Spain

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Directors:

Dr. Sandra Sookram (Chairman); Ms. Patrice Jameela Ayoung-Chee (Deputy Chairman), Mr. Ved P. Seereeram, Mr. Aiden Boodoo, Mr. Shivanand Maharaj, Ms. Vandana Singh-Maharaj, Mr. Dexter V. Ragoonath