



**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 RFP2601SECSER**

**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**

**Level 2 Eric Williams Financial Building**

**Independence Square**

**Port-of-Spain**

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**Directors:**

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