



# REQUEST FOR PROPOSALS

The National Institute of Higher Education, Research, Science and Technology (NIHERST), invites proposals from eligible respondents for the following:

## **EVENT DESIGN & DECOR SERVICES FOR THE SHELL STREAM WORKFORCE CONFERENCE REF#: 32 OF 2024**

### **INFORMATION**

Further information may be obtained from the Procurement Department, National Institute of Higher Education, Research, Science and Technology (NIHERST), Level 13, Education Towers, No. 5 St. Vincent Street, Port-of-Spain. (Telephone No. 625-6437/624-4611-7 Exts. 1605,2401).

### **ELIGIBILITY**

Open to all event & experiential design firms or individuals that can demonstrate their ability to carry out the services according to the required Terms of Reference.

### **SCHEDULED DATES**

ITEM	DATE
RFP Publication	<b>July 4<sup>th</sup>, 2024</b>
Pre-Bid Meeting	<b>July 10<sup>th</sup> 2024 at 10:00 a.m. (AST) via Microsoft Teams</b>
Submissions Due/Tender Opening	<b>July 29<sup>th</sup>, 2024 @ 3.00 p.m.(AST) via email</b>

### **RFP DOCUMENTS**

If you are interested in responding to this opportunity, please submit an email expressing your interest to [tenders@niherst.gov.tt](mailto:tenders@niherst.gov.tt). When registering, interested respondents are required to provide a valid email address, company name, contact name and contact number to gain access to the documents.

NIHERST will not defray any cost incurred by bidders.

**Phone: +1 868 625 6437; +1 868 624 4611**  
**Website: [www.niherst.gov.tt](http://www.niherst.gov.tt)**  
**Head Office: Ministry of Education, Level 13 Education Towers,  
No. 5 St. Vincent Street, Port of Spain**