



**PRE-QUALIFICATION
APPLICATION FORM FOR
THE REGISTRATION OF
SUPPLIERS, CONTRACTORS
AND CONSULTANTS**

Tenders Committee

Dear Sir/Madam

In accordance with the **International Project Initiatives Ltd.** Invitation for the Registration of Suppliers/Contractors/Consultants, the undersigned submits the following information with respect to establishing the eligibility of the organisation named below, to participate in the tendering for award of contracts for the provision of goods, services and works to IPI Ltd.

It is understood that IPI Ltd. will evaluate the information contained herein, to determine the organisation's eligibility. I am also aware that it is most important that *all* schedules shall be completed and that the findings will be conclusive and binding. The submission of the information contained herein does not create any contractual obligations between IPI Ltd. and the undersigned.

I am further aware that the completed Registration Forms must be returned **via e-mail** to the undersigned by **December 23rd 2022 at 4:00pm**:

Procurement Officer
International Project Initiatives Ltd.
 P.O. Box 341,
 Port of Spain
 Email: accounts@ipi-ltd.com

Submitted for and on behalf of:

Name of Organisation and Address (IN BLOCK LETTERS)

Name (IN BLOCK LETTERS)

Phone Number

Position in Organisation (IN BLOCK LETTERS)

Email address

Category/Categories of Works and Services

INSTRUCTIONS FOR SUBMISSION OF PRE-QUALIFICATION APPLICATION

1. All sections of the application must be completed and all documents requested must be supplied. **Incomplete applications will be accepted at IPI's sole discretion.**
2. If any section of the application is not applicable to the applicant organisation, please insert "N/A" in the relevant section.
3. Applicants must provide as much detail as possible with respect to information requested. This will aid the evaluation process.
4. If the space provided within the application is inadequate, please use the additional sheets, or copies of the additional sheet provided, and attach same.
5. A list of services is provided in each Category. Please state the Category and Sub-Category for which you are applying. Note that this Category/Sub-Category must be part of your current business activity. Please note carefully that you must only apply for the category/categories that your business is currently supplying. Failure to adequately or appropriately comply with this section may result in disqualification.
6. Where the application requires a List of "Projects on which the Firm/Firm's Personnel have been involved in the last three (3) years", the relevant projects must be listed for each category of service for Pre-Qualification. Please note that detailed contact information for each company for which services have been provided must be supplied and at a minimum, must include the name and address of company, the company's contact person, telephone number and email address.
7. Applicants must submit resumés of key personnel who will be responsible for the IPI Ltd. account. This must include qualifications and experience relevant to the category of service being applied for.
8. IPI Ltd. reserves the right to visit the place(s) of business of any applicant in order to verify the validity of information submitted in the application.
9. A brief outline of the Prequalification Process is provided in APPENDIX C.
10. The Qualifying Criteria

Applications will be evaluated according to pre-defined criteria, which are designed to determine:

Criteria	Points
<p data-bbox="407 310 524 342">Capability</p> <ul style="list-style-type: none"> <li data-bbox="224 369 688 401">• Key Personnel – Years of Experience <li data-bbox="224 426 639 457">• Resources – Equipment & Other <li data-bbox="224 483 649 514">• Track Record – History of Project 	60 Points
<p data-bbox="423 541 508 573">Quality</p> <ul style="list-style-type: none"> <li data-bbox="224 600 743 632">• Financial Statements & Credit Worthiness <li data-bbox="224 657 610 688">• Environment & Safety Policies <li data-bbox="224 714 456 745">• ISO Certification <li data-bbox="224 770 396 802">• Insurances 	40 Points
Total	100 Points

Note: The minimum qualifying points is 60, however applicants must gain a minimum of 50 percent in both criteria in order to qualify.

11. Applications must be sent via e-mail to the following e-mail address and titled as follows:

PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS

International Project Initiatives Ltd.

P.O. Box 341,

Port of Spain

Email: accounts@ipi-ltd.com

Cover page of the application must clearly state the following information:

Company Name/Address/Phone/Fax/Email and Contact person
Category of works/services to which the application applies

PLEASE NOTE THE FOLLOWING:

1. LATE AND/OR INCOMPLETE DOCUMENTATION WILL NOT BE CONSIDERED;
2. IPI LTD ACCEPTS NO LIABILITY FOR ANY COST INCURRED IN THE PREPARATION AND SUBMISSION OF YOUR APPLICATION;
3. THE COMPLETION AND SUBMISSION OF YOUR APPLICATION IS MADE WITHOUT OBLIGATION BY IPI LTD TO PLACE YOU ON THEIR PRE-QUALIFICATION LISTING.
4. APPLICATIONS MUST BE COMPLETED ACCURATELY. FAILING TO COMPLETE APPLICATION OR OMITTING INFORMATION MAY LEAD TO DISQUALIFICATION.

PRE-QUALIFICATION CHECKLIST

DOCUMENTS	CHECK
Bankers Report	
Audited Financial Statements for the last three (3) years	
Resumes of key personnel	
Corporate Profile & Organizational Chart	
Contract Listing	
Copies of Work Orders, Completion Certificates, Purchase Orders or other documents in support of work done	
Valid VAT Clearance Certificate, Valid National Insurance Compliance Certificate and Valid Income Tax Certificate. If proponents are not eligible for any of the above certificates, please ensure that correspondence to that effect is submitted from the issuing institution	
Reference Letter from at least (3) three different companies for jobs completed within the last (3) years	
Have all Sections of the form been completed	
Document Signed	
Copy of Health and Safety Plan (If Applicable)	
Copy of Quality Assurance Procedure (If Applicable)	

Note: IPI Ltd. reserves the right to decide whether the Banker's Report or the AFS will suffice depending on the nature of the goods/works or services required.

PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS

Select the Category or the relevant Sub-Category for which you wish to be pre-qualified.

The Category/Sub-Category selected must form part of the applicant's current business activity.

A. Professional Services

No.	Categories	Select
1	Actuarial	
2	Architectural/Interior Design/ Landscape Architecture/Staging Specialist	
3	Auditing and Accounting	
4	Engineering / Structural / Geotechnical / Surveying	
5	Financial Advisory	
6	Human Resources	
7	Information Technology Consultancy Services	
8	Insurance Brokerage	
9	Investigative Services	
10	Investment portfolio management	
11	Land surveying	
12	Legal Services	
13	Means & Assets Reporting	
14	Mechanical / Electrical / Plumbing Consultant	
15	Medical Advisory	
16	Project Management (Engineering/Construction/IT/Architecture)	
17	Quantity Surveying	
18	Real estate development	
19	Registration of Legal Document	
20	Sales and Marketing Services	
21	Security / ICT / Fire Consultant	
22	Title Searches	
23	Training and Development	
24	Valuation & Property Assessment	
25	Valuation of Subsidiaries	

B. Corporate Services

No.	Categories	Select
1	Market Research & Analysis	
2	Events Planning/Management	
3	Corporate branded merchandise	
4	Staff uniforms	
5	Records management	
6	Identification passes	
7	Photography	
8	Media Monitoring	
9	Education & Awareness Campaign	

C. Building Construction / Facilities & Building Maintenance/Interior Design

No.	Categories	Select
1	Building Security	
2	Cash in Transit	
3	Ceiling Contractors	
4	Civil Works Contractor	
5	Electrical Works Contractor	
6	Fabrication/ Steel works	
7	Facilities Maintenance	
8	Fire Safety Contractor	
9	General Contractors	
10	General Decorating	
11	Heating, Ventilation and Air Conditioning (HVAC), Supplies Services and Repairs	
12	ICT Contractors	
13	Janitorial	
14	Landscaping Services	
15	Masonry/Carpentry/Joinery Works / Tiling Contractor	
16	Mechanical and Electrical Equipment Maintenance	
17	Painting Contractor	
18	Paving Contractor	
19	Plant Rental & Maintenance	
20	Plumbing Works Contractor	
21	Security / CCTV Contractors	
22	Termite Treatment Contractor	
23	Window / Curtain Wall / Shop Front / Repair and servicing Contractor / Supplier	

D. Health & Safety

No.	Categories	Select
1	Health, Safety & Environmental Services	
2	Pest Control	
3	Safety Equipment & Supplies	
4	Supply and Maintenance of Sanitary Bins & Related Supplies	
5	Waste Disposal Services (including electronic waste)	

E. Telecommunications/Electronics/

No.	Categories	Select
1	Sale and Rental of Printers/Copiers/Scanners	
2	Telecommunications Services	

F. Suppliers

No.	Categories	Select
1	ACs	
2	Aggregates Suppliers	
3	Concrete Hollow Blocks / Clay blocks Suppliers	
4	Concrete Suppliers	
5	Construction Materials	
6	Doors/ Windows	
7	Electrical fixtures / Lighting Suppliers	
8	Fire Safety Supplier	
9	Furniture/ Appliances	
10	Kitchens/ Cupboards / Vanities	
11	Plumbing Fixtures and Accessories Suppliers	
12	Roofing	
13	Tiles / Granite / Solid Surface Suppliers	

G. Information Technology Services

No.	Categories	Select
1	Supply and Installation of Hardware/Software	
2	Website Development	
3	ICT Infrastructure Works	
4	Website & Intranet Redesign	

H. Specialised Machinery & Equipment

No.	Categories	Select
1	Rental/Sale of Specialized Security Equipment	
2	Rental/Sale/Lease of Heavy Equipment	
3	Rental/Sale/Lease of Small Tools	
4	Servicing of Equipment	
5	Videography & Photography Equipment	

I. General Services

No.	Categories	Select
1	Auctioneering Services	
2	Commercial Printing Services	
3	Local & International Courier Services	
4	Signage	
5	Storage/Warehouse Services	
6	Transportation: Shuttle, Taxi, Haulage	
7	Vehicle Cleaning & Repair Services	
8	Vehicle Leasing/Rental/Sales	

J. General Supplies

No.	Categories	Select
1	Appliances	
2	Grocery Items	
3	Supply of Emblems, Banners & Flags	

K. Other Goods & Services

No.	Categories	Select
1	Books	
2	Catering: Food & Beverage	
3	Electrical Devices	
4	Electronic and Computer Supplies	
5	Furniture & Equipment	
6	Office Outfitting	
7	Office Supplies, Equipment and Furniture, Stationary	
8	Special Events Rentals and Supplies	
9	Stationary & Office Supplies	
10	Travel Agency Services	

Certification of Nationality

I, _____, (Position) _____ of:

(Address)

solemnly affirm that:

a) The Business/Firm/Company _____ is incorporated and/or legally recognised in the Republic of Trinidad and Tobago with the registered business address located at:

b) The Business/Firm/Company _____ is not incorporated and/or legally recognised in the Republic of Trinidad and Tobago. The Business/Firm/Company address is located at:

Signature of Principal

Name of Business/Firm/Company

Address of Business/Firm/Company

I hereby certify that the information provided on this form is true and correct.

Signature of Corporate or Company's Secretary

Date

Company/Corporation Stamp



Registration Form for Suppliers/Contractors/Consultants

1. General Background and Organisation of Firm

(Complete in BLOCK LETTERS/BLACK INK)

Name of Company _____

Registered Address of Main Office:

Telephone No. _____

Mobile No. _____

E-mail _____

Website _____

Receipt No. _____

Postal Address (If different from above): _____

Branch Offices



2. Establishment of Firm

Year _____ Country _____
(If not domiciled in Trinidad & Tobago)

BIR NO. _____

VAT REG. NO. _____

NIBTT REG. NO. _____

Valid copies of certificates must be attached.

a. Type of Organisation (*Please check appropriate box*)

- Sole Proprietor
- Partnership
- Limited Liability Company
- Public Company
- Joint Venture
- Consortium
- Other (*Please Specify*) _____

All firms must attach Certificate of Incorporation/ Continuance of Firm and or other documentary evidence certifying the current existence of your organisation.

Each firm comprising a consortium is required to complete a separate questionnaire. No more than three (3) firms are allowed to form a consortium for the purposes of pre-qualifying for Contracts or General Supplies.

b. Regional base of operations in Trinidad and Tobago

- North West
- North East
- Central
- South West
- South East
- Tobago

c. Are you certified in any Quality Management Systems e.g., ISO 9000/OSHA?

- Yes
- No

If yes, please specify type _____

d. Does your firm have/adhere to a code of environment practice or policy?

Yes No

e. Does your firm have/adhere to a written Health and Safety Policy?

Yes No

If yes, please attach a copy of Health and Safety Policy to the document.

3. Personnel Information

a. Current Principal/Partners/Directors and Key Personnel of the Firm (List in order of seniority):

NAME	NATIONALITY	QUALIFICATION/SPECIALISATION	YEARS OF EXPERIENCE

Attach Organisational Chart showing the Company's structure and key personnel

b. Number of Years of Experience as a General Suppliers/Contractors/Consultants:

c. Average number of employees for the past three (3) years:

2019 _____ 2020 _____ 2021 _____ 2022 _____

4. Financial Capacity

a. Value of project related work completed during each of the last three (3) years.

YEAR	2019	2020	2021	2022
In Trinidad and Tobago				
In the Caribbean				
In other Countries				

b. Approximate value of work currently in progress (2022)

c. Company's Audited Financial Statements showing income, expenditure and balance sheets for the most recent three (3) years available must be attached (for statements which are not the most recent three (3) years a reason must be presented indicating why the most recent years are not available)

List all attachments below:

d. Name and Address of bankers and/or other financial references:

NAME	ADDRESS

- i. A Banker's Report indicating credit worthiness must be attached. Please note this report should be no greater than one (1) year.
- ii. Audited Income and Expenditure Statements, Balance Sheet for the last three (3) years must be attached.
- iii. Last date of return submitted to the Registrar of Companies _____

5. Work Experience

- a. Value of work (TTD) that the Company is interested (or capable of?) in undertaking:
[Please tick appropriate box(es)]

- | | |
|--|--|
| <input type="checkbox"/> Under \$250,000 | <input type="checkbox"/> \$1Million to \$2 Million |
| <input type="checkbox"/> \$250,000 to \$500,000 | <input type="checkbox"/> \$3Million to \$3Million |
| <input type="checkbox"/> \$500,000 to \$1Million | <input type="checkbox"/> Over \$3Million |

- b. Give information on projects in which the firm had significant involvement during the last three (3) years, including current projects.

Please list in the space provided at Appendix A.

- c. Has the firm (or any constituent part) ever been liable for failing to comply with the fulfilment of a contract?

- Yes
- No

- d. List any legal or financial claims registered in the name of or pending for or against the firm over the past three (3) years and its status:

Claims for:

- i. _____
- ii. _____
- iii. _____
- iv. _____

Claims against:

- i. _____
- ii. _____
- iii. _____
- iv. _____

e. Provide names of official to whom inquiries may be directed for projects in progress. If none, state "None"

Project Name	Expected Duration (Please indicate by date)	Value	Name and Address of Client

f. Name and address of client references:

Name	Address	Contact No.	Email Address

6. Available Manpower and Resources

a. Personnel

Number of personnel actually employed in your firm during the last three years.

Professional _____ Support _____ Year _____

Professional _____ Support _____ Year _____

Professional _____ Support _____ Year _____

b. Key Personnel Proposed for IPI LTD Programmes if Contract (s) awarded to Firm:

Name	Specialisation	Nationality	Qualification

c. Available Plant and Equipment

We _____ declare that we are the owners of the serviceable plant and equipment as listed at Appendix B and we have the exclusive right to determine the disposition of our property.

Additional Information

Please add any additional information that you consider to be relevant to the evaluation of your application for pre-qualification. If you wish to attach other documents, please list below.

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

APPENDIX A

No.	Start Date of Project	Completion Date of Project	Name and address of Project	The capacity of your company on the Project	Value of Project

DECLARATION

The undersigned hereby certifies that the information submitted in this application is complete and true in all respects and that I am authorized to execute and submit this application for pre-qualification for and on behalf of the company named below.

Signature

Name of Representative (BLOCK LETTERS)

Date

Position in the Company

Affix Company Stamp or Seal

Please Note: Where any person furnishes information in this application for pre-qualification that is found to be false, misleading, deceptive or a concealment of material facts, IPI Ltd. reserves the right to reject the information and or the application in whole or in part and where applicable, to immediately remove the person/company from IPI-Ltd pre-qualified list of suppliers/contractors/consultants.

International Project Initiatives Ltd.
P.O. Box 341,
Port of Spain

--End of document--
(This document consists of Twenty-Two (22-) pages)