# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## APPLICATION FOR REGISTRATION AS A PREQUALIFIED COMMUNITY CONTRACTOR

## NOTES TO APPLICANTS

### *GENERAL*

- The Trinidad and Tobago Electricity Commission (T&TEC) has established Twelve (12) Work Classes for which Community Contractors may register for Prequalification.
- The Applicant must be registered business entity under the laws of the Republic of Trinidad and Tobago.
- T&TEC reserves the right to Register Contractors deemed suitable to meet its contractual requirements and is not bound to register any Contractor applying for Pre-Qualification.
- Only Contractors who register or Pre-Qualify shall be approved to transact business with the Commission when required or unless invited via the Public Tender Process.
- Current Prequalified Contractors who are interested will be required to re-register.
- All unsuitable applications will not be acknowledged.

### *THE PROCESS*

- Contractors shall review the various Work Class Definitions and decide for which Work Classes they wish to be Prequalified. Contactors may register for as many Work Classes as they wish.
- Contractors shall complete all questions thoroughly in block letters.
- Contractors may complete sections One (1) to Five (5), Attachments A, B and D of the application form only once if applying for more than one (1) Work Class. Other pages can be copied to enter additional data. Supplementary pages may be inserted if required.
- Contractors shall attach all the required documents as specified in the List of Documents to be Submitted.
- **All applications should be properly bonded.**
- Application must be enclosed in a sealed envelope marked **"Pre-Qualification / Registration of Community Contractors"** and addressed to:

**The Chairman**
**Contractors Qualification Committee**
**Trinidad and Tobago Electricity Commission**
**Supplies Department**
**L.P. 846 Southern Main Road**
**King Village, California**

- The Completed Application Form together with all required documentation must be deposited between the hours of 8:30a.m. - 11:45a.m. and 1:00p.m. - 3:00p.m.in the Tender Box located at the lobby of the above mentioned address.
- The Contractors' Prequalification Committee would review the application(s) and communicate accordingly with the Contractor(s).

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## PREQUALIFIED COMMUNITY CONTRACTOR

## WORK CLASS DEFINITIONS

**Work Group 2000 -** **CIVIL WORKS**

| CLASS | NAME & DESCRIPTION |
|---|---|

**2020 BUILDING CONSTRUCTION**

Covers the construction of industrial (substation, workshops etc.) and non-industrial buildings using timber, masonry, reinforced concrete, structural steelwork or other approved construction materials and the provisions of building accessories and appurtenances e.g. electrical systems, air-conditioning and plumbing etc.

**2023 BUILDING MAINTENANCE**

Includes all maintenance to buildings such as:

a) Repairs, replacement and installation of new plumbing fixtures and service lines.
b) Repairs, replacement, modifications and extensions to substructure/superstructure.
c) Surface preparation and painting.
d) Installation and repair of connections to gas cylinders.
e) Repairs, replacements, modification and installation of new fixtures and finishes

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## PREQUALIFIED COMMUNITY CONTRACTOR

## WORK CLASS DEFINITIONS

**Work Group 3000 - MECHANICAL SERVICES**

| CLASS | NAME & DESCRIPTION |
|---|---|

**3011 AUTOMOTIVE CLEANING**

Includes cleaning of interior and exterior of vehicles, engine and underbody wash, polishing and detailing.

**3015 AUTOMOTIVE EXHAUST REPAIRS**

Covers the supply, repairs/replacement of exhaust systems for all makes of vehicles e.g. domestic, commercial and industrial.

**3016 AUTOMOTIVE RADIATOR REPAIRS**

Covers the supply, repairs/replacement of all types and sizes of radiators for domestic and commercial industrial vehicles.

**3017 AUTOMOTIVE TYRE & TUBE REPAIRS**

Covers the supply, repairs to tyres and tubes for all makes of vehicles e.g. domestic, commercial and industrial.

**3018 AUTOMOTIVE UPHOLSTERY**

Covers the supply, repairs/replacement of upholstery for all types of domestic, commercial and industrial vehicles.

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## PREQUALIFIED COMMUNITY CONTRACTOR

## WORK CLASS DEFINITIONS

**Work Group 6000 - CLEANING & CLEARING SERVICES**

| CLASS | NAME & DESCRIPTION |
|---|---|

**6020 GRASS AND WEED CONTROL**

Covers cutting and clearing of weed, grass, bush, hedges, migrant trees etc. using manual or mechanical means. Work covers locations in or around substations, buildings, structures, roadways, kiosks etc. and excludes clearing of overhead electrical lines. This also covers chemical and biological treatment for control of weeds.

**6030 JANITORIAL SERVICES**

Includes the cleaning of offices, clubs, medical facilities, canteens, bungalows and guesthouses. Work involves sweeping, dusting, mopping, vacuuming, cob-webbing, scrubbing, polishing, washing and collecting office refuse for disposal.

**6050 PEST CONTROL**

Covers the treatment of all buildings, installations and their immediate surrounds, including the furnishings therein to eliminate all insects and other pests. This involves the use of environmentally acceptable chemicals, which may be sprayed, injected, fumigated or baited.

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## PREQUALIFIED COMMUNITY CONTRACTOR

## WORK CLASS DEFINITIONS

**Work Group 7000 - MISCELLANEOUS SERVICES**

| CLASS | NAME & DESCRIPTION |
|---|---|

**7033 GENERAL EVENTS SUPPLIES**

Includes the rental, installation, dismantling and supply of infrastructure and related accessories for corporate events including, but not limited to:

(a) Tents
(b) Chairs
(c) Tables
(d) Platforms
(e) Stage
(f) Porter Potty
(g) Porter Coolers
(h) Linens
(i) Ice
(j) Potted Plants

**7039 PUBLIC ADDRESS SYSTEMS – MOBILE**

Covers public announcements via mobile public address systems.

**7041 CATERING**

Covers the supply of meals, snack plates and other refreshments for meetings, workshops, training and seminars etc. held by the Commission

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## APPLICATION FOR REGISTRATION AS A PREQUALIFIED COMMUNITY CONTRACTOR

| FOR T&TEC USE ONLY | |
|---|---|
| AFFILIATE REG. REF | |
| CONTRACTOR REG NO. | |

## SECTION 1: CORPORATE DATA

1

| | | |
|---|---|---|
| **Name of Business:** | | |
| **Business Address:** | | |
| **Postal Address: (If Different)** | | |
| Telephone: | Telefax: | E-Mail: |

2

| | | |
|---|---|---|
| **Type of Business:** | ☐ Unincorporated (Partnership, Cooperatives)<br>☐ Incorporated (Registered Company) | ☐ Sole Proprietor or Individual<br>Other (Please Specify) _____ |

3

| |
|---|
| **Name of Owners, Partners, Shareholders, Directors (Refer to and Complete Attachment A)** |

4

| | |
|---|---|
| **Any Affiliate Companies registered with TTEC?** | ☐ YES ☐ NO |
| Any relationship/association with any other Contractor (Joint Venture) registered/applying for registration with T&TEC? If yes, indicate the name(s) of Contracting Firm and relationship. | ☐ YES ☐ NO<br>_____<br>_____ |

5

| | | |
|---|---|---|
| **Statutory Registrations (Refer to list of documents to be submitted)** | Registration Certificate No. _____ | |
| | VAT No. _____<br>NIS No. _____ | BIR No. _____ |

6

**Insurance**

| Type of Coverage | Name of Ins. Company | Policy No | Limit of Liability | Expiry Date |
|---|---|---|---|---|
| **W. Compensation** | | | | |
| **P. Liability/Indemnity** | | | | |
| **Property** | | | | |
| **Others** | | | | |

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## APPLICATION FOR REGISTRATION AS A PREQUALIFIED COMMUNITY CONTRACTOR

### SECTION 2: RESOURCES AND SAFETY

| | | |
|---|---|---|
| 1 | **Personnel Summary** | Provide details (resumes and certificates) of key personnel who will be responsible for the works/services being applied for by the Company. (Please do not submit a list of all employees) **(Refer to and Complete Attachment B)** |

| | | | | |
|---|---|---|---|---|
| 2 | **Address of Company's Main / Work Base to execute works** | | Telephone: | Telefax: |
| | ***Workshop Facilities*** | | | |
| | **Floor area in sq m** | Indoor: _____ | Outdoor: _____ | |

| | | |
|---|---|---|
| 3 | **Tools / Equipment Summary** | List major equipment/tools owned or rented by the company and readily available for use. **(Refer to and Complete Attachment C)** |

| | | |
|---|---|---|
| 4 | **Safety** | **(Refer to list of documents to be submitted and Complete Attachment D)** |

### SECTION 3: CONTRACT WORKS / SERVICES

| | | |
|---|---|---|
| 1 | **Qualification of Work Class** | **(Refer to and Complete Attachement E)** If applying for more than one Work Class separate Attachement E should be completed. |

## SECTION 4: FINANCIAL DATA

1 Please provide information for the last three (3) years.

| YEAR | No. of Employees | Asset Value ($) | Annual Turnover |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

NOT APPLICABLE

2 Provide Bank or other Financial Reference indicating the Company's financial standing / relationship and available credit limit.(Typical Reference shown in Appendix 1)

3 Has the applicant ever been liable for failing to comply with the fulfillment of any contract?

☐ Yes ☐ No

4 Are there any registered judgements and/or pending claims or arbitration proceedings in Trinidad and Tobago or abroad involving the company?

☐ Yes ☐ No

If Yes, please give brief details: _____

5 Are there any registered judgements and/or pending claims or arbitration proceedings in Trinidad and Tobago or abroad involving any Owner/Director/Partners/Shareholders or employee of the company?

☐ Yes ☐ No

If Yes, please give brief details: _____

6 Please provide copies of Certificate of Good Character **(Note: This is a mandatory requirement)**

## SECTION 5: OTHER

### 1 OTHER INFORMATION

(Provide any other information which may be useful to this request for registration and which was not specifically asked for above).

_____

_____

_____

_____

_____

_____

### 2 DECLARATION

I hereby state the information provided herin is a true and fair representation to the best of my knowledge. I understand and agree that if any of the information herein is found to be false or misleading TTEC reserves the right to disqualify the application and immediately revoke the registration of the company from its list of contractors.

| | |
|---|---|
| _____ | _____ |
| Applicant's Name: (Block Letters) | Position / Title: |
| _____ | _____ |
| Signature | Date |

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## APPLICATION FOR REGISTRATION AS A PREQUALIFIED COMMUNITY CONTRACTOR

*ATTACHMENT A*

## LIST OF OWNER/PARTNERS / SHAREHOLDERS AND DIRECTORS

| Names Of Owners / Partners / Directors / Shareholders / Secretary | Position In Company (Where Applicable) | Address Of Owners / Partners / Directors / Shareholders / Secretary | T&TEC Employee (Yes/No) | Any other T&TEC Registered Firm With Whom Associated | |
|---|---|---|---|---|---|
| | | | | Name of Company / Contractor | Association |
| | | | | | |

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## APPLICATION FOR REGISTRATION AS A PREQUALIFIED COMMUNITY CONTRACTOR

*ATTACHMENT B*

### LIST OF KEY (*) PERMANENT PERSONNEL RESPONSIBLE FOR WORKS/SERVICES

| Name | No. of Years With Company | Position in Company | Nationality & Language Capability | Age | Technical / Professional / Qualification | Related Experience (Use Separate Sheet If Necessary) | Resume Attached (Tick if Applicable) |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

***(*) Manager, Engineer, Supervisor/Foreman, Technician and Draftsman***

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## APPLICATION FOR REGISTRATION AS A PREQUALIFIED COMMUNITY CONTRACTOR

*ATTACHMENT C*

**LIST OF MAJOR EQUIPMENT/TOOLS OWNED OR RENTED BY CONTRACTOR AND READILY AVAILABLE FOR USE IN T&TEC**

| Quantity | Description | Ownership (Indicate Whether Owned or Rented / Leased) (*) | Identification No. (Serial No. / Licence No.) | Age | Insurance | | Remarks |
|---|---|---|---|---|---|---|---|
| | | | | | Name of Company | Date of expiry | |
| | | | | | | | |

***(*) For Equipment/Tools, which are rented or leased, a written agreement is to be provided showing arrangement for hiring.***

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## APPLICATION FOR REGISTRATION AS A PREQUALIFIED COMMUNITY CONTRACTOR

*ATTACHMENT D*

## SAFETY INFORMATION

| | | | | | |
|---|---|---|---|---|---|
| 1.a. | Does contractor have a safety programme? | ☐ | Yes | ☐ | No |
| 1.b. | Does contractor have a "New Employee Orientation Programme"? | ☐ | Yes | ☐ | No |
| 2.a. | Frequency of Contractor Employees Safety Meetings | ☐ | Weekly | ☐ | Monthly |
| | | ☐ | Fortnightly | ☐ | Other |
| 3.a | Does contractor conduct on-site safety inspections? | ☐ | Yes | ☐ | No |
| 3.b | If yes, who conducts these inspectors? (Position in Company) _____ | | | | |
| 3.c | Frequency of on-site inspections? _____ | | | | |
| 4.a | No. of loss time injuries _____ | | | | |

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

## APPLICATION FOR REGISTRATION AS A PREQUALIFIED COMMUNITY CONTRACTOR

*ATTACHMENT E*

## CONTRACTOR TECHNICAL QUALIFICATION CHECKLIST

| | | |
|---|---|---|
| 1 | **Work Class Number / Name** | |
| 2 | **Accountable Person (Supervisor)**<br>***See Notes Below* | |

3

### *KEY CONTRACTS EXECUTED BY THE COMPANY IN LAST THREE YEARS*

Provide details of Projects in which Works/Services specific to the Work Class was handled by the Contractor (Note: List Contracts Undertaken as a Company).

| Brief Description of Contract | Location | Client | Duration Of Contract | Final Contract Value | Date Completed | Remarks |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

** ***The accountable employee's resume and certificates of qualification must be attached.***
***The accountable employee must be present on site at ALL times to ensure that safety is not compromised and accountability challenged.***
***This employee can only hold this status in one company at any given time. Therefore this employee can be employed in another company registered with T&TEC but NOT accountable for the work class.***

*ATTACHMENT E Cont'D*

4

| | |
|---|---|
| **Client References** | Name: |
| | Address: |
| | Contact: |
| | Name: |
| | Address: |
| | Contact: |
| | Name: |
| | Address: |
| | Contact: |

5 **Other**

(Please provide any additional details of work / experience that may be considered relevant to the Work Class for which you wish to be prequalified.)

APPENDIX 1

## TYPICAL FINANCIAL REFERENCE

(Date)

PRIVATE AND CONFIDENTIAL

Trinidad and Tobago Electricity Commission
#63 Frederick Street
PORT OF SPAIN

Dear Sirs

(Name of Company)

The following information is provided at the request of our above-named client, in strict confidence, without guarantee, for your private use and without responsibility on the part of this Bank or its officials.

The captioned company is involved in (indicate nature of Business) and has been banking with us since (year). Credit facilities in the (Low, medium, or high) (five, six or seven) figure bracket have been marked for this account and are being handled to our satisfaction.

Their credit history is satisfactory and we do not think that they would enter into any obligations they could not fulfill.

We hope that the foregoing report is suitable for your purposes.

Yours faithfully

(Signature) _____
(Position)

SAMPLE COPY