

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION



GUIDELINES FOR THE PRE-QUALIFICATION OF INFORMATION & COMMUNICATION TECHNOLOGY EQUIPMENT SUPPLIERS

Please read carefully and follow these guidelines in the submission of your technical data and supporting information. Failure to comply with the guidelines herein may place your company at a severe disadvantage in becoming pre-qualified as a supplier.

GENERAL

These instructions are intended to guide prospective suppliers in order to submit information of the availability to provide computer items for **Information & Communication Technology Equipment** specifically for the below listed categories.

- **14010 NETWORKING & COMMUNICATION EQUIPMENT**

Includes the procurements of switches, routers, cabinets, access points network cabling, UPS and UPS batteries.

- **14020 COMPUTER COMPONENTS**

Includes the procurement of computer processors, system boards, memory, hard disk, video cards, optical drives, adaptors, USB cables and cases.

- **14030 SERVERS, DESKTOPS, LAPTOPS, TABLETS & PERIPHERALS**

Includes the procurement of servers, desktops, laptops, tablets, keyboards, mouse, mouse pads, printers, scanners, monitors and surge protectors.

Prospective suppliers **must not** provide any cost information at this stage but advise of their willingness to provide discounted prices.

THE PROCESS AND SUBMISSION OF AN APPLICATION

- The Applicant must be a registered business entity under the laws of the Republic of Trinidad and Tobago.
- Suppliers shall submit only one (1) original application. Suppliers are required to utilize one (1) application form for all Work Classes for which they wish to Pre-Qualify or Register.
- Supplementary pages may be inserted if required.

- Suppliers are encouraged to complete all questions thoroughly in block letters.
- All documents as well as related correspondence must be in **ENGLISH**.
- There should be no erasures or “white off” used on the proposal documents. All changes shall be “crossed off”, corrected and initialled by the Supplier or his duly authorised supplier or agent.
- Submission must be signed by the supplier or his duly authorised agent.
- The Completed Application Form together with all required documentation must be deposited in the Tender Box located at the lobby of the below address **any working day, Monday thru Friday between the hours of 8:00 A.M. to 11:45 A.M. AND 1:00 P.M. to 3:00 P.M.**. Application must be enclosed in a sealed envelope marked “**Pre-Qualification / Registration of Suppliers**” and addressed to:

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

- T&TEC reserves the right to Register Suppliers deemed suitable to meet its contractual requirements and is not bound to register any Supplier applying for Pre-Qualification or Registration in accordance with the application.
- Only Suppliers 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 Pre-Qualified /Registered Suppliers are not required to re-register unless registering for new Work Classes.
- Failure to comply with these instructions may result in the application not being considered.

COMMUNICATION / NOTIFICATION OF SELECTION

- Communication between T&TEC and Suppliers shall be sent by email, post, telephone, facsimile transmission, courier service or personal delivery, to the appropriate addresses designated by these parties for the purpose.

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FOR OFFICIAL USE ONLY
PREQUALIFICATION NO. _____

SECTION 1: CORPORATE DATA

1.1	Name of Business:			
1.2	Business Address:			
1.3	Postal Address: (If Different)			
1.4	Contact:	Telephone:	Telefax:	E-Mail:
1.5	Type of Business	Unincorporated (Partnership, Cooperatives) <input type="checkbox"/> Sole Proprietor or Individual <input type="checkbox"/> Incorporated (Registered Company) <input type="checkbox"/> Other (please state) <input type="checkbox"/> _____		
1.6	Statutory Registrations (Please attach copies)	VAT Registration # _____ NIS Registration # _____ BIR Registration # _____		

SECTION 2: FINANCIAL DATA

2.1	Please provide information for the last three (3) years.			
	Year	No. of Employees	Asset Value (\$)	Annual Turnover

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<p>2.2</p>	<p>Has the applicant ever been liable for failing to comply with the fulfillment of any contract?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, give details including matter currently in litigation and / or arbitration.</p> <hr/> <hr/>
<p>2.3</p>	<p>Is the applicant currently registered with TTEC?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, give details including registration number.</p> <hr/>
<p>2.4</p>	<p>Has the applicant or any of its predecessor business(es) ever been suspended from providing services while registered with T&TEC?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, give brief details indicating period of suspension.</p> <hr/>
<p>2.5</p>	<p>Are there any registered judgements and/or pending claims or arbitration proceedings in Trinidad and Tobago <u>or</u> abroad involving any Owner/Director/Partners/Shareholders or employee of the company?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, please give brief details.</p> <hr/> <hr/>

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SECTION 3: MANPOWER

3.1	LIST OF OWNER/PARTNERS/SHAREHOLDERS AND DIRECTORS					
					Any other T&TEC Registered Firm With Whom Associated	
Names Of Owners / Partners / Directors / Shareholders / Secretary	Position In Company (Where Applicable)	Address Of Owners / Partners / Directors / Shareholders / Secretary	T&TEC Employee (Yes/No)	Name of Company / Contractor	Association	
3.2	LIST OF OTHER KEY PERSONNEL / TECHNICAL SUPPORT STAFF					
Name	No. of Years With Company	Position in Company	Nationality & Language Capability	Technical / Professional / Qualification	Related Experience (Use Separate Sheet If Necessary)	Resume Attached (Tick if Applicable)
3.3	ORGANISATIONAL STRUCTURE					
Please attach a copy of your company's organistaional chart.						

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SECTION 4: BUSINESS OPERATIONS

4.1	<p>Kindly indicate which category / categories you wish to be considered for prequalification.</p> <p>WORK CLASS 14010 <input type="checkbox"/> WORK CLASS 14020 <input type="checkbox"/> WORK CLASS 14030 <input type="checkbox"/></p>																		
4.2	<p>How many years experience does the applicant have in the Information & Communication Technology Equipment Supplies business?</p> <p>_____</p>																		
4.3	<p>Is the applicant the Original Equipment Manufacturer (OEM) or authorized representative / distributor / re-seller of respective OEM?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Kindly provide evidence.</p>																		
4.4	<p>What is the applicant's standard warranty for commonly ordered Information & Communication Technology Equipment?</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Device Type</th> <th style="width:50%;">Warranty Period</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Device Type	Warranty Period																
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4.5	<p>What is the applicant's standard lead-time for commonly ordered Information & Communication Technology Equipment?</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Device Type</th> <th style="width:50%;">Lead Time (weeks)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Device Type	Lead Time (weeks)																
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4.6	Kindly outline the service and support strategies that are available for Information & Communication Technology Equipment.	
	Device Type	Service & Support Strategies Provided
4.7	What is the minimum stock level kept for commonly ordered Information & Communication Technology Equipment?	
	Device Type	Lead Time (weeks)
4.8	Company Profile	
	Please attach a detailed copy of your company's profile.	
4.9	References	
	List and attach at least four (4) references.	
	Name: _____	Name: _____
	1) Address: _____	3) Address: _____
	Contact: _____	Contact: _____
	Name: _____	Name: _____
	2) Address: _____	4) Address: _____
	Contact: _____	Contact: _____

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SECTION 5: SAFETY

<p>5.1</p>	<p>Does your company have an established Risk Management Policy?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, please provide a copy.</p> <p>If NO, kindly indicate the time frame for implementation. _____</p>
<p>5.2</p>	<p>Does your company have an established HSSE Policy?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, please provide a copy.</p> <p>If NO, kindly indicate the time frame for implementation. _____</p>
<p>5.2</p>	<p>Does your company have an established Quality Control / Assurance System?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, please provide evidence.</p> <p>If NO, kindly indicate the time frame for implementation. _____</p>
<p>5.3</p>	<p>Is your company ISO Certified?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, please provide evidence.</p>

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SECTION 6: DECLARATION

No.	Item	Declaration Details
1	<u>Declaration:</u> Supplying false information will result in disqualification.	I/We certify that the information provided is correct and we acknowledge/ accept that supplying false information will result in disqualification.
2	<u>Declaration:</u> Pre-qualification in no way guarantees the award of a contract.	I/We certify that the information provided is correct and acknowledge/ accept that pre-qualification in no way guarantees the award of a contract.
3	<u>Declaration:</u> I/We notify the Commission of any changes to the information provided and will provide any related information upon request.	I/We certify that the information provided is correct and we will notify the Commission of any changes to the information provided and will provide any related information upon request.
4	<u>Declaration:</u> Rendered ineligible/de-listed to provide contracts to public bodies.	I/We have never been rendered ineligible/de-listed to provide contracts to public bodies.

Authorised Person's Name (BLOCK LETTERS): _____	Position:	_____
Authorised Person's Name (SIGNATURE): _____	Date:	_____
Witness' Name (BLOCK LETTERS): _____	Position:	_____
Witness' Name (SIGNATURE): _____	Date:	_____

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PRE-QUALIFICATION QUESTIONNAIRE - Information & Communication Technology Equipment Suppliers APPLICATION FORM / DOCUMENTS CHECKLIST

No.	REQUIREMENT	DOCUMENTS TO BE SUBMITTED	Please indicate if documents are included in the submission (Yes/No)	For T&TEC's Use Only
1	Section 1 - Corporate Data	Copies of TAX/BIR, NIS and VAT Registration and Clearance Certificates. Certificates of Registration, Articles/Memorandum of Association, Articles of Incorporation. Copy of your company's last Annual Return or Notice of Directors, Notice of Secretary and Notice of Address.		
2	Section 2 - Financial Data	Audited Financial Statements from a reputable audit/accounting firm registered with (ICATT), for the most recent three (3) years (usually forwarded for financial assessment). Reference from Bank, Credit Union etc. in the Company's name indicating the Company's Credit Rating Facility.		
3	Section 3 - Manpower	Resumes and Certificates for Managers, Supervisors and Technical Support Staff. A copy of your Company's Organizational Chart.		
4	Section 4 - Business Operations	Company's Profile inclusive of products and Reference listing (Minimum 4)		
5	Section 5 - Safety	HSE Policy Statement ISO Certification		
6	Section 6 - Declaration	The Declaration shall be an original document. Copies will not be accepted.		