

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION



APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

NOTES TO APPLICANTS

GENERAL

1. The Trinidad and Tobago Electricity Commission (T&TEC) has established Fourteen (14) Work Groups which are further sub-divided into One Hundred and Nineteen (119) Work Classes for which contractors may Pre-Qualify or Register. A complete list of Work Groups or Work Classes is included in the attached list of Work Class Definitions.
2. The Applicant must be a registered business entity under the laws of the Republic of Trinidad and Tobago.
3. A Contractor and only one (1) affiliate will be eligible for Pre-Qualification or Registration in the same Work Class. "Affiliate" means a subsidiary company or parent company or the registered business entity associated with and registered with T&TEC.
4. 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 or Registration in accordance with the application.

THE PROCESS

1. Contractors shall review the various Work Class Definitions and decide for which Work Classes they wish to be Pre-Qualified.
2. Contractors may Pre-Qualify or Register for as many Work Classes as they wish.
3. Contractors may complete only one (1) application for all Work Classes for which they wish to Pre-Qualify or Register.
4. Contractors may complete sections 2.1, 2.2 and 2.5 of section 2, sections 4 and 5 only once. However, Contractors shall complete sections 2 and 3 for all Work Classes for which they wish to Pre-Qualify or Register.
5. Contractors shall collect all the required documents as specified in the List of Documents to be Submitted for Pre-Qualification and as requested in the application.

6. Contractors shall complete all questions thoroughly in block letters. Applications deemed unresponsive will not be considered.
7. Supplementary pages may be inserted if required.
8. Contractors shall return the completed application together with all the supporting documentation to the Supplies Department. L.P. 846 Southern Main Road, King Village, California between the hours of 8:30a.m. - 11:45a.m. and 1:00p.m. - 3:00p.m.
9. The Contractors' Qualification Committee (CQC) would review the application(s) and communicate accordingly with the Contractor(s).

SUBMISSION OF APPLICATIONS

1. The Completed Application Form together with all required documentation must be deposited in the Tender Box located at the lobby of the below address. Application must be enclosed in a sealed envelope marked "**Pre-Qualification / Registration of Contractors**" and addressed to:

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

2. 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.
3. Current Pre-Qualified /Registered Contractors are not required to re-register unless registering for new Work Classes.
4. **All applications should be properly bonded.**
5. Failure to comply with these instructions may result in the application not being considered.

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

SECTION 1: **CORPORATE DATA**

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

1.	Name of Business			
	Business Address			
	Postal Address (If Different)			
	Telephone:	Telefax:	E-Mail:	
2.	Type of Business	<input type="checkbox"/> Unincorporated (Partnership, Cooperatives)	<input type="checkbox"/> Sole Proprietor or Individual	
		<input type="checkbox"/> Incorporated (Registered Company)	<input type="checkbox"/> Other (Please State)	
3.	Name of Owners, Partners, Shareholders, Directors (Complete Attachment A)			
4.	Any Affiliate Companies registered with T&TEC? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Any relationship/association with any other Contractor (Joint Venture) registered/applying for registration with T&TEC? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If yes, indicate names of Contracting Businesses? (Include type of relationship)			
5.	Statutory Registration (Provide copies, where applicable, bye-laws Articles of Incorporation & Articles of Association)		Registration Certificate No. VAT: NIS:	
6.	Industrial Agreement with Trade Union	Yes	No	
	If yes, please indicate Name of Union	Recognition Certificate No.		
	Agreement Registration No:	Date of Expiration:		
7.	Insurance			
	Type of Coverage	Limit of Liability	Name of Ins. Company	Policy No
	W. Compensation			Expiry Date
	P. Liability/Indemnity			
	Personal			
	Property			
	Others			

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

SECTION 2: **RESOURCES AND SAFETY**

1. PERSONNEL SUMMARY –

	Permanent	Temporary	Contract
Managers			
Engineers/other Professionals			
Supervisors/Foremen			
Craftsmen			
Clerical			
Unskilled			
Total			

2. Indicate below details of the Company's work base for handling works and services for T&TEC

Address of Company's Main/Work Base to execute works Workshop Facilities		
Floor area 9sq m	Indoor:	Outdoor:
Telephone:	Telefax:	

3. 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)
(Complete Attachment B)
4. List major equipment/tools owned or rented by the company and readily available for use.
(Complete Attachment C)
5. Safety
(Complete Attachment D)

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

SECTION 3: **CONTRACT WORKS/SERVICES**

1. Indicate below the Work Class and Contract Range for which your Company is applying and has the necessary resources, expertise and experience to perform.
Contractor should be capable of handling several contracts simultaneously.

For T&TEC's Use	Name of Work Class	Contract Range (*)

(*) Contract Range (\$000) - <10; <75; <350; >350

2. Qualification for Work Class. (Complete Attachment E for each Category).
3. Technical Qualification Checklist. (Complete Attachment F where indicated in the Invitation.)
4. Contractors applying for registration in any of the contract ranges indicated below are required to identify the T&TEC Office(s) that is (are) closest to their work base.

	Contract Range			
	<\$10,000	<\$75,000	<\$350,000	>\$350,000
Field (Base of T&TEC's operations)				
Arima (East)				
Port of Spain (North)				
Tobago (Scarborough)				
Pt. Lisas (Central)				
Pt. Fortin (South)				
Rio Claro (South)				
San Fernando (South)				

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FOR REGISTRATION AS A CONTRACTOR/PREQUALIFICATION

SECTION 4: *FINANCIAL DATA*

1. Financial information as indicated in the table below to be provided for the maximum contract range for which the contractor has applied in Section 3 (Item1).

Financial Reference/Statement	Range of Contract Works/Services			
	<\$10,000	<\$75,000	<\$350,000	<\$350,000
a) Provide Bank or other Financial Reference indicating financial ability to undertake simultaneously several jobs in the range of contract works/services applicable (Typical Reference shown in Annex 1) (Validity – three (3) months)				
b) Provide Annual Gross Revenue (Each of last three (3) years)				
c) Provide Audited Income and Expenditure Statements and Balance Sheets for the last three (3) years				
d) Provide clearance certificate(s) of payment for Income or Corporation Tax, VAT and NIS				

2. Has the applicant ever been liable for failing to comply with the fulfillment of any contract?
 Yes: _____ No: _____
 If yes, give details including matter currently in litigation and/or arbitration:

3. Is the applicant currently registered with T&TEC?
 Yes: _____ No: _____
 If yes, please indicate registration number

4. Was the applicant businesses formerly registered with T&TEC?
 Yes: _____ No: _____
 If Yes, please indicate registration number, name of predecessor business and if applicable, reason for termination of registration.

5. Has the applicant or any of its predecessor businesses ever been suspended from carrying out its contracting service while registered with T&TEC?
 Yes: _____ No: _____
 If Yes, give brief details indicating period of suspension.

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)

ATTACHMENT A

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

LIST OF OWNER/PARTNERS/SHAREHOLDERS AND DIRECTORS

NAMES OF OWNERS/PARTNER S/SHAREHOLDERS	POSITION IN COMPANY (Where Applicable)	ADDRESS OF OWNERS/PARTNERS/ SHAREHOLDERS	T & TEC Employee (Yes/No)	Any other T & TEC Registered Firm With Whom Associated	
				Name of Company/ Contractor	Association

NAMES OF DIRECTORS (INCLUDE COMPANY SECRETARY)	POSITION IN COMPANY (Where Applicable)	Address	T & TEC Employee (Yes/No)	Any Other T & TEC Registered Firm With Whom Associated	
				Name of Company/Contractor	Association

ATTACHMENT B

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FORM FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

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

Name	No. of Years With Company	Position in Company	Nationality And 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**

ATTACHMENT C

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

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.

ATTACHMENT D

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

SAFETY INFORMATION

YES	NO

- 1 a) Does contractor have a safety programme
b) Does contractor have a “New Employee Orientation Programme”

2 Frequency of Contractor Employees Safety Meetings

- a) Weekly _____ b) Fortnightly _____ c) Monthly _____ d) Other _____

3. Does contractor conduct on-site safety inspections?

Yes: _____ No: _____

- a) If yes, who conducts these inspections? (Position in Company) _____

- b) Frequency of on-site inspections? _____

4. No of loss time injuries

ATTACHMENT E

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

WORK CLASS
REF: _____

WORK CLASS DESCRIPTION

Contractors applying for registration in the above Work Class will provide the following information:
(Complete Attachment F – Technical Qualification Checklist Where Applicable)

1. Identify below Key permanent Personnel in Attachment B who will be responsible for the specified Works/Services.
2. Identify work to be performed by Temporary Employees (T) and/or Sub Contractors (SC).

TYPE OF WORK	RESPONSIBILITY FOR EXECUTION		
	NAME	T. OR SC	YEARS OF RELEVANT EXPERIENCE

3. Equipment/Service

Equipment/Services	Country	Accreditation Attached
Other		

- 4.

Client	1. Name
References	1. Address
	2. Name
	2. Address

- 5.

Other

ATTACHMENT E: CONT'D

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

KEY CONTRACTS COMPLETED BY THE COMPANY IN THE 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

ATTACHMENT F

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

APPLICATION FOR REGISTRATION AS A CONTRACTOR (PREQUALIFICATION)

CONTRACTOR TECHNICAL QUALIFICATION CHECKLIST

The following information is required from Contractors applying for registration in different work Classes.

Section A: List KEY personnel who will be available to the Contractor to execute the following Classes of work.

WORK CLASS	RESPONSIBILITY FOR EXECUTION		
	NAME OF PERSON	P.T. OR SC	YEAR OF RELEVANT EXPERIENCE

Section B: **What is expected of the key (accountable) employee/s**

1. The accountable employee must be present on site at ALL times to ensure that safety is not compromise and accountability challenged.
2. 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.