



## **TOBAGO HOUSE OF ASSEMBLY**

# **PREQUALIFICATION INSTRUCTIONS**

**Pre-Qualification No: 15-PCO-PQ-0001**

**RELEASE DATE: November, 2017**

## **Background**

### **Introduction**

The Tobago House of Assembly was created by Act 37 of 1980 for “making better provision for the administration of Tobago and for matters therein”. In accordance with the general objectives of the Public Procurement and Disposal of Public Property Act 2015-2016, namely, accountability, transparency, integrity, good governance and value for money, the need to pre-qualify contractors and also to compile a Procurement Depository for the Assembly is mandatory.

The goal of the pre-qualification process is threefold:

- i. Develop an approved supplier list and also to update our supplier database
- ii. Allow for a shortlist of suppliers to tender for goods, works and services required by the Assembly.
- iii. Encourage Local Content Development

The Assembly shall conduct a comprehensive supplier pre-qualification process once every year. The Pre-Qualification exercise is guided by procurement best practices and the evaluation process will be conducted by trained professionals to ensure transparency, fairness and selection of the best suppliers.

A major objective of the Pre-qualification process is to encourage Local Industry Development and Content as the THA seeks to develop the capacity of local businesses, entrepreneurs and skills to meet the needs of the Assembly and by extension the people of Tobago.

Thank you for responding to the Procurement Control Office, Tobago House of Assembly’s invitation to Pre-qualify suppliers. The Procurement Control Office will communicate with all suppliers after the evaluation process is complete. Please submit your package in the same order you are asked to do so and as far as are applicable answer all questions and provide authentic evidence of all documents we herein request.

## General Instructions

Please follow the Instructions to ensure your pre-qualification package meets the standard of the Procurement Control Office:

1. Prequalification documents must be presented neatly, organized and legibly.
2. Be sure to have the name of your business or company and the category (inclusive of category number) you are applying for displayed on the cover of your submission.
3. Please provide for our easy reference a **TABLE OF CONTENTS** using the following example:

### Table of Contents

<b>SECTION</b>	<b>CONTENTS</b>
Section 1.	Legal Documents.....
Section 2.	Company Profile.....
Section 3	Organization Structure.....
Section 4	Key Personnel/Qualification & Resume.....
Section 5.	Prequalification Questionnaire.....
Section 6.	Additional Information.....

4. Each section of your documents should be labelled accordingly (SECTION 1, SECTION 2 etc.)
5. In **SECTION 1** – you are kindly asked to provide a copy of your business registration if you are registered as a sole proprietor or your company’s incorporation certificate if you are a limited liability or registered as a partnership. Also provide in this section all other statutory documents (VAT, NIS, BIR, Notice of Directors, Notice of Address and Notice of Secretary).
6. In **SECTION 2** – you are kindly asked to provide a comprehensive company profile detailing how the business or company started, who are the owners/directors, what good/works/consultancy/services you provide, what is your company’s mission, vision statement and core values etc. Any other information you wish to provide to enhance your entity’s image will be welcomed.

7. In **SECTION 3** – You are kindly asked to provide the organizational structure of your business regardless of the size. Your organization structure should identify positions and not the names of key personnel.
8. **In SECTION 4** – You are kindly asked to provide Names, Resume and Certificates of the key people that are involved in your business, even if you are the key person in your business. For example: If you are a Caterer, you should provide evidence of certification of your trade and the key persons involved in your business, and also evidence of the relevance licences/badges/ from the relevant authorities to ply your trade. This section is designed to match the qualification of the key personnel to the specific area of prequalification
9. **SECTION 5** - the **Pre-qualification questionnaire** which you **MUST** answer truthfully and to the best of your ability and thereafter sign the “**Declaration of Truth**” at the end of the questionnaire is the main section of the prequalification. **DO NOT SUBMIT YOUR DOCUMENTS TO THE PCO IF THE DECLARATION OF TRUTH IS NOT FILLED AND SIGNED.**
10. In **SECTION 6** – This is additional Information (safety statement, quality assurance statement, corporate social responsibility statement, workmen’s compensation, bank letter of indebtedness, licences etc.) which if you possess you can also provide as part of your submission.

Persons desiring to prequalify for **large** and **mega** contracts are required to have documentations that will satisfy the THA that they are adequately positioned and capable to execute such contracts.

In this regard and for the purpose of this prequalification process the following will be expected:

1. Valid Certificate of Incorporation
2. Valid Vat Registration Certificate
3. Valid BIR Registration Certificate
4. Valid NIS Registration Certificate
5. Health Surcharge
6. Certificate of Good Character for Directors of Limited Liability Enterprises and for Principals (owners) of Sole Proprietor Business

7. Audited Financial Statements for the last two (years) and a financial statement from the Bank
8. Safety policy statement
9. If exempted from any of the statutory requirement, there MUST be a letter of exemption declaring same.
10. Workmen's compensation coverage where required
11. Profile of the Company
12. Names, position in company, resumes and certificates of key personnel.
13. Special licenses where required
14. All such requirement as instructed by the THA in the RFP documents.

While we understand that many contractors, suppliers and service providers may be small, we expect at the minimum that all persons participating in this prequalification exercise are legally registered with the Registrar General Office of the Ministry of Legal Affairs in the twin Republic of Trinidad and Tobago.

Participants who are not registered will not be entertained. While the THA is also committed to aide in the development of local industry content and to encourage budding entrepreneurs to compete in the procurement process, we expect those persons to do what is necessary to enhance, market and develop their company/business professionally to make them competitive.

Be mindful the Procurement Control Office (PCO) will conduct the necessary due diligence to ensure all persons desiring to be part of the Assembly's Pre-Qualified list of eligible vendors are in good standing as far as their businesses and companies are concerned. Any person who deliberately misrepresents and provides false information during this exercise will be disqualified immediately. Persons whose businesses and services that requires you to have the necessary licenses and inspection certificates must present them as part of this prequalification process.

**If you are applying for more than one category, you MUST generate a separate questionnaire for each category. No contractor must exceed four (4) categories.**

## 1.0 Evaluation Criteria

No	Criteria		
	Statutory Documents, e.g Registration and Incorporation Certificates, VAT, NIS, BIR etc.	<b>MANDATORY</b>	
	Key Personnel/Qualification/Certification in relation to category	Key personnel must demonstrate adequate training, certification and experience in the specific area/category	30
	Required special licenses needed for Category of work	Based on the category, contractor must possess the necessary licenses to perform	10
	Equipment	Contractor must own/have adequate access to the relevant equipment to perform works in the specific area(s).	10
	Financial Capability based on Level of spend	Contractor must provide a letter from a reputable financial institution on their ability to fund projects.	30
	Presentation of Documents	Pre-qualification submission package must be neatly organized, labelled, presented.	10
	Number of Jobs of Similar Nature based on level of spend	Contractor provided a minimum of three jobs of similar nature with a minimum total value of 100,000	5
	Evidence of works of similar nature	Contractor provided copies of contracts, purchase orders, invoices and other forms of evidence of having done works	5
		<b>TOTAL</b>	<b>100</b>

### **Pre-Qualification Questionnaire**

The pre-qualification questionnaire has been provided for your response(s). Each participant must as far as possible complete the questionnaire.

*Note: Your response to this PPQ MUST use the Pre-Qualification Questionnaire. Do not alter the template in any way.*

### **Communications and Submission Instructions**

#### **Communications during Prequalification Period**

All communication with THA with regards to this Pre-Qualification shall be initiated through:

#### **Mr. Paul Duncan**

Assistant Manager, Public Procurement  
Procurement Control Office  
Tobago House of Assembly  
Office of the Chief Secretary  
E-mail: [paul.duncan@tha.gov.tt](mailto:paul.duncan@tha.gov.tt)  
Phone: 639-3421 ext. 1021

# **Submission Instructions**

**PREQUAL DOCUMENTS MUST BE SUBMITTED IN ENVELOPES AND LABELLED:**

**Front of Envelope:**

NAME OF COMPANY \_\_\_\_\_

CATEGORY: \_\_\_\_\_

CATEGORY NUMBER \_\_\_\_\_

DATE: \_\_\_\_\_

**Back of Envelope**

RETURN ADDRESS \_\_\_\_\_

CONTACT # \_\_\_\_\_

Submit to the **Procurement Control Office** and deposited in a tender box at the ground floor at the following address:

**Procurement Control Office  
Planning & Development  
Spring Garden Office Facility, Spring Garden Extension Road  
Scarborough, Tobago.**

*Pre-qualification submissions will be accepted by registered mail to the above address.*

**THIS PRE-QUALIFICATION/REGISTRATION PROCESS WILL BE ONGOING.  
A LIST OF REGISTERED CONTRACTORS ARE SUBMITTED TO THE DIVISIONS OF  
THE THA EVERY THREE (3) MONTHS**

**Freedom of Information and Protection of Privacy Act**

Information provided by a Company may be released in accordance with the requirements of the *Freedom of Information Act*, 1999. A Company should identify any information in its response or any accompanying documentation for which confidentiality is to be maintained by THA.

The confidentiality of such information will be maintained by THA, except where an order by the Trinidad and Tobago Police Service or a court requires THA to do otherwise.

**Effect of Disqualification**

In the event a Company is disqualified, that Company may resubmit a response at any time when, in accordance with the terms of the Pre-qualification, THA is accepting responses.

**NB: The THA will disqualify any supplier or contractor from being invited to submit bids if the information submitted in prequalification form and/or concerning the qualifications of the supplier is materially inaccurate or materially incomplete so as to constitute a misrepresentation. Further, the THA reserves the right to undertake due diligence investigations including site visits and checks with the company's registry, and Trinidad and Tobago Police Service for the purposes of determining whether any entity is engaged in corrupt or fraudulent practices, have any criminal convictions or misrepresented any information submitted in this pre-qualification exercise.**

Be Mindful of the following:

1. Your submission **MUST** have a cover page with your company name and logo, address, contact number, email address, and website.
2. You **MUST** have the category name(s) and number(s) displayed on the cover page
3. If you **MUST** apply for more than one (1) category you **MUST** fill out a questionnaire for every category you desire to apply.
4. Your document **MUST** be bounded neatly
5. Your declaration of truth statement **MUST** be stamped