



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

SECTION	CONTENTS
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, Exemption Certificates,).
6. In **SECTION 2** – you are kindly asked to provide a short company profile detailing how the business or company started, who are the owners/directors, what good/works/consultancy/services your provide, what is your enterprise mission and 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 a diagram of your business structure no matter the size of your organization.
8. In **SECTION 4** – You are kindly asked to provide Names, Resume or Certificates of you the owner and/or the key people that are involved in your business, even if you are the only 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.
9. **SECTION 5** is the **Pre-qualification questionnaire** which you must answer truthfully and to the best of your ability and sign the “**Declaration of Truth**” at the end of the questionnaire. **DO NOT SUBMIT YOUR DOCUMENTS TO THE PCO IF THE DECLARATION OF TRUTH IS NOT 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.

1.0 Evaluation Criteria

No	Criteria
	Statutory Documents, e.g Registration and Incorporation Certificates, VAT, NIS, BIR etc.
	Years of Experience according to level of spend
	Key Personnel/Qualification/Certification in relation to category
	Required special licenses needed for Category of work
	Financial Capability based on Level of spend
	Presentation of Documents
	Number of Jobs of Similar Nature based on level of spend
	THA Due Diligence Check results.

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
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
Janis Solomon Building - alongside Yats Marketing Ltd.
#28, Orange Hill Road, Orange Hill
Scarborough.**

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

THIS PRE-QUALIFICATION/REGISTRATION PROCESS WILL BE ONGOING.

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 shall 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, has any criminal convictions or has misrepresented any information submitted in this pre-qualification exercise.