



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

**MINISTRY OF COMMUNITY DEVELOPMENT,
CULTURE AND THE ARTS**

PREQUALIFICATION OF CONTRACTORS, CONSULTANTS AND GENERAL
SUPPLIERS QUESTIONNAIRE

COMPANY NAME OF CONTRACTOR

CATEGORY OF WORKS / GOODS / SERVICES/ CONSULTANCY

Please submit the completed package to:

**Permanent Secretary
Attention: Deputy Permanent Secretary
Ministry of Community Development, Culture and the Arts
Level 18, Nicholas Tower
63-65 Independence Square
Port of Spain, Trinidad & Tobago**

GENERAL INSTRUCTIONS

- a. Companies wishing to prequalify for the provision of Goods, Services and Works at the Ministry of Community Development, Culture and the Arts from Fiscal 2020 to Fiscal 2022 must apply by filling out this questionnaire.
- b. Please read these General Instructions carefully before completing the Request for Prequalification from Fiscal 2020 to Fiscal 2022 Questionnaire.
- c. Please provide a response to all questions. If any question is not applicable to the services provided by your organisation, please mark "NOT APPLICABLE".
- d. Responses are not limited to the spaces provided in the Questionnaire. Where additional space is required to record all the information requested, please include a separate sheet attached to the completed Questionnaire documents.
- e. Applicants should provide the name and contact information of a Designated Officer, in the event that the Ministry requires clarification on any aspect of the Questionnaire.
- f. The category and size of project for prequalification must be clearly printed on the cover page of the Questionnaire.
- g. Applicants are allowed to pre-qualify for more than one (1) category but ONE application must be submitted for EACH category for which prequalification is sought. If one application is submitted for more than one category, the company will be evaluated on the category first stated on the Questionnaire.
- h. When more than one (1) application is submitted, the applicant may submit (1) set of supporting documents once it is relevant to all the submitted applications.
- i. Applicants are advised that a representative from the Ministry may visit their premises for the purposes of verifying the information recorded in the Questionnaire.
- j. If any information obtained in this Questionnaire is found to be false and /or misleading the Application will be rejected. Where such a determination is made, subsequent to prequalification of the applicant, the applicant will be deregistered.
- k. The Questionnaire must be signed by a duly authorized officer of the Applicant's organisation and affixed with the organisation's stamp or seal.
- l. Utilize the Prequalification Checklist to ensure that all supporting documents are submitted.

- m. The completed Questionnaire and supporting documents are to be placed in an envelope size 8 ½" x 11", addressed to:

**Permanent Secretary
Attention: Deputy Permanent Secretary
Ministry of Community Development, Culture and the Arts
Level 18, Nicholas Tower
63-65 Independence Square
Port of Spain, Trinidad & Tobago**

- n. Applications submitted via facsimile or email will not be accepted.
- o. **Applications are to be submitted by January 31, 2020 no later than 4:00pm**
Applications submitted thereafter will not be accepted.
- p. The information submitted with any application will be held in strict confidentiality and will be used solely by the Ministry of Community Development, Culture and the Arts.
- q. Clarifications on the Questionnaire may be sought in writing to:

**Deputy Technical Director
Project Management Unit
Ministry of Community Development, Culture and the Arts
Level 18, Nicholas Tower
63-65 Independence Square
Port of Spain, Trinidad & Tobago
Or email to javed.khan@community.gov.tt**

- r. Applicants will be advised in writing as to the status of their application.

PREQUALIFICATION PROCESS

1. MCDCA publishes Notice of Pre-qualification in daily newspapers and on website.
2. Applicants are invited to download Pre-Qualification Application form from the Ministry's website www.cdca.gov.tt/prequalification
3. Applicants submit pre-qualification applications at stipulated deadlines.
4. Evaluation Committee conducts evaluation whereby compliance with requirements, competence and capability are assessed.
5. Pre-Qualification Evaluation Report is submitted to the Permanent Secretary with the list of recommended vendors for prequalification.
6. The Office of the Permanent Secretary advises Applicants of their pre-qualification status or that their applications were not successful.

7. During the prequalification period Vendors will be invited to tender based on ranking in accordance with evaluation scores.
8. Vendor's performance is continuously monitored in accordance with established Key Performance Indicators
9. Pre-qualified Vendors are advised prior to expiration of pre-qualified period.

Eligibility

Only Applicants who have satisfied the following criteria will be eligible for pre-qualification:

1. Applicants (or parts thereof) incorporated or otherwise registered in Trinidad and Tobago and having a place of business located in Trinidad and Tobago.
2. Applicants who have provided all of the required documentation as outlined in the Pre-Qualification Application and summarised in Section -- below
3. Applicants who have satisfied the pre-determined evaluation criteria as indicated in the Pre-qualification Application.

EVALUATION

The following is the evaluation chart which will be utilized in evaluating all submissions.

Section	Weighting
1. Administrative/General background & Organization of the Firm	20%
2. Financial Capability	30%
3. Track Record	15%
4. Available Manpower, plant & equipment	10%
5. Compliance with Health and Safety Guidelines	15%
6. Human Resource	10%

Pre-qualification evaluation process is conducted in 2 phases:

- A. Phase I – an examination of the Applicant's compliance with the requirements of the Pre-qualification Application (along with site visit, if required)
- B. Phase II – an evaluation of the Applicant in the six (6) areas identified in the above evaluation chart.

RISK

An Applicant must achieve at least 50% of total points allocated to each criterion listed at 1-5 above as well as an overall percentage of at least 60% to be eligible for pre-qualification.

Notification of Status

The purpose of the assessment during the pre-qualification process is to determine whether the Vendor has demonstrated satisfactory and relevant qualifications, experience, competence and a good track record of performance in the categories for which pre-qualification is being sought. As a result, the Vendor may, in any category, be assessed as being:

- A. Pre-qualified and eligible to be entered into the register for the provision of a specific category of works and within a specific financial category
- B. Unsuitable for pre-qualification for the preferred financial category for the provision of a specific category of works, but otherwise pre-qualified to undertake works within a lower financial limit than the preferred financial category
- C. Unsuitable for pre-qualification for the provision of any category of works in any financial category

Applicants are advised of the results of the assessment in writing and may apply at any time to be pre-qualified in a higher financial category than that which was specified in an existing pre-qualification, together with the relevant documentary evidence in support of such an application.

Disqualification

Any Applicant providing false and or misleading information will be rejected and not be invited to enter any arrangement or any contract offered by MCDCA permanently or for a period of time to be determined by the MCDCA. Any effort by an Applicant to influence any member of the evaluation committee shall result in the rejection of the Applicant.

REMOVAL FROM THE PRE-QUALIFIED DATABASE

Vendors may be removed from the pre-qualified database for any of the following reasons:

- A. Failure to perform satisfactorily (as explained below)
- B. Providing false or misleading information (as explained above)
- C. Engaging in unethical procurement practices including bribery, corruption or fraud

INVITATION TO TENDER

As the need arises, and in the event that MCDCA is seeking to engage a Contractor or Consultant for the provision of goods, works or services in relation to that need, an invitation to tender will be extended only to those Vendors who have been pre-qualified by MCDCA.

MCDCA reserves the right to utilise a ranking system in order to determine which pre-qualified Vendors will be invited to make submissions in relation to the provision of any goods, works or services. The ranking system shall be based in the first instance upon the scores achieved by the

pre-qualified Vendors in the evaluation of their Pre-qualification Applications. These scores are subject to modification to include such scores as may be included thereafter by MCDCA in the assessment of a Vendor's performance once that Vendor has been awarded a contract by MCDCA.

Pre-qualified Vendors will be invited to submit quotations or proposals, as the case may be. These quotations or proposals must be supported by all of the documents which are indicated as being required in the relevant invitation to tender. A working email address is a prerequisite to doing business with MCDCA.

EVALUATION

Quotations and proposals which are submitted by Vendors are evaluated by a multidisciplinary team at MCDCA. The Evaluation Committee is guided in its deliberations and assessment by predetermined evaluation criteria, which is published to all proponents. Evaluation is based solely upon the information contained in the quotations and/or proposals as well as MCDCA's due diligence.

VENDOR PERFORMANCE MANAGEMENT

MCDCA employs a robust Vendor Performance Management system in order to continuously assess Vendors' performance in the provision of works, goods and/or services to the Corporation. The result of this assessment has a direct impact upon the Vendor's pre-qualification status, as the initial ranking and scores of that Vendor are subject to modifications in accordance with the results of the said assessment.

MCDCA's expectations of its Vendors and the Key Performance Indicators by which a Vendor will be assessed in relation to the performance of its contract with MCDCA are clearly outlined in the contract documents which are executed between MCDCA and the Vendor. MCDCA utilises an interactive and collaborative approach in the continuous monitoring and assessment of Vendor's performance. Where a Vendor's performance does not meet the required quality and standard of MCDCA's expectations, opportunities for improvement within a specified period of time will be granted by MCDCA, failing which MCDCA will take the appropriate steps for termination of the Contract or removal from the prequalified database.

A. SERVICE/CAPACITY

Please indicate below the category in which you wish to pre-qualify:

- I – Small Contractors (Works under \$100,000.00)
- II – Med. Contractors (Works between \$100,000 and \$500,000)
- III – Large Contractors (Works between \$500,000 and \$1,000,000)

B. CATEGORIES OF WORKS, SUPPLIES, SERVICES

Please indicate the type/s of works your company specializes.

A. CATEGORY 1 - GENERAL BUILDING SERVICES

- Air Conditioning Installation
- Civil / Structural Works
- Commercial and Decorative Painting
- Drywall Partitioning
- Electrical Installation(Principal licence and CV required)
- Electrical Works (Commercial and Industrial)
- Elevator Supplies, Repairs, Installations
- Equipment Rental
- Fencing Installations
- General Building Works
- General Civil Engineering
- General Maintenance (Building and Civil) Contractors
- Plumbing and Plumbing Installations (Principal licence and CV required)
- Road Paving and Resurfacing
- Structural Steel Erection (Principal CV required)
- Waste Water Treatment System/ Maintenance

B. CATEGORY 2 – CONSULTANCY

- Architectural / Engineering Consultancy Services (Principal CVs required)
- Civil / Infrastructural Engineering Consultancy Services (Principal CVs required)
- Customer Service Training
- Electrical Consultancy Services (Commercial & Industrial) (Principal CVs required)
- Environmental Impact Assessment Consultancy Services (Principal CVs required)
- Evaluation/Impact Assessments/HSE Assessments
- Event Management Services
- Facilities Management Consultancy (Principal CVs required)
- General Consultants (Multi-disciplined firms)
- Geo Technical Engineering Consultants
- Land / Quantity Surveying Consultants (Principal registration, licence and CVs required)
- MEP (Mechanical/Electrical/Plumbing) Engineering Consultancy Services (Principal CVs required)
- Project Management Consultancy Services (Principal CVs required)
- Social Sector Research Surveys and Analysis
- Structural Engineering Consultancy Services (Principal CVs required)
- Protocol Training
- Social Media Management, Website and App. Development
- Upholstering of furniture
- Theatre cleaning - Stage Drapery and Cleaning of Chairs (Auditorium)
- Other – Please Specify

C. CATEGORY 3 – PROVISION OF GOODS

- Grocery Wholesale Supplies
- General Household and Furniture Supplies
- Kitchen Equipment Supplies & Services
- Supply of Emblems, Banners, Flags
- Sporting Equipment/Trophies & Medals
- Electrical Fixtures and Fittings
- Mechanical Equipment & Supplies
- Air-Conditioning Equipment & Supplies
- Building & Hardware Supplies
- Stationery Supplies
- Office Equipment and Furniture
- Provision of School Supplies
- Supply of Pharmaceutical Items
- Supply of Nursing Items (Cotton wool, powder, etc)

D. CATEGORY 4 – SPECIAL SERVICES

- Advertising
- Air Conditioning Repair and Maintenance
- Automobile Repair / Cleaning Services
- Carpet Cleaning
- Catering Services
- DJ / Music / Electronics / Sound System Supplies and Services
- Garbage Disposal / Provision of Sanitary Bins & related supplies
- Grounds Maintenance / Landscaping
- Gym Equipment Supplies and Services
- Hamper Packaging
- Hospitality Services / rentals
- Information Technology Supplies and Services (Printers, Copiers, Computers etc.)
- Interior and Exterior Decorating
- Janitorial / Janitorial Supplies
- Mechanical and Electrical Equipment – Generators, Pumps etc
- Pest and Termite Control / Treatment
- Photography / Videography Services/Editing and Animation
- Pigeon Proofing Services
- Printing Services - Promotional items, Brochures and Clothing
- Promotional Item Supplies eg. T-Shirts, Key chains, Pens etc
- Safety Equipment and Supplies
- Security Services
- Storage / Warehousing Services
- Swimming Pool Equipment Supplies, Maintenance and Repairs
- Tent / Tables / Chairs Rental etc
- Vegetation Control / Maintenance of Estate
- Screens / Projectors / Audio Rentals
- Digital screens and Lighting
- Other – Please Specify

1.0 GENERAL INFORMATION

1.1	Name of Contractor	
1.2	Registered Address	
1.3	Mailing Address (if different from above)	
1.4	Telephone No.	
	Fax No.	
1.5	E-mail Address	
1.6	Name of Designated Representative	
1.6.1	Job Title	
1.6.2	Cellular Telephone No.	
1.6.3	E-mail Address	

1.7 TYPE OF ORGANIZATION

Please tick appropriate box.

- | | |
|---|---|
| <input type="checkbox"/> Public Limited Liability | <input type="checkbox"/> Private Limited Liability |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Consortium | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> External Company | <input type="checkbox"/> Other (please specify) |

1.8 CONTRACTOR'S DOCUMENTATION

Applicants are required to submit the following documents:

- **Administrative / General Background & Organization of the Firm (20%)**

- Organizational Structure
- Brief Description of Organization
- Certificate of Registration, Incorporation & Continuance (as applicable)
- Valid Board of Inland Revenue Clearance Certificate
- Company Information (Curriculum Vitae of key Human Resources)
- VAT Registration Certificate or Statement of Ineligibility from BIR
- Valid National Insurance Board Clearance Certificate or Letter of Exemption from BIR
- Valid Income Tax Clearance Certificate or Letter of Exemption from BIR
- Valid Value Added Tax Clearance Certificate
- Valid Insurance Certificates
- The directors/owners and officers have not been convicted of any criminal offence (Police Certificate of Good Character)
- Not be insolvent, in receivership, bankrupt or being wound up, affairs are not being administered by a court or a judicial officer, business activities have not been suspended and are not the subject of legal proceedings for any of the foregoing

- **Financial Capability (30%)**

- Financial Statements for the last three (3) years
- Audited Statements for the last three (3) years
- Banker's Letter (issued within the last three (3) months)

- **Track Record / Similar work experience (15%)**

- Signed/Stamped Letters of References

- **Available manpower, plant and equipment (10%)**

- Possess the necessary equipment and other physical facilities to perform the procurement contract

- **Compliance with Health and Safety Guidelines (15%)**

- Health & Safety Guidelines
- Quality Assurance System Policy/Procedures

- Environmental Management Policy & Procedures
- Equality Policy
- Risk Management & Safety Policy and Procedures

- **Human Resource (10%)**

- Curriculum Vitae (CV) of key Human Resources (including all relevant dates and signatures)

1.9 COMPANY STRUCTURE

Provide a current organisational chart illustrating your Company's structure including all key personnel. Please provide the names and addresses of each affiliated and /or subsidiary company.

NAME	ADDRESS

1.10 KEY PERSONNEL (Signed and dated CVs must be submitted with this Questionnaire.)

NAME	TITLE	NATIONALITY	QUALIFICATION	EXPERIENCE

1.10.1 Are you or any of the company's directors or employees related to any employee of the Ministry of Community Development, Culture and the Arts?

Yes

No

If Yes, Please specify the person and the nature of the relationship

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.....
.....

2.0 FINANCIAL INFORMATION

2.1 Please provide an Audited Financial Statement for the past three (3) years.

2.1.1 If Audited Financial Statements are not available, please indicate why:

.....

2.2 If your audited financial statements cannot be provided, please attach signed filed returns for the last three (3) financial years together with management accounts for the relevant periods. Sole traders are required to show proof of quarterly tax payments for the last three (3) years.

2.3

BANKERS

Please list the name(s) of the company's bankers.

NAME	ADDRESS	TELEPHONE No.	CONTACT NAME

2.3.1 Please provide a letter from your bank or suppliers confirming your relationship, credit and / or banking history.

2.4 BONDING

2.4.1 Are your Banker / Bonding Company prepared to provide a guarantee or performance bond if required?

Yes No

2.4.2 If yes, please state the maximum limit (TT\$).....

2.5 INSURANCE COVERAGE

2.5.1 Please indicate your organisation’s ability to follow insurances which are necessary in the event that a contract is awarded:

Contractor’s All Risk**	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Public Liability**	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Workmen’s Compensation**	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Professional Indemnity** (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Motor Vehicle	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employer’s Liability	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Coverage Value to be determined per contract.

2.5.2 Provide a Schedule outlining the types of Insurance coverage maintained.

2.5.3 Do you have any pending insurance claims in respect to the above insurances?

Yes No

If yes, please specify.....
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2.6 JUDGEMENT / LITIGATION

2.6.1 Are there any pending actions or claims against the company and / or the principal officers or directors?

Yes No

If yes, please specify.....
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2.6.2 Are there any judgements registered against the company and /or the principal officers or directors?

Yes

No

If yes, please specify.....
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3.0 CONTRACT EXPERIENCE

3.1 Please provide a list of all projects both ongoing and those completed within the last five (5) years.

CLIENT DETAILS (including name, address, telephone contact, contact person, email)	CONTRACT DESCRIPTION (include brief description of works)	CONTRACT VALUE	START / END DATE	PROJECT COMP. WITHIN TIME (Y / N)	PROJECT COMP. WITHIN BUDGET (Y / N)

3.2 Please provide a list of all the projects completed within the last two (2) years in the category of service to which you request prequalification. Kindly provide the name and contact information for at least one (1) reference for each project.

PROJECT NAME	REFERENCES

The applicant declares that the information provided in this Questionnaire which includes all submitted Schedules are true and correct. This Questionnaire is signed by a duly authorized Officer and / or Agent of the Applicant. The signatory of this Questionnaire guarantees the veracity and accuracy of all responses given herein,

.....
COMPANY NAME

.....
SIGNATURE OF OFFICER / AGENT

.....
NAME OF OFFICER / AGENT

.....
TITLE

.....
DATE

.....
COMPANY'S SEAL OR STAMP