

**PUBLIC TRANSPORT SERVICE CORPORATION**



**SMALL SUPPLIER/VENDOR PRE-QUALIFICATION DOCUMENT**

**(≤ 25 employees)**

**PRE-QUALIFICATION NUMBER: PREQ2021---**

**CATEGORY(S) (NAME (Please indicate): .....**

**CATEGORY SPECIFICS (Please indicate):.....**

**ITEM DESCRIPTION:.....**

**CLOSING DATE AND TIME:**

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## INSTRUCTIONS & ASSESSMENT PROCESS

The purpose of this document is to assist the Public Transport Service Corporation (PTSC) in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category. We reserve the right to prequalify more than one bidder per category of goods and/or services. To simplify this process, you need to provide certified copies of all supporting documents requested. You may also be asked to clarify your answers or provide more details. Please answer ALL questions. If the question does not apply to you, please indicate N/A.

PTSC will examine the submission to ensure that all required documents are included, properly completed and labelled. Failure to complete this form and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's disqualification from further consideration. Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.

The information provided in the prequalification document is strictly confidential and solely for use by PTSC. Please note that by responding to this form you accept that all answers provided in this form are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further PTSC reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.

PTSC will have the right to inspect the business premises of the supplier as part of the evaluation process.

Participants are asked to note that this document does not amount to any contractual obligation on the part of PTSC and that PTSC is not obliged to invite tenders/quotations from any or all who express interest by responding to this pre-qualification process.

The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialled by the person or persons who sign(s) the document.

Suppliers will meet all costs associated with the preparation and submission of their applications. The completed document shall be signed off and initialled by the Director/Partner of the organization and rubber-stamped on each page and signed on the last page in the space provided.

All questions regarding this prequalification to be directed to;

**Manager, Procurement and Logistics**

at this email address:

**tenders@ptsc.co.tt**

It is PTSC's policy to require that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications. PTSC will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question.

The onus is on the applicant to provide sufficient information to enable the Public Transport Service Corporation (PTSC) to determine eligibility under the Public Procurement and Disposal of Public Property Act, 2015 (PP&DPP) section 29.

Complete set of Pre-qualification documents in a plain sealed envelope marked:

**"PREQ2021--- - PRE-QUALIFICATION OF SUPPLIERS FOR**

**CATEGORY (please indicate)....."**

should be addressed and delivered to:

**Manager, Procurement and Logistics  
Procurement and Logistics Department  
Public Transport Service Corporation  
Administration Building,  
Railway Building, 60 South Quay,  
Port Of Spain, Trinidad and Tobago**

The participant agrees, as evidenced by the signature below, that the completed Pre-qualification document including all required submissions and the clauses contained herein, constitute the entire agreement for the services described herein.

**By (Company Name):**\_\_\_\_\_

**Signature:**\_\_\_\_\_

**Title:**\_\_\_\_\_

**Date:**\_\_\_\_\_

## SECTION 1: CATEGORIES OF GOODS AND SERVICES

Categories for Supply of Goods, Services and Works intends to establish a database of qualified suppliers. Interested eligible suppliers are invited to apply for prequalification, indicating the category goods, works or services they wish to supply. Existing suppliers who wish to be retained must also reapply and resubmit up to date information requested in the prequalification document.

Select your area(s) of interest.

### CATEGORY 1 – SUPPLY OF GOODS AND SUPPLIES

#### A) GOODS AND SUPPLIES

Office Supplies	
Stationery	
Office Equipment and Repairs	
Office Furniture and Furnishings	
Computer and Computer Supplies	
Appliance and Appliance Repair	
Toiletries	
Cleaning Chemical and Consumables	
Other – Please Specify	

#### B) SPARES, SERVICES AND REPAIR, CONSUMABLES

Mechanical Spare Parts	
Electrical Spare Parts	
Mechanical Services and Repair	
Electrical Services and Repair	
Lubricants	
Oils	
Batteries	
Tyres	
Fuel	
Other – Please Specify	

## CATEGORY 2 – SERVICES

### C) ACCOMMODATION AND MEALS

Accommodation and Meals Tobago	
Accommodation and Meals Trinidad	

### D) SPECIAL SERVICES

Storage	
Training and Development	
Catering Services	
Travel Services (Land, Air & Sea)	
Telecommunications	
Courier Services	
Cable Services	
Hardware Supplies	
CCTV Servicing	
Service Management at Facilities	
Pest Control Treatment	
Safety Equipment and Supplies	
Plant Rental	
Wrecking/Towing Services	
Other – Please Specify	

### E) PLANT AND EQUIPMENT

Plant and Equipment Maintenance	
Plant and equipment Rental	
Mechanical and Electrical Equipment	

Sewerage Treatment Systems	
Other – Please Specify	

### CATEGORY 3 – WORKS AND SERVICES

#### **F): CONSTRUCTION SERVICES**

Plumbing Services	
Electrical Services	
Painting Services	
Janitorial Services	
Landscaping Services	
Airconditioning and Refrigeration Services	
Security Services	
Minor Construction and Repairs to Buildings	
Engineering Services	
Building Assessment Services	
Land and Building Valuation Services	
Masonry	
Carpentry/Joinery	
Metal Fabricating and Welding	
Roofing/Under Ceiling/Gypsum	
Tiling/Carpeting/Flooring	
Other – Please Specify	

### CATEGORY 4: CONSULTANCY

#### **G) CONSULTANCY SERVICES**

Human Resource Services	
Project Management Services	
Procurement & Supply Chain Management Services	
Marketing, Advertisement and Sales Management Services	
Security Management Services	

Health and Safety Management Services	
Risk Management Services	
Transportation Studies Management Services	
Asset Management Services	
Information Technology (IT) Management Services	
Construction Management Services	
Architectural and Structural Design Management Services	
Other – Please Specify	

#### CATEGORY 5: BUSINESS CLASSIFICATION

- ☐ Manufacturer
 ☐ Agent/Distributor (attached authorization letter)
- ☐ Trader
 ☐ Contractor
 ☐ Service Provider

#### CATEGORY 6: EXPERIENCE RECORD

1. Have you had any contracts terminated in the last five years? If yes, please give details

- ☐ No
- ☐ Yes, (please specify) \_\_\_\_\_
- \_\_\_\_\_

2. How many years has your organization been in the current business?

- ☐ < 5 years
 ☐ 5 – 10 years
 ☐ 10 -15 years
 ☐ 20 years

a. Product Support

Provide details of your product support policy and after-sales service. \_\_\_\_\_

\_\_\_\_\_

b. Please provide three (3) references for your work experience

Organisation	Contact Person	Designation	Phone	Email



## SECTION 2: SUMMARY OF EVALUATION PROCESS

### ELIGIBILITY ASSESSMENT

The eligibility assessment is intended to assess contractors or suppliers to determine their eligibility to supply various goods and services that the Public Transport Service Corporation (PTSC) envisages procuring. A list of these categories of goods and services is provided in Section 1.

Eligibility is open to suitably qualified and experienced entities/individuals registered to conduct business in Trinidad and Tobago. All information provided should be in the English Language.

Applicants assessment includes;

### GENERAL AND BACKGROUND INFORMATION

#### 2.1 Registered Business Name

.....

#### 2.2 Business Address

.....  
.....  
.....

#### 2.3 Mailing Address (if different from above)

.....  
.....  
.....

#### 2.4 Contact Information

Telephone No: ..... Mobile No: .....

Fax No: ..... Website: .....

Email: .....

## 2.5 Type/Structure of Organisation

- ☐ Sole Proprietor
- ☐ Partnership
- ☐ Limited Liability
- ☐ Joint Venture
- ☐ Other (please specify) .....

## 2.6 Management of Key Personnel

### 2.6.1 Name of Chief Executive Officer/Managing Director

.....

### 2.6.2 How many employees are employed within your organisation/firm?

.....

Indicate the number in each category:

Administrative:          Permanent.....          Contract.....

Technical:                Permanent.....          Contract.....

### a) Requirement - General (where applicable)

No.	Requirement	Score
1.	Valid Income Tax and Value Added Tax Clearance Certificates (6 months) or VAT Clearance Certificate	Mandatory
2.	Certificate of Registration ( Companies Act 1995)	Mandatory
3.	Certificate of Continuance (Companies Act 1995)	
4.	Valid National Insurance Compliance Certificate	
5.	Valid Practicing Certificate (where applicable)	
6.	Evidence of Physical Registered Office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm or trade license	Mandatory
7.	Staffing – attach CVs of key technical staff and directors	Mandatory
8.	Evidence of Financial Capability	Mandatory
9.	Properly filled prequalification questionnaire and well-arranged business profile	Mandatory

## **b) Mandatory Requirement – Specific**

Five (5) criteria are listed below as stated in the PP&DPP Act section 29(1). To be eligible, an applicant **must** pass all five (5) criteria listed below.

<b>No.</b>	<b>Requirement</b>	<b>Pass/Fail</b>
1.	Legal capacity to enter into the procurement contract	Pass/Fail
2.	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	Pass/Fail
3.	The directors/owners and officers have not been convicted of any criminal offence	Pass/Fail
4.	Fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago	Pass/Fail
5.	Possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and meet industry-relevant standards.	Pass/Fail

## **c) Certification, Accreditations and Approvals**

Attach any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certifications may be for your company or for your staff as relevant to the work they do and the key skills for the service or goods you Propose to supply.

## **d) Management Policies**

### **i. Employee Integrity**

How does the firm ensure the integrity of staff? Detail any related policies

.....

.....

.....

.....

## **ii. Code of Conduct/Ethics**

Does your company have a code of conduct? If so, please attach a copy. Indicate if the company subscribes to a professional body with a code of conduct /ethics.

## **e) General Requirements**

- i. The returned documents must be bound and marked as per clause 11- Instructions to Suppliers/Contractors
- ii. PTSC Procurement Department will examine the documents to determine completeness and sufficiency in responsiveness.
- iii. Suppliers shall not contact any PTSC office on the matter relating to the prequalification process from the time of submission to the official communication of the results. Any attempts by the supplier to influence PTSC in the evaluation shall result in disqualification of their application as suppliers.
- iv. Pre-qualification will be based on meeting the minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- v. The applicants should have registered offices and PTSC reserves the right to visit the physical premises of the main operation of the applicant to confirm existence and capability to deliver the said goods/services.
- vi. Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.

## **f) Additional Requirements**

- i. Agents/Distributors/ shall provide copies of Letters of appointment by the manufacturers to be dealers.
- ii. Bureau of Standards certifications /or equivalent where applicable.
- iii. Attach catalogues and brochures for the items you wish to supply.

### **g) Insurance**

Please note that Contractors will be required to provide the relevant insurances (where applicable) if considered for a contract:

<b>Please provide details of your current insurance cover &amp; attached copies of the current cover</b>		<b>Value</b>
1.	Employer's Liability:	
2.	Public Liability:	
3.	Professional Indemnity (if applicable):	
4.	Workmen's Compensation:	
5.	Other (specify):	

The insurance to be provided are not limited to the list above and are dependent on the nature and value of the goods, works and/or services to be provided.

I. Please indicate your organization's ability to provide such insurance as required.

☐ No (please specify) \_\_\_\_\_

☐ Yes

II. Do you have any pending Insurance Claims?

☐ No

☐ Yes (please specify) \_\_\_\_\_

PTSC reserves the right to accept or reject any application either in whole or in part and is not required to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Only successful entities/proponents will be contacted

### SECTION 3: DECLARATION

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with PTSC.

1. Are there any outstanding lawsuits and/or criminal matters against your organization its director/s in Trinidad and Tobago or elsewhere? ☐ YES ☐ NO
2. Is your organization the subject of proceedings for a declaration of bankruptcy or any other similar proceedings under national laws or regulations? ☐ YES ☐ NO

FORM COMPLETED BY	
Name:	
Position (Job Title):	
Date:	
Telephone Number:	
Email:	
Signature:	
Stamp/Seal	

FORM WITNESSED BY	
Name:	
Position (Job Title):	
Date:	
Telephone Number:	
Email:	
Signature:	
Stamp/Seal	

#### SECTION 4: DOCUMENTATION ASSESSMENT/CHECKLIST

Please ensure you supply the following documents though not limited to the following):

- ☐ BIR Income Tax Registration Certificate
- ☐ NIS Registration Certificate
- ☐ VAT Registration Certificate (if applicable)
- ☐ VAT Clearance Letter
- ☐ Certificate of Incorporation/Continuance/Business Registration
- ☐ Notice of Directors (where applicable)
- ☐ Notice of Registered Address
- ☐ Copy of Professional License Specific to the Category/Categories
- ☐ Financial Documents
- ☐ Curriculum Vitae (CV)