

THE ACCREDITATION COUNCIL OF
TRINIDAD AND TOBAGO'S
PRE-QUALIFICATION
APPLICATION FORM

NOTES TO APPLICANTS

1. The Applicant must be a reputable Proprietary Firm, Partnership, Limited Liability Company or Corporate Body legally constituted and registered under the Laws of the Republic of Trinidad and Tobago.
2. **Applicants who desire to register with The Accreditation Council of Trinidad and Tobago must:**

Collect a pre-qualification package from The Accreditation Council of Trinidad and Tobago. The packages are available at the following offices of The Accreditation Council of Trinidad and Tobago: Ground Floor, Pan American Life Plaza, 91-93 St Vincent Street, Port of Spain; South Office at Second Floor, SSL Building, 40- 44 Sutton Street, San Fernando; and the Tobago Office at 79 Milford Road, Canaan; or on our website at actt.org.tt.

- ✓ Complete the pre-qualification form provided and enclose all supporting documents in a sealed envelope addressed to:

**The Secretary
Tenders Committee**
The Accreditation Council of Trinidad and Tobago
Level 3, Building B, Pan American Life Plaza
91-93 St Vincent Street
Port of Spain

Note to Tobago Applicants:

Submissions may be deposited at ACTT's Tobago Office located at 79 Milford Road, Canaan.

- ✓ Ensure that the sealed envelope contains the following:
 1. Signed checklist
 2. Completed pre-qualification form (as below)
 3. Copies of all supporting documents
 4. Copy of receipt

ONLINE APPLICANTS

Applicants may submit their documents and receipt via prequalification@actt.org.tt.

Clearly indicate in the body of the e-mail the category of goods or service for which the application is being made.

INSTRUCTIONS FOR PRE-QUALIFICATION

1. The Applicant must complete the pre-qualification package and a response *must* be provided for each question. If a particular question does not apply, the response must state “not applicable” or “N/A”. ACTT reserves the right to refuse registration of applications deemed unresponsive.
2. Failure to submit the required supporting documentation will result in the application being disqualified.
3. Applications that do not meet the minimum requirements, as outlined in the invitation, will not be considered.
4. Once you have been pre-qualified, you will be placed on ACTT’s database for works and services which you have been pre-qualified to perform.
5. Pre-qualification does not guarantee the award of contract work and ACTT reserves the right to limit solicitation from bidders.
6. Any queries regarding pre-qualification should be directed to:
The Secretary
Tenders Committee
The Accreditation Council of Trinidad and Tobago
Level 3, Building B, Pan American Life Plaza
91-93 St Vincent Street
Port of Spain

SECTION 1: CHECKLIST

DOCUMENTS	CHECK
Pre-Qualification form	
Categories Select List	
Certificate of Registration/ Incorporation/ Continuance	
Certificate of Income Tax Registration	
Certificate of Income Tax Clearance	
Certificate of Value Added Tax Registration	
Certificate of Value Added Tax Clearance	
National Insurance Board Registration Certificate	
National Insurance Board Clearance Certificate	
Audited Financial statements for the last (3) three years	
Reference Letter from Bank/ Other Financing Institution	
Workmen's Compensation Insurance	
Public Liability Insurance	
Résumés of all Key Personnel listed in application	
Company/Firm Profile and/or Brochures	
Company/Firm Tools and Equipment Listing	

Please complete the checklist and attach the relevant certificates and other supporting documents as applicable

SECTION 2: CATEGORIES SELECT LIST

The Accreditation Council of Trinidad and Tobago invites suitably qualified and experienced applicants to submit applications for the supply of goods, works and services. Applicants must select the categories below for which they have the necessary experience and wish to pre-qualify.

ADVERTISING, MARKETING AND COMMUNICATIONS

No.	Categories	Select
1	Corporate gift items, trophies and awards, promotional items, banners and flags	
2	Event management: decorating, event hosting, ushering service, catering, photography, videography, audio visual, rental of chairs, tables, tents,	
3		
3	Graphic design	
4	Media	
5	Production printing, binding and publication of books, booklets, magazines, brochures, flyers and business cards	

CONSULTANCY

No.	Categories	Select
1	Auditing	
2	Counselling	
3	Human Resource consulting	
4	Staff training and development	

INFORMATION AND COMMUNICATION (ICT)

No.	Categories	Select
1	Electronic items (cellular phones, cameras)	
2	Supply of computer software and hardware, servers, screens, interactive systems and other electronic accessories and consumables	
3	Maintenance and repair of computer hardware and servers	

SECTION 2: CATEGORIES SELECT LIST (continued)**OFFICE SUPPLIES, FURNISHINGS AND INTERIOR DESIGN**

No.	Categories	Select
1	Air condition supplies and servicing	
2	Electrical and plumbing	
3	Indoor and outdoor foliage, potted plants and fresh cut flowers	
4	Office furniture supply and installation	
5	Office Supplies and Stationery	
6	Pest Control and hygienic services	
7	Signage: Printed and Engraved	
8	Upholstery, wood work and carpentry services	
9	Water coolers	

SECURITY

No.	Categories	Select
1	Electronic access control system and ID badges	
2	Security systems and services	

TRANSPORTATION AND VEHICLE

No.	Categories	Select
1	Fleet /Fuel Management Cards	
2	GPS Tracking systems	
3	Transportation (car hire/vehicle rentals/air)	
4	Vehicle valuation	

GENERAL SERVICES

No.	Categories	Select
1	Supply, maintenance and repair of office equipment: printers, scanners, telecommunications equipment, fax machines and UPS units	
2	Waste disposal and recycling services	
3	Customs, brokerage and freight forwarding	
4	Framing of pictures and certificates	
5	Health, safety, environment: water and air quality testing, provision and maintenance of fire extinguishers and sprinklers	
6	Insurance: vehicle, equipment, furniture and furnishings, health and life	
7	Janitorial services	

I/We certify that the information given as above is correct.

Stamp

Signature

Date (dd/mm/yyyy)

SECTION 3: CORPORATE DATA

BUSINESS NAME:	
REGISTERED BUSINESS ADDRESS:	
TYPE OF BUSINESS: <i>(Limited Liability, Sole Ownership, Partnership, Joint)</i>	
TELEPHONE CONTACT:	
POSTAL ADDRESS: <i>(if different from address above)</i>	
E-MAIL ADDRESS:	
STATUTORY REGISTRATION	<i>Registration Certificate</i> <i>VAT No.:</i> <i>NIS:</i>
CONTACT PERSON: <i>(include telephone no.)</i>	

I/We certify that the information given above is correct.

Name of Company/Firm (BLOCK LETTERS)

Position in Company/Firm (BLOCK LETTERS)

Signature

Name (BLOCK LETTERS)

Stamp

Date (dd/mm/yyyy)

SECTION 4: FINANCIAL DATA

ANNUAL GROSS REVENUE (for the last three (3) years)

Bank or other Financial Reference (to be provided in writing)

YEAR	AMOUNT	TYPE OF WORK
<p>Audited Income & Expenditure Statements and Balance Sheets of the three (3) most recent years should be provided for applicants seeking pre-qualification in the medium and large financial ranges.</p>		

Has the Business ever been liable for failing to comply with the fulfilment of any Contracts?	Yes	No
If Yes, give brief details including matters currently in litigation and/or arbitration.		

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Signature

Name (BLOCK LETTERS)

Stamp

Date (dd/mm/yyyy)

SECTION 5: RESOURCES

PERSONNEL SUMMARY – Enter Number of EMPLOYEES	PERMANENT	TEMPORARY
Total		

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Name of Company/Firm (BLOCK LETTERS)

Position in Company/Firm (BLOCK LETTERS)

Signature

Name (BLOCK LETTERS)

Stamp

Date (dd/mm/yyyy)

SECTION 6: CONTRACT WORKS / SERVICES

Applicants must indicate below the work sub-category(-ies) and financial range(s) for which they are applying and have the necessary resources, expertise and experience to perform. **Contractors should be capable of handling several contracts simultaneously.**

ADVERTISING, MARKETING AND COMMUNICATIONS	CLASS 1	CLASS II	CLASS III
	Under \$30,000.00	\$30,000.00 to \$100,000.00	\$100,000.00 to \$5,000,000.00
Corporate gift items, trophies and awards, promotional items, banners and flags			
Event management: decorating, event hosting, ushering service, catering, photography, videography, audio visual, rental of chairs, tables, tents, venue/facilities.			
Graphic design			
Media			
Production printing, binding and publication of books, booklets, magazines, brochures, flyers and business cards			

CONSULTANCY	CLASS 1	CLASS II	CLASS III
	Under \$30,000.00	\$30,000.00 to \$100,000.00	\$100,000.00 to \$5,000,000.00
Auditing			
Counselling			
Human Resource consulting			
Staff training and development			

SECTION 6: CONTRACT WORKS / SERVICES (continued)

INFORMATION AND COMMUNICATION (ICT)	CLASS 1	CLASS II	CLASS III	CLASS IV
	Under \$30,000.00	\$30,000.00 to \$100,000.00	\$100,000.00 to \$5,000,000.00	Over \$5,000,000.00
Electronic items (cellular phones, cameras)				
Supply of computer software and hardware, servers, screens, interactive systems and other electronic accessories and consumables				
Maintenance and repair of computer hardware and servers				

OFFICE SUPPLIES, FURNISHING AND INTERIOR DESIGN	CLASS 1	CLASS II	CLASS III
	Under \$30,000.00	\$30,000.00 to \$100,000.00	\$100,000.00 to \$5,000,000.00
Air condition supplies and servicing			
Electrical and plumbing			
Indoor and outdoor foliage, potted plants and fresh cut flowers			
Office furniture supply and installation			
Office supplies and stationery			
Pest control and hygienic services			
Signage: printed and engraved			
Upholstery, wood work and carpentry services			
Water coolers			

SECTION 6: CONTRACT WORKS / SERVICES (continued)

SECURITY	CLASS 1	CLASS II	CLASS III
	Under \$30,000.00	\$30,000.00 to \$100,000.00	\$100,000.00 to \$5,000,000.00
Electronic access control system and ID badges			
Security systems and services			

TRANSPORTATION AND VEHICLE	CLASS 1	CLASS II	CLASS III
	Under \$30,000.00	\$30,000.00 to \$100,000.00	\$100,000.00 to \$5,000,000.00
Fleet /Fuel Management Cards			
GPS Tracking Systems			
Transportation (car hire/ vehicle rentals/air)			
Vehicle valuation			

SECTION 6: CONTRACT WORKS / SERVICES (continued)

GENERAL SERVICES	CLASS I	CLASS II	CLASS III
	Under \$30,000.00	\$30,000.00 to \$100,000.00	\$100,000.00 to \$5,000,000.00
Supply, maintenance and repair of office equipment: printers, scanners, telecommunications equipment, fax machines and UPS units			
Waste disposal and recycling services			
Customs, brokerage and freight forwarding			
Framing of pictures and certificates			
Health, safety, environmental: water and air quality testing, provision and maintenance of fire extinguishers and sprinklers			
Insurance: vehicle, equipment, furniture and furnishings, health and life			
Janitorial services			

I/We certify that the information given above is correct.

Name of Company/Firm (BLOCK LETTERS)

Position in Company/Firm (BLOCK LETTERS)

Signature

Name (BLOCK LETTERS)

Stamp

Date (dd/mm/yyyy)

SECTION 7: WORKS EXPERIENCE

KEY CONTRACTS EXECUTED BY THE COMPANY IN THE LAST THREE YEARS

Provide details of major projects in which the supply of goods/works/services specific to the work categories selected were handled by the Contractor.

BRIEF PROJECT DESCRIPTION	CLIENT	FINAL CONTRACT VALUE	START DATE (dd/mm/yyyy)	COMPLETION DATE (dd/mm/yyyy)

(Additional details may be attached as necessary)

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Name of Company/Firm (BLOCK LETTERS)

Position in Company/Firm (BLOCK LETTERS)

Signature

Name (BLOCK LETTERS)

Stamp

Date (dd/mm/yyyy)