

THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

PUBLIC NOTICE:

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS

The Accreditation Council of Trinidad and Tobago (ACTT) invites applications from suitably qualified companies/individuals who are desirous of pre-qualifying for the supply of goods and provision of services in the following categories:

Advertising, Marketing and Communications

- Corporate gift items, trophies and awards, promotional items, banners and flags
- Events 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

- Auditing
- Counselling
- Human resource consulting
- Staff training and development

Information and Communication Technology (ICT)

- 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, Furnishings and Interior Design

- 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

Security

- Electronic access control system and ID badges
- Security systems and services

Transportation and Vehicle

- Fleet/fuel management cards
- GPS tracking systems
- Transportation (car hire/vehicle rentals/air)
- Vehicle valuation

General Services

- 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

Application forms may be obtained from ACTT (address stated below) between the hours of **8:00 am and 4:00 pm**, or on ACTT's website, www.actt.org.tt

A non-refundable fee of **Two Hundred Dollars (TT200.00)** per application is to be deposited at any First Citizens Bank – Account #1441149, payable to The Accreditation Council of Trinidad and Tobago. The receipt must be attached to the application form upon submission.

Additional information may be obtained by contacting Kimberly McCarthy at 623-2500, extension 260 or email at kmccarthy@actt.org.tt, or by visiting ACTT's website at www.actt.org.tt.

WALK-IN APPLICANTS

The original completed application form, together with all required documentation, must be submitted in a *sealed* envelope that clearly indicates the category of goods or service for which the application is being made. It should be deposited into the box labelled 'Pre-Qualification Box' at ACTT, addressed to:

The Secretary
Tenders' Committee
C/o The Office of the Corporate Secretary/Legal Officer
The Accreditation Council of Trinidad and Tobago
Level 3, Building B
Pan American Life Plaza, 91-93 St. Vincent Street, Port of Spain

Note: Submissions from Tobago suppliers/contractors may be deposited in the 'Pre-Qualification Box' at ACTT's Tobago Office, located at 79 Milford Road, Canaan

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.

CLOSING DATE FOR APPLICATION:

February 19, 2018

Late submissions will not be considered

Failure to comply with any of these instructions may result in the application not being considered.

All interested applicants are asked to note the following:

- Applicants may apply for as many categories as they wish
- Applications must be accompanied by:
 - a valid Income Tax Certificate
 - a valid VAT Clearance Certificate
 - a valid NIB Compliance Certificate

In the case of companies, firms and other business entities, the application must be accompanied by the appropriate Certificate of Incorporation/Certificate of Registration/Certificate of Continuance to establish the legal identity of the company.