



Government of the Republic of Trinidad and Tobago

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Ministry of Public Administration and Communications

**PUBLIC SERVICE ACADEMY  
PRE-QUALIFICATION  
QUESTIONNAIRE**

**Ministry of Public Administration and Communications**  
**TRAINING PROVIDER PREQUALIFICATION QUESTIONNAIRE (2017)**

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**Invitation for Prequalification**

The Ministry of Public Administration and Communications (the Ministry) is seeking to prequalify suitably qualified and experienced training providers who can assist the Public Service Academy in delivering training interventions. The Public Service Academy (PSA) is the central agency charged with the responsibility of providing human resource development solutions for the Public Service of Trinidad and Tobago.

Training programmes are to be tailored to the specific needs of an evolving and modern Public Service, utilizing experiential methodologies, including a wide variety of interactive practices and activities to ensure participants become challenged, active and personally engaged in the learning process. Training is delivered face to face, however, pre- and post- course assessment/assignments are mandatory and are to be administered online. Training groups consist of a minimum of 12 and a maximum of 24 participants per workshop and has a duration of two (2) to five (5) days. The main training venue is at the Government Training Centre, 2<sup>nd</sup> Avenue North, Chaguaramas, however, training sessions are also delivered at various locations throughout Trinidad and Tobago. Trainers will be required to prepare and supply training manuals and course outlines (hard and soft copies) for the respective programmes.

The Ministry's objective is to prequalify Training Providers in the areas identified at Schedule 2, to enable the Ministry in the identification and evaluation of potential providers who may subsequently be invited to tender for training interventions.

Applicants must demonstrate that they have the capacity to meet the requirements for these areas, and should have past experience of carrying out similar training.

The Pre-qualification Questionnaire is to be completed by Applicants (hereafter referred to as 'the Applicant') who are interested in providing training services to the Ministry. All costs incurred in preparing and submitting this prequalification submission are for the account of the Applicant.

Ethical Consideration: Applicants will be disqualified from participating further in this process if they engage in improper conduct in the preparation and submission of their applications.

Applicants who attempt to influence or provide any form of personal inducement, reward or benefit to any of the Ministry's representatives will be disqualified from participating further in the prequalification process

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**.INSTRUCTIONS**

The purpose of this document is to assist the Public Service Academy in the identification and evaluation of potential training providers, in the areas identified at Schedule 2, who may subsequently be invited to tender to provide training services.

- (1) The Applicant is asked to provide as much detail as possible in respect of the information requested to assess their capability and suitability. This would facilitate the timely processing of the application.
- (2) **All sections of the form must be completed in their entirety.** In circumstances where the space provided within the Questionnaire is inadequate, the Applicant is asked to prepare schedules in the format indicated and attach same.
- (3) Provide copies of all documents required to support statements made in the application.
- (4) Failure to complete this questionnaire and/or to provide written answers to any further questions or requests for additional information or requests for clarification will result in your elimination from further consideration.
- (5) Provide a list of key personnel on Schedule 3 attached.
- (6) Provide detailed information on the list of all training contracts entered into over the past five (5) years in Schedule 5 attached
- (7) Providers that satisfy the prequalification requirements shall be advised in writing.
- (8) The information collected herein is confidential and solely for the use of the Ministry of Public Administration and Communications. However, all official documents are subject to the Freedom of Information Act and may be required to be disclosed under this or other law.

The completed Questionnaire and relevant attachments must be placed in a 12x14 envelope and submitted by hand no later than January 12, 2018 at 3:00 p.m. to:

**Permanent Secretary,**  
**Ministry of Public Administration and Communications**  
**(Public Service Academy) Attention: Mr. Ajodia Rattansingh**  
**Level 5**  
**National Library Building**  
**Corner Hart & Abercromby Streets**  
**Port of Spain**

- (9) Enquiries may be directed to Mr. Ajodia Rattansingh, Human Resource Adviser III, Public Service Academy, MPAC at 623-6724 Ext. 2041 or E-Mail: [rattansingha@mpa.gov.tt](mailto:rattansingha@mpa.gov.tt). Applications that do not meet the criteria listed in the instructions above, or submitted after the stipulated deadline will not be considered.

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- (10) It is the responsibility of the Applicant to inform the MPAC of any change of address, phone number(s) or other relevant information.
- (11) Nothing in the pre-qualification shall be construed to give rise to contractual obligations with the Ministry or the Government of the Republic of Trinidad and Tobago
- (12) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplements on separate sheets
- (13) Without limiting its right at law or otherwise the Ministry, may at its absolute discretion, suspend or defer this prequalification process
- (14) Criteria for evaluation of submission:**

Prequalification documents will be evaluated based on responsiveness to the Questionnaire's requirements. The quality of the submitted documents will be evaluated in accordance with the following criteria and weighting. **An Applicant shall not be prequalified if he fails to meet the minimum threshold of 70% of the 100 points.**

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
General Background	15
Key Personnel/ Professional Affiliation	20
Financial Capacity	10
Work History/Experience	25
References	15
Methodology	15
<b>TOTAL</b>	<b>100</b>

**Please proceed to the Questionnaire on next page**

## QUESTIONNAIRE

### GENERAL BACKGROUND AND ORGANIZATION

*(APPLIES TO BOTH FIRMS AND INDIVIDUAL PROVIDERS)*

(1) REGISTERED BUSINESS NAME .....

.....

(2) REGISTERED ADDRESS OF COMPANY .....

.....

.....

(3) OTHER OPERATING/MAILING ADDRESS .....

*(IF DIFFERENT FROM ABOVE)*

.....

(4) CONTACT INFORMATION

TEL.....

CELL.....

FAX.....

EMAIL ADDRESS .....

(5) TYPE OF ORGANIZATION

Public Limited Liability Company

Private Limited Liability Company

Partnership

Joint Venture

Sole Proprietorship

Other (*please specify*) .....

*(SEE REQUIRED DOCUMENTS)*

(6) REGISTERED DATE AND NUMBER .....

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*(Attach as Doc 1: Certificates of Registration and Continuance)*

**(7) V.A.T. REGISTRATION NUMBER**

*(Attach as Doc 2: Valid Certificate of Registration and Clearance Certificate not more than 6 months old. Contractors who do not meet VAT requirements at this time must provide a VAT exemption letter from the VAT Office. )*

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**(8) INCOME TAX REGISTRATION NUMBER**

*(Attach as Doc 3: Income Tax Registration Certificate & BIR Clearance Certificate not more than 6 months old)*

.....

**(9) NIB REGISTRATION NUMBER**

*(Attach as Doc 4: Valid Certificate of Registration and Clearance Certificate & return not more than 6 months old)*

.....

**(10) LIST OF SHAREHOLDERS/PARTNERS**  
*(APPLICABLE TO FIRMS ONLY)*

1).....

2).....

3).....

4).....

5).....

**(11) LIST OF DIRECTORS**  
*(APPLICABLE TO FIRMS ONLY)*

*(Attach as Doc 5: Notice of Directors)*

1).....

2).....

3).....

4).....

5).....

6).....

**(12) COMPANY SECRETARY**

1).....

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**SCHEDULE 2 – LEARNING AND DEVELOPMENT INTERVENTIONS**

**13. Training Interventions Offered**

Please tick the training area(s) in which you/your firm is specialized:

**Business Communication:**

- Effective Speech Techniques
  - Minute / Note Taking
  - Development of Cabinet Notes
  - Mastering Reporting Skills
  - Writing Effective Proposals / Reports
  - Strategic Crisis Communication
  - Other (please specify)
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**Financial Management and Procurement:**

- Administration of Government Contracts and Contract Law
- Contract Management and Reporting
- Financial Management for Non-Accounting Officers
- Preparation of Estimates of Expenditure and Revenue
- Budgeting and Forecasting
- Audit Management Tools and Techniques
- Audit Report Writing
- Fundamentals of Public Procurement
- Auditing IT Assets
- Inventory Control and Management

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- Government Accounting Procedures
  - Risk-Based Auditing
  - Fundamentals of the Internal Audit Function
  - Asset Management
  - Effective Financial Controls and Evaluation
  - Introduction to Public Service Accounting Procedures
  - Performance based Auditing in the Public Sector
  - Fundamentals of Information Technology Auditing
  - Fundamental Auditor Tools and Techniques
  - Evaluating Procurement and Sourcing
  - Ethics in Procurement
  - Financial Risk Management
  - Procurement Audit
  - Negotiations in Projects and Procurement
  - Other (please specify)
- 
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- 

**Organizational Improvement:**

- Preparation of TORs and RFPs
- Project Management
- Managing Public Sector Programmes / Projects
- Monitoring & Evaluation
- Improving Workplace Productivity
- Policy Planning and Development
- Policy Implementation and Evaluation
- Implementing Sustainable Change
- Registry Procedures
- Business Process Reengineering
- Introduction to Ethics and Values



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- Ethical Issues in the Public Service
  - Translating Policy into Legislation
  - Data and Information Gathering Techniques
  
  - Project Implementation Performance
  - Business Continuity
  - Other (please specify)
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**Service Delivery:**

- Protocol for Public Officers
  - Office Etiquette for Administrative Support
  - Conducting Effective Meetings
  - Service Improvement
  - Customer Service Management
  - E – Government
  - Knowledge Management
  - Delivering Citizen-Centered Service
  - Business Etiquette for Professionals
  - Managing Citizen Centered Service
  - Leading Citizen Centered Service
  - Project Implementation/Performance
  - Other (please specify)
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**Professional Development**

- Emotional Intelligence
- Negotiation Skills

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- Mediation Skills
  - Managing Work Life Balance
  - Supervisory Management
  
  - Conflict Resolution
  - Introduction to Project Management
  - HR for Non-HR Professionals
  - Introduction to Corporate Protocol for Professionals
  - Delivering Winning Presentations
  - Professional Management for Non-Project Officers
  - Introduction to Corporate Protocol for Professionals
  - Time Management Strategies
  - Other (please specify)
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**Human Resource Management (HR)**

- Succession Planning in the Public Service
- Conducting Effective Performance Appraisals
- Disciplinary Procedures in the Public Service
- Designing Orientation Programmes
- Preparation of Learning and Development Plans
- Transformation of the HR functions in the Public Service
- Preparation of Pension and Leave Records
- Training of Trainers
- Conducting Competency-Based Interviews
- Salary Administration in the Public Service
- Competency-Based Human Resource Management and Development
- One Man Tribunal
- HR Policy Development

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- HR Evaluation Methods / Techniques
  - Talent Management and Employee Engagement
  - Diversity Management
  
  - Employee Wellness
  - Use of HR Technology to Achieve Public Service Goals
  - Other (please specify)
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**Leadership Development**

- Leading Change and Transition
- Presentation Skills
- Problem Solving and Decision Making
- Effective Meeting Techniques
- Coaching and Mentoring for Enhanced Performance
- Ethics, Accountability and Good Governance
- Critical Thinking Skills
- Conflict Management
- Developing Leadership Skills for Middle Level Managers
- Building Emotionally / Socially Intelligent Leaders
- Essential of Project Management
- Corporate Image and Protocol
- Scenario Planning / Strategic Management
- Leading Public Sector Organisation / Managing Diversity
- Creativity and Innovation in Leadership
- Delegation
- Results Based Management
- Networking for Effectiveness
- Building a Positive Personal Brand
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Interviewing Techniques

Effective Negotiation

Other (Please specify)

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**SCHEDULE 3 – KEY PERSONNEL INDIVIDUALS AND FIRMS**

**(14) KEY TRAINING PERSONNEL**

*Populate the table below with the Key training Personnel within your organization*

*(Attach as Doc 6: Curriculum vitae of all Key Personnel MUST be submitted along with certified copies of documentary evidence of Professional certification/ affiliation specific to the area where necessary. (Originals of all documents must be brought in upon request)*

<b>NAME</b>	<b>QUALIFICATIONS</b>	<b>POSITION (include other positions as applicable)</b>	<b>RELEVANT EXPERIENCE IN CONDUCTING TRAINING FOR THE AREAS OF SPECIALIZATION</b>	<b>PERIOD OF EMPLOYMENT WITH FIRM</b>

*(Additional Sheets may be submitted)*

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**SCHEDULE 4 – FINANCIAL CAPACITY/LITIGATION RELATIONSHIP DECLARATION**

(15) Are there any litigation, completed or pending, that was brought against you/your firm and/or any of its owners, principal officers, directors or contractors over the past five (5) years?

- NO
- YES (*The Applicant shall indicate any litigation brought against the Applicant over the past five (5) years or whether the Applicant is involved in any litigation that could prevent it from fulfilling its contractual obligations*)

LITIGATION MATTER	LITIGATING PARTY	STATUS

(16) Have you/your firm, within the past five (5) years, ever been disqualified or prevented from bidding on or completing any public works for any reason?

- NO
- YES (*Please state reason and the Agency to do so*) .....

(17) Do you or any employee within your organization have any relationship with and/or is a relative of any MPAC employees or has any affiliation that would cause or perceive conflict of interest?

- NO
- YES (*Please specify*) .....

(18) Were you and/or any employees within your organization ever employed with the Government of Trinidad and Tobago?

- NO
- YES (*Please specify Ministry and year of employment*).....

(19) Do you or any employee within your organization have any existing relationship, business or otherwise, with MPAC that would cause real or perceived conflicts of interests

- NO
- YES (*Please specify*) .....

(20) Attached financial statements for the last three years or last annual return.

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(21) Name and address of bankers.

Name	Address

**SCHEDULE 5 – WORK HISTORY AND REFERENCES**

(22) Have you/your firm ever been contracted by the Government of Trinidad and Tobago?  YES  No  
*(If yes, please state Organization names below)*

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.....

.....

(23) Are you/your firm currently contracted to provide training for the Government of Trinidad and Tobago?

- NO  
 YES *(If yes please populate table below)*

*(Additional Rows can be added)*

MINISTRY NAME AND DEPARTMENT	CONTRACT DATE	CONTRACT VALUE \$	CONTACT PERSONNEL	TELEPHONE NUMBER

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(24) List three (3) references that services were provided to within the past five (5) years. Note that the referees may be contacted without further reference to you/your firm.

*(Attach copies of reference letters)*

MINISTRY/COMPANY NAME	CONTRACT DATE	CONTACT PERSONNEL	CONTACT NUMBER

(25) List all current contracts/ in progress

NAME OF MINISTRY/COMPANY	CLIENT & CONTACT NAME	CONTRACT DATE	CONTRACT VALUE \$	TELEPHONE NUMBER	BREF DESCRIPTION OF SERVICES

(26) List of training interventions entered into over the past five (5) years.

*(Additional pages may be added if required)*

NAME OF MINISTRY/COMPANY	DATE	CONTACT NUMBER	BRIEF DESCRIPTION OF SERVICE



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(27) Provide a detailed methodology/approach of how you/your firm conducts training.

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(28) Provide details on general insurance and professional indemnity insurance.

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(29) Are you/your firm fully compliant and up to date in its payment of all taxes, including income tax, National Insurance contributions and other statutory payments?

**YES**       **NO** (*please specify*)

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*Please proceed to the Acknowledgement and Checklist sections*

**CONTRACTOR'S ACKNOWLEDGEMENT AND SIGNATURE**

We/I hereby accept that if this application is not properly completed, it will NOT be processed and will be returned for completion with a defects list.

We/I accept that the Ministry of Public Administration and Communications reserves the right to make reasonable inquiries of clients and suppliers indicated in this submission so as to establish performance levels and performance capacities of the Applicant.

We/I accept that if these inquiries indicate poor performance or questionable conduct, the Ministry of Public Administration and Communications retains the discretionary authority to disqualify the questionnaire from further consideration and may remove the name of the Applicant from any pre-qualified list the Ministry may maintain.

We/I understand that all sections of this Questionnaire must be completed and all documents requested must be supplied, and that Questionnaires not fully completed will not be considered.

We/I understand that pre-qualification does not guarantee an award of contract.

We/I further acknowledge that the Ministry will not be held liable for all and any costs incurred by us whilst procuring documents and preparing this pre-qualification submission.

We/I understand that Providers are required to disclose existing relationships with the Ministry of Public Administration and Communications and/or any of its employees, and that failure to disclose will result in disqualification of my submission.

We/I the undersigned state that we/I have no conflict of interest in relation to this pre-qualification exercise.

**SIGNED** :.....

**POSITION** :.....

**NATIONAL ID/  
PP/DP NUMBER:** .....

**DATE** :.....

**(Place Company's Stamp or Seal)**

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**PRE-QUALIFICATION CHECKLIST (√)**

*Ensure that you have submitted the following documents, and that your Questionnaire is signed.*

**( ) Copies of Certificate of Incorporation/Registration and Continuance.**

**(a) Public Limited Liability Company:**

- company's memorandum of association and articles of incorporation,
- notice of Directors
- notice of address including any change of name

**(b) Private Limited Liability Company**

- company's memorandum of association and articles of incorporation,
- notice of Directors
- notice of address including any change of name

**(c) Partnership:**

- Partnership Agreement

**(d) Joint Venture**

- applicable joint venture agreement
- articles of incorporation

**(e) Sole Proprietorship**

- Business certificate.

**( ) Copies of Income Tax, VAT and NIS Registration certificates.**

**( ) VAT clearance letter**

**( ) List of Directors (where applicable)**

**( ) Résumés of key personnel and copies of qualifications**

**( ) Copies of relevant professional affiliation**

**( ) Letters of recommendations from 3 clients**

**END OF DOCUMENT**