



Government of the Republic of Trinidad and Tobago

Ministry of Public Administration and Communications

MINISTRY OF PUBLIC ADMINISTRATION AND COMMUNICATIONS Invitation for prequalification of Contractors and Suppliers

The Ministry of Public Administration and Communications (the Ministry) is looking to pre-qualify suitably qualified and experienced contractors and suppliers who can provide goods, services and works to the Ministry. The Ministry is comprised of a Head Office situated at the National Library Building, Port of Spain, as well as satellite divisions located outside of Port of Spain. Applicants are invited to read about the Ministry's Divisions on our website www.mpac.gov.tt.

Interested and eligible contractors and suppliers specializing in the supply/provision of goods, works and services in the categories mentioned below are invited to apply for pre-qualification. Further category details can be found at Part 1.6 of the Questionnaire.

Categories:

1. **General building works/services**
2. **Civil Works**
3. **Supplies (stationery, furniture, consumables)**
4. **Ground maintenance services**
5. **Janitorial & Hygienic services**
6. **Security services**
7. **Vehicle maintenance services**
8. **Equipment (office & minor)**
9. **ICT services**
10. **Miscellaneous**
11. **Rental services**
12. **Consultancies**

INSTRUCTIONS

Applicants are required to complete and submit the **Prequalification Questionnaire** (hereafter Questionnaire). The Ministry's objective is to prequalify contractors and suppliers in the areas identified in **Part 1.6** of the Questionnaire, in order to identify and evaluate prospective contractors and suppliers who may subsequently be invited to tender for goods, services and works.

Applicants must demonstrate that they have experience and capacity to meet the requirements as outlined in the Questionnaire. Applicants will bear the full cost incurred in preparing and submitting the Questionnaire.

The information collected during the submission and processing of the Questionnaire is considered confidential and solely for the use of the Ministry. However, applicants are advised that all official documents are subject to the Freedom of Information Act and may be required to be disclosed under this or other law.

Applicants are required to refrain from engaging in improper conduct in the submission and processing of their application. Applicants who attempt to influence or provide any form of inducement, reward or benefit to any Ministry representative, will be disqualified from participating further in the pre-qualification process.

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CONTRACTOR PREQUALIFICATION QUESTIONNAIRE (2017)

Application process & filling out Questionnaire

- The Applicant is asked to provide as many details as possible in respect of the information requested. This would facilitate the timely processing of the application.
- **In order to be considered for pre-qualification, applicants must complete all sections of the Questionnaire (see pg. 4), including the Schedules and Acknowledgement/Signature page, as well as submit all the information requested.** The evaluation of applications will be based on the information submitted and any further information requested for clarification purposes.
- 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 to the submission.
- The Applicant must provide copies of all documents required to support statements made in the application. For example, the Questionnaire may require evidence of proof of ownership for equipment. This should be supplied in the form of certified copies and/or receipts.
- The Ministry recognizes that there are various types of applicants with different competencies and skill sets. In order to facilitate the effective assessment of your application, it is important that the Questionnaire is filled out as it applies to you/your organization. Should a particular question not apply, please state “Not Applicable” and include a brief explanation as to why it does not apply.
- Applicants are allowed to pre-qualify for more than one (1) category but **ONE application must be submitted for EACH category for which pre-qualification 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.
- Applicants are advised that a Ministry representative may visit their premises and seek verification of certain information recorded on the Questionnaire.
- If any information contained on the Questionnaire is found to be false and/or misleading, the Applicant shall be forthwith rejected. If this is discovered subsequent to the admission of an applicant to the Pre-qualification Register, the person/organization shall be forthwith de-registered. It is the responsibility of the Applicant to inform the Ministry of any change of address, phone number(s) or other relevant information.
- The Ministry does not bind itself to pre-qualify any applicant.
- In evaluating the applicants, the Ministry reserves the absolute and unfettered discretion to:
 - a. Accept or reject any applicant that fails to comply with the requirements set out in the Pre-qualification Questionnaire.
 - b. Assess applications as it sees fit, without in any way being obliged to pre-qualify any contractors/suppliers.
 - c. Determine whether any applicant satisfactorily meets the established evaluation criteria.
 - d. Request clarification after the date of submission of the Questionnaire.

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- The point of contact for this pre-qualification process is **Ms. Lisa O’Brady and Mrs. Anika Herbert-Riley**, Procurement Unit, Ministry of Public Administration and Communications, and all applicant requests or queries should be directed to that office at 868-623-4115 ext. 2238/2231 or via email at O’BradyL@mpa.gov.tt and HerbertA@mpa.gov.tt.
- Each applicant shall be advised in writing at the appropriate time, on the status of his application.
- Applicants shall be classified according to the value of their goods/works/services, as set out in the following categories:

Micro	-	Up to \$99,999 TTD
Small	-	Between \$ 100,000 TTD and \$499,999 TTD
Medium	-	Between \$500,000TTD and \$999,999 TTD
Large	-	Over \$1,000,000.00 TTD

- Completed prequalification documents must be submitted in a plain sealed envelope (size 8 ½ x 11”) that clearly indicates the category or categories for which the application is being made and deposited in a specially marked “**PREQUALIFICATION BOX**” no later than **3:00PM on Friday 12th January, 2018**. The envelope must be addressed to:

The Permanent Secretary
Ministry of Public Administration and Communication
Level 5, National Library Building
Cor. Hart and Abercromby Sts.
Port of Spain

- Evaluation

Applicants will be evaluated in accordance with the criterion in the table below. In order to be eligible for pre-qualification, an applicant must achieve at least the minimum points allocated to each criterion listed below, as well as an overall minimum of at least 65 points to be eligible for pre-qualification. The following is the evaluation chart which will be utilized in evaluating submissions.

Criterion	Maximum Points	Minimum qualifying points
1. General Information	20	14
2. Financial Data	22	15
3. Key Personnel	16	10
4. Work History & References	14	10
5. Environmental & Safety	28	16
TOTAL	100	65

End of Instructions

Please proceed to the Questionnaire on page 4.

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REQUIREMENTS FOR THE PREQUALIFICATION OF CONTRACTORS/SUPPLIERS

Applicants are required to fill out all parts of this Questionnaire

Part 1 – Company/Firm/General Information to be completed by all Applicants

1.1 Name of Business:

Business Address: _____

Mailing Address (if different from above):

1.2 Contact:

Telephone No.: _____ Fax No. _____ Mobile: _____

Email address: _____

1.3 Type/Structure of Organization (Please tick appropriate option):

Sole Proprietorship Partnership Limited Liability

Joint Venture Consortium External Company

Other (please specify): _____

1.4 Documentation:

Copies of the following documents **must** be submitted with the Questionnaire. If not applicable, please explain why.

Certification of Incorporation/Continuance/Business Registration and updates where required

VAT Registration and Clearance Certificates NIS Registration and Compliance Certificate

Notice of Directors Notice of Registered Address

Last Annual Return Income Tax Certificates

List of Shareholders/Partners List of Directors

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1.4.1 Reasons why documents are not applicable to you/your organization:

(Applicants who do not meet VAT requirements at this time must provide a VAT exemption letter from the VAT Office. Applicants must submit certificates not more than 6 months old.)

(If the space provided is not adequate, please provide your explanation on supplemental sheets which you may attach to the Questionnaire)

1.5 Organization Structure:

Provide an existing organizational chart of the organization (if applicable), showing the management structure of the company including positions of executive Directors and key personnel or partners, members. Holding companies must provide details of the group's structure showing the subsidiary/affiliate companies within the group.

1.6 Services Offered:

Select the categories in which your company provides goods, works and/or services. Indicating in the table below the average value of projects executed.

- | | |
|--|---|
| <input type="checkbox"/> Group A – General Building Works/Services | <input type="checkbox"/> Group B – Civil Works |
| <input type="checkbox"/> Group C – Supplies (Stationery & Furniture) | <input type="checkbox"/> Group D – Ground Maintenance |
| <input type="checkbox"/> Group E – Janitorial & Hygienic | <input type="checkbox"/> Group F – Security Services |
| <input type="checkbox"/> Group G – Vehicle Maintenance | <input type="checkbox"/> Group H – Equipment (Office & Minor) |
| <input type="checkbox"/> Group I – ICT Services | <input type="checkbox"/> Group J – Miscellaneous Goods & Services |
| <input type="checkbox"/> Group K – Rental Services | <input type="checkbox"/> Group L – Consultancy Services |

Goods/Services/Works	Average Value Of Projects Executed
A. General building works/services	
○ Air Conditioning and Refrigeration (supply, installation/maintenance)	
○ Building Plumbing (Installation/Maintenance)	
○ Electrical (Installation/Maintenance)	
○ Data Cable (Copper/Fibre etc.) (Installation/Maintenance)	
○ Welding and Fabrication	
○ Locksmith Services	
○ Elevator installation/maintenance	
○ Flooring/Tiling (Installation)	

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Goods/Services/Works	Average Value Of Projects Executed
<ul style="list-style-type: none"> ○ Fire Prevention, Suppression and Detection System Installation / Maintenance ○ Fire and Safety Equipment 	
<ul style="list-style-type: none"> ○ Outfitting of Townhouses 	
<ul style="list-style-type: none"> ○ Standby Generator/Automatic Transfer Switch (Repair/Maintenance including refuelling) 	
<ul style="list-style-type: none"> ○ Water Pumps (Repair and Maintenance) 	
<ul style="list-style-type: none"> ○ Elevator/Dumbwaiter maintenance 	
<ul style="list-style-type: none"> ○ Other: 	
B. Civil Works	
<ul style="list-style-type: none"> ○ Carpentry & Joinery 	
<ul style="list-style-type: none"> ○ Civil Infrastructure Works (Roads, Drainage, Sewerage and Tanks, Water Lines, etc.) 	
<ul style="list-style-type: none"> ○ Roofing Installation and Repairs 	
<ul style="list-style-type: none"> ○ Earthworks and Site Preparation 	
<ul style="list-style-type: none"> ○ Structural Steel 	
<ul style="list-style-type: none"> ○ Masonry 	
<ul style="list-style-type: none"> ○ Other: 	
C. Supplies (Stationery, Furniture & Consumables)	
<ul style="list-style-type: none"> ○ Bottled water (5Gal, 350ml etc.) 	
<ul style="list-style-type: none"> ○ Office Stationery (Pens, Pencil, Notepads etc.) 	
<ul style="list-style-type: none"> ○ Grocery Items (Tea, Sugar, Crackers etc.) 	
<ul style="list-style-type: none"> ○ Memory cards, flash drives 	
<ul style="list-style-type: none"> ○ Medical Supplies 	
<ul style="list-style-type: none"> ○ Printing paper, including Watermarked paper 	
<ul style="list-style-type: none"> ○ Ink Toners and Cartridges 	
<ul style="list-style-type: none"> ○ Printing Inks and Chemicals 	
<ul style="list-style-type: none"> ○ Copying Paper 	

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Goods/Services/Works	Average Value Of Projects Executed
○ Bookbinding Material	
○ Travelling and Desk Diaries	
○ Cleaning Products (Dishwashing Liquid, Lysol etc.)	
○ Interfold Hand-towels	
○ Toilet Tissue	
○ Garbage disposal, including 20 ft. Bins	
○ Household (Curtains, Lamps etc.)	
○ Printing, Artwork & Graphic Designs (file jackets, Brochures, exhibitions etc.)	
○ Health and safety equipment	
○ Library materials and supplies ○ Archival material and Supplies ○ Conservation material and Supplies ○	
○ Other:	
D. Ground maintenance	
○ Landscaping (Lawn Mowing, Pruning, Repotting, Trimming, Edging etc.)	
○ Supply and maintenance of Plants	
○ Other: ○	
E. Janitorial & Hygienic	
○ Sanitary Bins (Installation and Maintenance)	
○ Washroom Consumables (Soap Dispensers, Air Fresheners and their maintenance)	
○ Maid Services (Laundry services, Household Cleaning etc.)	
○ General Cleaning Services (General Office, Toilet Areas, Kitchen and Ground Areas)	
○ Waste Management/Disposal, including hazardous material	
○ Laundry Services	
○ Pest Control Services	

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Goods/Services/Works	Average Value Of Projects Executed
<ul style="list-style-type: none"> ○ Specialized Waste Management Disposal – Chemical and Film disposal ○ Power Washing ○ Other: 	
F. Security	
<ul style="list-style-type: none"> ○ Sentry Officers and Patrol Officer 	
<ul style="list-style-type: none"> ○ Armed and Unarmed 	
<ul style="list-style-type: none"> ○ K9 	
<ul style="list-style-type: none"> ○ Cash in Transit 	
<ul style="list-style-type: none"> ○ Other: 	
G. Vehicle maintenance	
<ul style="list-style-type: none"> ○ Vehicle Servicing 	
<ul style="list-style-type: none"> ○ Forklift (Maintenance and Repairs) 	
<ul style="list-style-type: none"> ○ Provision of Items (Battery, Tires, Windscreen) 	
<ul style="list-style-type: none"> ○ Branding of Ministry's Official Logos and other stickers. 	
<ul style="list-style-type: none"> ○ Washing and Detailing 	
<ul style="list-style-type: none"> ○ Body Works ○ (Painting, Buffing etc.) 	
<ul style="list-style-type: none"> ○ Other: 	
H. Equipment – Office and Minor	
<ul style="list-style-type: none"> ○ Shredders, Photocopiers, Printers, Multi-function Printers etc. 	
<ul style="list-style-type: none"> ○ Offset Printing Machinery (Government Printery) ; maintenance and repairs 	
<ul style="list-style-type: none"> ○ Binding Machinery (Government Printery); maintenance and repairs 	
<ul style="list-style-type: none"> ○ Digital Printing Equipment (Government Printery); maintenance and repairs 	
<ul style="list-style-type: none"> ○ ICT Equipment ○ (Computers, Keyboards, Projectors, Routers, Network Switches etc.) 	
<ul style="list-style-type: none"> ○ Fireproof Cabinets, Task Chairs 	
<ul style="list-style-type: none"> ○ Household Appliances/Furniture (Stoves, Washing Machines, Chairs) 	
<ul style="list-style-type: none"> ○ Ice Machines 	

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Goods/Services/Works	Average Value Of Projects Executed
<ul style="list-style-type: none"> ○ Telephones and PBX systems 	
<ul style="list-style-type: none"> ○ Household Appliances ○ (Stoves, Washing Machines, Chairs, Driers) 	
<ul style="list-style-type: none"> ○ Broadcast equipment <ul style="list-style-type: none"> <u>Video/Photo Equipment</u> Broadcast quality video cameras Tripods & tripod plates Broadcast quality video lighting & spare bulbs Camera batteries and Chargers Digital video cards, Sony XQD, scan disk extreme PRO compact flash cards Card readers, battery chargers Canon DSLR still cameras & accessories Photographic printers & inks Muslin backdrop & frames <u>Post -Production</u> Apple /iMac computers Apple/Mac displays Apple accessories <u>Server Upgrades</u> SNS-EVO extension, 16 Bay, 8 terabytes, Hard Drives Network switch, Gigabyte Cat 6, cat 10 twisted cables Fibre cables, RJ 45 connectors IT toolkit <u>Audio</u> RGB Belden Audio Cables (1000 ft. rolls) digital Male/female XLR connectors, RCA, 1/4, mini-phono connectors RBD Video Cables 3G-SDI- HD cables & connectors Soldering irons & accessories 	
<ul style="list-style-type: none"> ○ Other: 	
I. ICT Services	
<ul style="list-style-type: none"> ○ Data, Video, Voice (WAN, Broadband, Telecommunications etc.) 	
<ul style="list-style-type: none"> ○ Internet 	
<ul style="list-style-type: none"> ○ Cable (TV) 	
<ul style="list-style-type: none"> ○ Cloud Computing ○ (IaaS, PaaS, SaaS, DRaaS, etc.) 	

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Goods/Services/Works	Average Value Of Projects Executed
○ Solutions/Systems Design and Development (Application Systems etc.)	
○ Technical Support	
○ Other:	
J. Miscellaneous Goods and Services	
○ Travel (Air, Sea and Ground Transport)	
○ Catering	
○ Hotel Accommodation	
○ Training	
○ Courier Services	
○ Conference Services and Events Management	
○ Translators ○ Conservation/Restoration Services ○ Research Services/ Writers	
○ Speech Writing	
○ Engraving, Trophies and Medals	
○ Promotional and Branded Items	
○ Entertainment (Deejay Services, Performers)	
○ Décor (Plants, Floral Arrangements, Lights, Table Cloths, Stage Décor, etc.)	
○ Printer and Signage Services	
○ Graphic Design services	
○ Brochures	
○ Boxes	
○ Stamps	
○ Conservation items	
○ Transport services by moving company	
○ Other	
K. Rental Services	

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Goods/Services/Works	Average Value Of Projects Executed
○ Printers, Photocopiers, Multi-function Printers	
○ Office Accommodation and Storage	
○ Water Dispensing Machines	
○ Audio equipment	
○ Secondary storage	
○ Banner Rentals	
○ Tents, Chairs, Tables, Tablecloths, Stages, Backup Generator	
○ ICT Equipment (Computers, Keyboards, Projectors, Routers, Network Switches)	
○ Cable and internet services	
○ Audio visual equipment	
○ Vehicle rental/taxi service	
○ Back-up Generators	
○ Tools and equipment	
○ Other	
L. Consultancy Services	
<ul style="list-style-type: none"> ○ Research Services ○ Change Management Services ○ Human Resource Management Services (including the development of HRM Policies, HRM Processes, HRM Structures, HRM Manuals and Handbook both manual and electronic) ○ Instructional Design including online learning ○ Total Quality Management ○ Monitoring and Evaluation Services ○ Strategic Planning Services ○ Evaluation Services (e.g. Situational Analysis, Research Design, Sampling Strategy, Evaluation Framework, Assessment Instruments, Reports, etc.) 	

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Goods/Services/Works	Average Value Of Projects Executed

1.6.1 Are there any additional goods, works and/or services not stated above that you believe your company can provide to the Ministry?

.....

Part 2 – Financial Data

2.1 Contract Size:

Please select the category your organization is financially capable of providing goods, works and/or services for (including bank credit).

- Micro Contractors - Up to \$99,999 TTD
- Small Contractors - Between \$100,000 TTD and \$499,999 TTD
- Medium Contractors - Between \$500,000 TTD and \$999,999 TTD
- Large Contractors - Over \$1,000,000 TTD

Quantify the financial resources at your organization’s disposal for the provision of works/goods/services (Cash in Bank, Credit Facilities, financial supporters etc.) _____

2.2 Gross Annual Revenue (do not leave blank):

- 2015: \$..... (TTD)
- 2014: \$..... (TTD)
- 2013: \$..... (TTD)

2.3 Financial Statements

2.3.1 Has your company been in operation for over one (1) year?

- Yes *(Please Proceed)*
- No *(Newly registered companies must submit a Statement of Affairs showing all assets, liabilities and projected operational income and expenses within the first year)*

2.3.2 Sole Traders?

- No *(Please Proceed)*
- Yes *(Sole traders are required to show proof of quarterly tax payments for the last three (3) years)*

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2.3.3 Micro and Small Contractors ONLY: Are Management Accounts available?

- No *(Please indicate why)* _____
- Yes *(Micro or Small Applicants are required to submit Management Accounts prepared by a qualified Accountant and signed by two Directors for at least three (3) years)*

2.3.4 Medium and Large Contractors ONLY: Are Audited Financial Statements available?

- No *(Please indicate why)* _____.
- Yes *(please attach statements for the 3 most recent years, i.e., 2015, 2014 and 2013 or for as long as the business existed if less than 3 years)*

If your audited financial statements cannot be provided, please attach signed filed returns for the last two (2) 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.

2.4 Does your company file annual returns?

- No *(Please indicate why)* _____

- Yes *(Please attach latest copy)*

2.5 Bankers:

Please provide a banker's credit reference of your organization's standing.

Name: _____ Branch: _____
Address: _____
Telephone No.: _____ Contact/Reference Name: _____

Name: _____ Branch: _____
Address: _____
Telephone No.: _____ Contact/Reference Name: _____

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2.6 Insurance Coverage

The Applicant is requested to identify the types of Insurance cover maintained. Please note that Contractors will be required to provide the relevant Insurances (where applicable) if considered for a contract:

- Public Liability (\$ value to be established on a per contract basis)
- Workmen Compensation (\$ value to be established on a per contract basis)
- Motor Vehicle
- Employer's Liability
- Contractor's All Risk Liability
- Professional Indemnity (Consultants)

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

2.6.1 Please indicate your organization's ability to provide such insurances as required.

- Yes (*The Contractor is requested to outline, by way of a prepared schedule, the types of Insurance cover maintained. Include commitment letters*)

TYPE OF INSURANCE COVERAGE	NAME OF FIRM / AGENTDS AND ADDRESS

- No (*Please indicate why*)

2.6.2 Do you have any pending Insurance Claims?

- No
- Yes (please specify) _____

Part 3 – Key Personnel

3.1 Total number of persons employed in your organization _____

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3.1.1 List key personnel assigned to this project/service.

Resumes of key personnel to be submitted with this Questionnaire.
(Additional Sheets can be added)

Name: _____
Qualifications: _____
Position/Title: _____ % Interest in Business: _____
No. of Years' Experience _____

Name: _____
Qualifications: _____
Position/Title: _____ % Interest in Business: _____
No. of Years' Experience _____

Name: _____
Qualifications: _____
Position/Title: _____ % Interest in Business: _____
No. of Years' Experience _____

3.2 Declaration of Relationship:

All applicants shall make full disclosure of any existing relationship, business or otherwise, with the Ministry and/or any Ministry employee and/or immediate relatives.

Are you or any employee within your organization a relative of any MPAC employee or has any affiliation that would cause or perceive conflict of interest?

- No
 - Yes (please specify) _____
- _____

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3.2.1 Do you or any employee within your organization have any existing relationship, business or otherwise, with the Ministry that would cause real or perceived conflicts of interests?

- No
 Yes (please specify) _____

3.2.2 Were you and/or any employee within your organization ever employed with the Government of Trinidad and Tobago?

- No
 Yes (please specify Ministry and year of employment) _____

3.3 Judgements/Litigation

3.3.1 Are there any judgements, actions or claims, completed or pending that was brought against you, the company, employees and/or directors?

- No
 Yes (please specify)

LITIGATION MATTER	LITIGATING PARTY	STATUS

3.3.2 Has you/your company within the past ten (10) years ever been disqualified or prevented from bidding or completing any public works for any reason?

- No
 Yes (please state reason and agency to do so) _____

Part 4 – Work History and References

4.1 Are you currently contracted to provide services for the Government of Trinidad and Tobago?

- No
 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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4.2 Can your company satisfy Jobs/Projects involving strict time durations? Yes No

4.3 Have you selected more than one Category in Section 1.6? Yes No

4.3.1 List, **per category**, three (3) references for which you have provided similar Works/Services/Goods within the last three (3) years.

CATERGORY	CLIENT NAME	CONTACT NAME/PERSON	TELEPHONE NUMBER	CONTRACT VALUE \$	DATE OF CONTRACT TERM	BRIEF DESCRIPTION OF SERVICE

4.4 Sub-contracting

Does your organization use sub-contractors? Yes No
 (If yes, please list any associated work that would typically be subcontracted to other Contractors.)

Specific type of work being sub-contracted: _____

Company Name: _____

Contact Name at the above noted company: _____

Contact Phone number for the above: _____

Length of time working for you as a sub-contractor: _____

4.5 List all tools, equipment, hardware and software

If arrangements are being made with an equipment supplier, a commitment letter from the supplier with the list of equipment and ownership documentation is required. (Micro/Small Vendors exempted)

NAME, MAKE, REGISTRATION NUMBER & DESCRIPTION OF EQUIPMENT/UNIT(S) (INCLUDING LABS, WORKSHOPS, KITCHENS, ETC.)	OWNED/ LEASED	AGE	CONDITION	SERIAL NUMBER	MODEL NUMBER

(Additional Rows can be added)

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Part 5 – Environmental and Safety

5.1.1 Does your company have/adhere to a documented code of environmental practice?
 (If yes, please provide a copy) Yes No

5.1.2 Does your company have a documented HSE Policy endorsed by Top Management?
 (If yes, please provide a copy) Yes No

5.1.3 Is a documented Quality Management System implemented within your company?
 (If yes, please provide a copy) Yes No

5.1.4 Do you have procedures for handling corrective actions i.e. identify and analyze root causes of a nonconformities? Yes No

5.1.5 Are nonconformities and corrective actions recorded, followed up and closed out? Yes No

5.1.6 Does a training program exist for all personnel and new hires?
 (If yes, please provide evidence of different types offered) Yes No

5.2.1 Is there a Key HSSE Personnel (Certified by an authorized HSE Agent) in your organization?
 (If yes, populate table below attaching Resume/Certificates) Yes No

NAME	POSITION	CONTACT NO.	EMAIL ADDRESS

5.2.2 Do you record accidents, incidents, first aid injuries and near misses?
 (If yes, please use last year's accident log to fill the following) Yes No

- (a) Number of Injuries
- (b) Number of Illnesses
- (c) Number of Lost Workday cases
- (d) Number of Restricted Workday cases
- (e) Number of cases with medical attention only
- (f) Number of Fatalities

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5.2.3 Are these accident reports and report summaries sent to the following?

(If yes, please populate the table below indicating how often)

Yes No

	YES	NO	MONTHLY	QUARTERLY	ANNUALLY
SUPERVISOR					
MANAGER					
CEO/MANAGING DIRECTOR					

(Micro/Small Suppliers exempted from Question 5.2.4 below)

5.2.4 How are accident records and accident summaries kept? How often are they reported?

(If yes, please populate the table below)

Yes No

	YES	NO	MONTHLY	ANNUALLY
COSTS TOTALLED FOR ENTIRE COMPANY				
ACCIDENTS TOTALLED BY PROJECT				
• SUBTOTALLED BY SUPERINTENDENT				
• SUBTOTALLED BY FOREMAN				

5.2.5 Does your company hold safety meetings for Employees?

Yes No

How often?

Weekly

Bi-Weekly

Monthly

Less often, as needed

5.2.6 Does your company conduct project safety, environmental safety and/or sanitary inspections?

Yes No

If yes, who conducts this inspection (give job title)?

.....

And how often

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Part 6 – Prospective Vendor/Supplier Certification

I have carefully examined the Questionnaire and any other documents accompanying or made a part of the Questionnaire.

I certify that to the best of my knowledge, the particulars given in this Questionnaire are true and correct. I authorize the Ministry to make direct enquiries and references to any person, firm or organization named in this Questionnaire to verify information submitted herein or regarding the competence and general reputation of the firm.

I further certify that I am duly authorized to submit this Questionnaire on behalf of the firm/company.

Name of Business and Address

Print Name

Position

Signature

Date

Phone #: _____

Fax #: _____

Please proceed to the Schedules
Applicants are required to fill out Schedules I and II

SCHEDULE I

Ministry of Public Administration and Communications

CONTRACTOR PREQUALIFICATION QUESTIONNAIRE (2017)

APPLICANT DECLARATION, ACKNOWLEDGEMENT AND SIGNATURE

A MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION OR DE-REGISTRATION FROM THE MINISTRY'S VENDOR/SUPPLIER DATABASE

I, _____ (full name), affirm that I am the _____ (title) and an authorised representative of the applicant business _____ (name) and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. I recognise that the information submitted in this application is for the purpose of prequalifying with the Ministry. I understand that the Ministry may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorise the Ministry to contact any entity named in the application, banking institutions, credit agencies, Vendors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining eligibility. I accept that if these inquiries indicate poor performance or questionable conduct, the Ministry 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.

I affirm that my business _____ (name) or any of its directors/officers are not insolvent, in receivership, bankrupt or being wound up. Our affairs are not being administered by a court or judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

I attest that the qualifications attached are made to be true and all qualifications of all directors and key personnel will be supplied upon tendering for contracts.

I agree to provide written notice to the recipient agency of any material change in the information contained in the original application within 30 calendar days of such change.

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.

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

Ministry of Public Administration and Communications
CONTRACTOR PREQUALIFICATION QUESTIONNAIRE (2017)

I understand that Applicants 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/our submission.

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

I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for denial or immediate revocation of certification.

I declare, under penalty of perjury, that the information provided in this application and supporting documents is true and correct.

Signature: _____

Date: _____

Company Stamp/Seal:

Ministry of Public Administration and Communications
CONTRACTOR PREQUALIFICATION QUESTIONNAIRE (2017)

SCHEDULE II
Pre-Qualification Checklist (√)

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

- () **Statutory Documents e.g. VAT Certificates, NIS Certificates etc. (Section 1.4)**
- () **Company Organizational Chart showing subsidiary/affiliate if applicable (Section 1.5)**
- () **Resume of Key Personnel (Section 1.6)**
- () **Newly Registered Companies - Statement of Affairs (Section 2.6.1)**
- () **Sole Traders – Quarterly Tax Payments (Section 2.6.2)**
- () **Micro/Small Companies – Management Accounts (Section 2.6.3)**
- () **Medium/Large Companies – Audited Financial Statements (Section 2.6.4)**
- () **Official Letter from Bankers Credit Reference. (Section 2.6.5)**
- () **Last Annual Return (Section 2.6.7)**
- () **Insurance Coverage Documents (Section 2.7)**
- () **Letters of References (Section 4.1)**
- () **Quality Management Scope (Section 5.1)**
- () **HSE Policy (Section 6.1.1)**
- () **Employee Training Documentation (Section 6.1.2)**
- () **Risk Assessment Documentation (Section 6.1.3)**
- () **Code of Environmental Practice Documentation (Section 6.5)**

END OF DOCUMENT