



**APPLICATION FOR VENDOR QUALIFICATION  
VENDORS WITH AN ANNUAL SPEND OF  
\$175,000 TO LESS THAN \$500,000 VAT INCLUSIVE**

**SUBMITTED BY:** .....

Organization/Vendor Name  
As stated on your Business Registration Document

**CATEGORY OF GOODS AND/OR  
SERVICES APPLYING FOR:**

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(e.g. A1, E2, G3, J4)

.....

**FOR OFFICIAL USE ONLY**

**DATE RECEIVED**

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(mm:dd:yyyy)

**RECOMMENDED BY:**

.....  
SIGNATURE  
OPERATIONS OFFICER, SUPPORT SERVICES - PROCUREMENT

.....  
DATE

**APPROVED BY:**

.....  
SIGNATURE  
SENIOR OPERATIONS OFFICER, SUPPORT SERVICES - PROCUREMENT

.....  
DATE



## QUALIFICATION OF VENDORS

### TABLE OF CONTENTS

1. INTRODUCTION - QUALIFICATION OF VENDORS	3
2. GENERAL INSTRUCTIONS	4
3. CATEGORIES OF WORKS, SUPPLIES & SERVICES	5
4. QUALIFICATION CRITERIA	8
SECTION ONE: General Information	9
SECTION TWO: - Statutory Documents	10
SECTION THREE: References	11
Bank Reference Letter	11
Customer Reference	11
5. SUBMISSION OF DOCUMENTS	12
6. DECLARATION ON CONFLICT OF INTEREST	13
APPENDIX 1	14
VENDOR CHECKLIST	14



## QUALIFICATION OF VENDORS

### 1. INTRODUCTION - QUALIFICATION OF VENDORS

The Central Bank of Trinidad and Tobago (The Bank) was established by an Act of Parliament in 1964. The Bank is responsible for the regulation of the financial system in Trinidad and Tobago and the fostering of economic growth and development through sound and effective monetary management.

The Bank is desirous of **Qualifying** individuals, contracting firms and companies, to provide various categories of goods and/or services (G&S) to the Bank, consistent with the guidelines of its revised Procurement Procedures Manual.

Successful applicants will be added to the Bank's Qualified Register. A Vendor's re-qualification will be performed every three years or as needed to determine if the Vendor still meet the technical and quality capabilities to provide the required G&S.



## QUALIFICATION OF VENDORS

### 2. GENERAL INSTRUCTIONS

1. The applicant is required to submit **all documents** to be considered for Qualification.
2. **This questionnaire is only applicable for the provision of G&S by Vendors ranging from \$175,000 to less than \$500,000 VAT Inclusive annually.**
3. The evaluation and subsequent Qualification will be based on the information provided in each section of this document.
4. The Vendor shall provide as much details as possible with respect to the information required. This will facilitate the processing of the application.
5. Where the space provided within the questionnaire is found to be inadequate, the applicant may provide schedules in the format indicated and attach same.
6. All Applicants shall be advised in writing at the appropriate time, on the status of an application.
7. Applicants are advised that a representative of the Bank may visit their premises and seek verification of certain information recorded on the questionnaire.
8. If any information provided in the questionnaire by the respondent is found to be false and/or misleading, the application shall be forthwith rejected. In the event where this is discovered subsequent to the admission of a Vendor to the Bank's Qualification Register, the Vendor shall be forthwith removed.
9. The Bank does not bind itself to Qualify any Vendor and will not be responsible for any costs incurred in the preparation of any application.
10. In evaluating the applications submitted, the Bank reserves the absolute and unfettered discretion to:
  - (a) Accept or reject any application that fails to comply with the requirements set out in this Qualification Questionnaire.
  - (b) Assess applications as it sees fit, without in any way being obliged to Qualify any applicant.
  - (c) Determine whether any applicant satisfactorily meets the established selection criteria.
  - (d) Request clarification after the dates and times set out from the submission date.



## QUALIFICATION OF VENDORS

### 3. CATEGORIES OF GOODS & SERVICES

#### **A. General Building Maintenance Works and Related Services**

1. General contractors
2. Carpentry works
3. Plumbing works
4. Electrical works
5. Masonry works
6. Painting Works
7. Welding and Fabrication
8. Scaffolding Rental
9. Plant and Landscaping Services
10. Specialist Interior Outfitting Contractor

#### **B. Other Goods and Services**

1. Home and Office Furniture and Equipment
2. Travel Agency Services
3. Vehicles Sales
4. Computer Hardware and Software
5. Advertising, Public Relations and Corporate Communications Services
6. Catering and Bar Services
7. Auctioneering Services
8. Government Ministry/Agency Services

#### **C. Professional Services**

1. IT Services and Consultancy
2. Architectural Services
3. Insurance Brokerage Services
4. Group Health/Medical Insurance Services
5. Health/Medical Services
6. Financial Advisory Services
7. Engineering Services – Civil, Structural, Mechanical
8. Quantity Surveyor Services
9. Valuator Services
10. Records Management Services
11. Auditing Services
12. Human Resource and Development Services
13. Consultancy Services
14. Customs Brokerage/Shipping Services



## QUALIFICATION OF VENDORS

### 3. CATEGORIES OF GOODS & SERVICES (CON'T)

#### **D. Interior Design/Cleaning Services**

1. Interior Design and General Decorating Services
2. Plant Rental and Maintenance
3. Janitorial Services
4. Power Washing and Surface Cleaning Services
5. Window Washing and Tower Cleaning Services
6. Furniture Cleaning Services

#### **E. Health and Safety**

1. Garbage Disposal and Provision of Sanitary Bins and Related Supplies
2. Disposal of e-waste and Poisonous Substances
3. Health, Safety and Environmental Services
4. Safety Equipment and Supplies
5. Pest Control Services
6. Lock Smith Services

#### **F. Corporate Services**

1. Market Research and Analysis
2. Event Planning and Rental Services
3. Children's Toys and Gift Items
4. Photography Services
5. Concept and Design of Calendars and Corporate Diaries
6. Corporate Promotional Items
7. Staff Uniforms
8. Signage, Banners Emblems and Flags

#### **G. General Supplies**

1. Kitchen Equipment and Supplies
2. General Household Appliances
3. Canteen/Grocery Supplies
4. Stationery Supplies
5. Hardware Supplies
6. Bathroom Supplies and Accessories
7. Commercial Cafeteria Equipment and Supplies
8. Gym and Sporting Equipment
9. Uninterruptable Power Supply (UPS)



## QUALIFICATION OF VENDORS

### 3. CATEGORIES OF GOODS & SERVICES (CON'T)

#### **H. General Services**

1. Vehicle Cleaning and Repair Services
2. Provision of Cafeteria Catering Services
3. Dry Cleaners and Laundering Services
4. Hospitality Attendant Services
5. Storage/Warehouse Services
6. Commercial Printing and Publication Services
7. Gym Management Services
8. Gym Equipment Service and Repair
9. Transportation and Moving Services
10. Elevator Maintenance Services
11. Rental of Office Space
12. Heating Ventilation & Air Conditioning (HVAC) Services
13. Courier Services
14. Generator Sales and Services
15. Water Treatment Services
16. Water and Sewerage Services
17. Gas and Fuel Services
18. Electricity Services

#### **I. Telecommunications/Electronics Services**

1. Music/Electronics/Sound Systems
2. Telecommunication Services
3. Sale, Rental of Printers/Copiers and other Office Equipment
4. Cable TV

#### **J. Specialized Machinery & Equipment**

1. Specialized Security Equipment, Arms, Ammunition, Handcuffs
2. Fabric Embroidery and Embossing Services
3. Supply of Security Uniform Supplies
4. Supply and Servicing of Security Equipment



## QUALIFICATION OF VENDORS

### 4. QUALIFICATION CRITERIA

Qualification will be based on applicants meeting the minimum requirements as outlined in this Application form. The criteria include:

- **General Information.**
- **Statutory Requirements** - *Value Added Tax (VAT) Certificate/VAT Exemption, Board of Inland Revenue (BIR) Tax Clearance Certificate, National Insurance Board (NIB) Compliance/Exemption, Certificate of Incorporation/Continuance/Amendment, Annual Return/Change of Directors, Certificate of Registration of Business – Registration as Sole Trader/Partnership/Firm as applicable.*
- **Bank Reference Letter.**
- **Customer Reference** - *At least one (1) past or present client/customer.*

Please refer to **Appendix 1** to indicate which documents you have submitted.

#### NOTE

Please be advised that only one set of Statutory documents should be submitted with the application, irrespective of the number of packages for which you have applied. If different G&S are being applied for different references should be provided.





## QUALIFICATION OF VENDORS

### SECTION ONE: GENERAL INFORMATION

**VENDOR REGISTERED NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATORY NAME:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**VALID IDENTIFICATION NUMBER:** \_\_\_\_\_

(✓) ID  PP  DP   
Attach a copy of the ID with this application

**REGISTERED ADDRESS:** \_\_\_\_\_

Street Address 1

Street Address 2

City

State/Province

Zip/Postal Code

Country

**MAILING ADDRESS:** if different from above: \_\_\_\_\_

Street Address 1

Street Address 2

City

State/Province

Zip/Postal Code

Country

**TELEPHONE CONTACT(S):** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**WEBSITE ADDRESS:** \_\_\_\_\_

**OTHER KEY PERSONNEL:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**TELEPHONE CONTACT(S):** \_\_\_\_\_

**OTHER KEY PERSONNEL:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**TELEPHONE CONTACT(S):** \_\_\_\_\_



## QUALIFICATION OF VENDORS

### SECTION TWO: STATUTORY DOCUMENTS

Copies of the following documents **MUST** be submitted with this application. Please tick the documents you have submitted. If not applicable please explain why.

Reasons why documents are not applicable.

VAT Certificate/VAT Exemption

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BIR Clearance Certificate

---

NIB Compliance/Exemption

---

Certificate of Incorporation/  
Continuance/Amendment

---

Recent Annual Return

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Certificate of Registration of  
Business – Registration as Sole  
Trader/Partnership/Firm

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\* For foreign Vendors only Certificate of Incorporation is required for submission.

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Date Company Registered:

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Number of Years in Active Operation:

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## QUALIFICATION OF VENDORS

### SECTION THREE: REFERENCES

#### BANK REFERENCE LETTER

Please attach with this application a Bank Reference Letter from your bankers.

Name of Bankers: \_\_\_\_\_

#### CUSTOMER REFERENCE

Please attach at least one customer reference from within the last 3 years, for which you have provided similar G&S. Use the table below to provide information on reference(s).

1. YEAR G&S WAS PROVIDED: \_\_\_\_\_

WHAT G&S WAS PROVIDED: \_\_\_\_\_

APPROXIMATE CONTRACT SUM e.g. \$3,000,000.00: \_\_\_\_\_

REFERENCE NAME: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_

2. YEAR G&S WAS PROVIDED: \_\_\_\_\_

WHAT G&S WAS PROVIDED: \_\_\_\_\_

APPROXIMATE CONTRACT SUM e.g. \$3,000,000.00: \_\_\_\_\_

REFERENCE NAME: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_

3. YEAR G&S WAS PROVIDED: \_\_\_\_\_

WHAT G&S WAS PROVIDED: \_\_\_\_\_

APPROXIMATE CONTRACT SUM e.g. \$3,000,000.00: \_\_\_\_\_

REFERENCE NAME: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_



## QUALIFICATION OF VENDORS

### 5. SUBMISSION OF DOCUMENTS

1. Please ensure that you provide all applicable information required on the Application form.
2. Before submission of the Application form use the link provided to access the Vendor information page.
3. Complete all required information on the Vendor Information Page.
4. Submit the completed Qualification application form(s) and any other supporting documents via the link available on the Bank's website. *This must be in PDF format.*
5. You should receive an automatic notification that your form was received.
6. If you do not please contact us at [procurement\\_qualification@central-bank.org.tt](mailto:procurement_qualification@central-bank.org.tt) or extensions 2165, 2195 or 2734.

Application Forms may also be submitted via the following:

1. Email your completed application to [procurement\\_qualification@central-bank.org.tt](mailto:procurement_qualification@central-bank.org.tt) and include in the subject heading – *Qualification of Vendors – Vendor Name. This must be in PDF format.*
2. Mail in your application and address as follows:

#### QUALIFICATION/REGISTRATION OF VENDORS

The Assistant Manager  
Support Services - Procurement  
Central Bank of Trinidad & Tobago  
Eric Williams Financial Complex  
Independence Square  
**PORT OF SPAIN**

**Include Company Name/Stamp on envelope**

Qualification or Registration will be based on applicants meeting the requirements as outlined in the Application forms. Please note that all information must be provided and required documents submitted to be considered to do business with the Bank.



## QUALIFICATION OF VENDORS

### 6. DECLARATION ON CONFLICT OF INTEREST

#### DECLARATION ON CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all Vendors shall make full disclosure of any existing business relationship with any Central Bank of Trinidad and Tobago employee.

Do you have a relationship with any Central Bank of Trinidad and Tobago employee? If yes provide name and explain the nature of the relationship.

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

I \_\_\_\_\_ declare, for and on behalf of  
(Company Name) .....

that all the information furnished to The Central Bank of Trinidad and Tobago in connection with this Qualification is true and accurate in all material respect. The Central Bank of Trinidad and Tobago is hereby authorized to make such inquiries to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Authorized Signatory: \_\_\_\_\_  
BLOCK LETTERS

Job Title: \_\_\_\_\_

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



## QUALIFICATION OF VENDORS

### APPENDIX 1

#### QUALIFICATION CHECKLIST

<b>VENDOR NAME:</b>	
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The listed documents below are mandatory and are required for Qualification. Candidates shall tick against each item indicating that they have submitted the information.

DOCUMENTS SUBMITTED	Yes	No	N/A
Valid National Identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address of Vendor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VAT Certificate <input type="checkbox"/> /VAT Exemption <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIR Clearance Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NIB Compliance <input type="checkbox"/> /Exemption <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Return <input type="checkbox"/> /Change of Directors <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Incorporation <input type="checkbox"/> /Continuance <input type="checkbox"/> /Amendment <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Registration of Business – Registration as Sole Trader <input type="checkbox"/> / Partnership <input type="checkbox"/> /Firm <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Reference Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Reference 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding documents and comments:			

\_\_\_\_\_  
NAME (BLOCK LETTERS)  
AUTHORIZED SIGNATORY

\_\_\_\_\_  
DATE