



CENTRAL BANK OF
TRINIDAD & TOBAGO

**GUIDELINES TO REGISTER AND QUALIFY WITH THE
CENTRAL BANK OF TRINIDAD AND TOBAGO**

*PROMOTING FAIRNESS,
INTEGRITY AND TRANSPARENCY
THROUGH COMPETITIVENESS*



VENDOR QUALIFICATION AND REGISTRATION GUIDELINES

INTRODUCTION

The Central Bank of Trinidad and Tobago is desirous of Registering and Qualifying individuals and companies to provide selected goods and/or services (G&S) to the Bank. This is a fundamental part of our operations as we are committed to pursuing Vendors that are aligned with our core values of Integrity, Excellence, Teamwork, Leadership, and Stakeholder Focus. This guideline provides a step by step process for potential Vendors applying for Qualification with the Bank. We look forward to doing business with you.

Vendors are free to submit documents in keeping with the level for which they wish to be considered. Where the actual expenditure exceeds the approved level, the Vendor will be required to submit any additional information necessary to become Qualified at a higher level. Additionally, the Bank's budgeted expenditure for a particular G&S may also guide the appropriate level of Qualification or Registration.

Please refer to **Appendix 1** for Frequently Asked Questions.

PURPOSE

To provide a formal and transparent process for the steps by which Vendor Qualification and Registration may be achieved. This document covers the process and is intended to clarify the requirements of both Qualification and Registration. All Vendors should be Qualified or Registered before doing business with the Bank.



VENDOR QUALIFICATION AND REGISTRATION GUIDELINES

APPLICATION PROCESS

Applying is simple. There are four (4) steps in applying:

1. **Step one:** Identify categories for which you wish to Qualify or Register.
2. **Step two:** Decide on the value you wish to Qualify or Register under.
3. **Step three:** Fill out and submit Application Form.
4. **Step four:** Time and date of document submission.

STEP ONE: IDENTIFY CATEGORIES FOR QUALIFICATION OR REGISTRATION

Each category contains **a letter** and **a number**; for example, a company will select the category **"A4"** if they wish to be Qualified or Registered in **Electrical Works**. You may select as many categories as are relevant to the G&S offered by your company. The following table details the available categories.

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



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STEP ONE: IDENTIFY CATEGORIES FOR QUALIFICATION OR REGISTRATION (CON'T)

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

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



VENDOR QUALIFICATION AND REGISTRATION GUIDELINES

STEP ONE: IDENTIFY CATEGORIES FOR QUALIFICATION OR REGISTRATION (CON'T)

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)

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



VENDOR QUALIFICATION AND REGISTRATION GUIDELINES

STEP TWO: DECIDE ON THE VALUE YOU WISH TO QUALIFY OR REGISTER UNDER

There are different levels in which Vendors can apply for, based on the monetary value of G&S being supplied. Vendors whose purchases are anticipated to be less than \$175,000 VAT Inclusive annually will not have to go through the Qualification process but Register with the Bank. Vendors whose purchases are anticipated to be \$175,000 VAT Inclusive and over will have to go through the Qualification process. Vendors that have had a relationship with the Bank previously will be placed accordingly. Potential Vendors will have to decide on the value they wish to Qualify or Register with the Bank. The categories are as follows:

REGISTRATION REQUIREMENTS FOR LOCAL VENDORS

Annual Value of purchases	Documents Required for Registration
Less than \$175,000 VAT Inclusive	<ul style="list-style-type: none"> • National Identification • Address • Contact number • Certificate of Incorporation/Continuance/Amendment • Recent Annual Return • Certificate of Registration of Business - Registration as Sole Trader/ Partnership/Firm as applicable.

QUALIFICATION REQUIREMENTS FOR LOCAL VENDORS

Annual Value of purchases	Documents Required for Qualification
From \$175,000 annually to less than \$500,000 VAT Inclusive	<ul style="list-style-type: none"> • National Identification • Address • Contact number • VAT Certificate /VAT Exemption • BIR Clearance • NIB Compliance/Exemption • Certificate of Incorporation/Continuance/Amendment • Recent Annual Return • Certificate of Registration of Business - Registration as Sole Trader/ Partnership/Firm as applicable • Bank Reference letter • At least one customer reference.
\$500,000 and over VAT Inclusive	<ul style="list-style-type: none"> • National Identification • Address • Contact number • VAT Certificate/VAT Exemption • BIR Clearance • NIB Compliance/Exemption • VAT Registration • Certificate of Incorporation/Continuance/Amendment • Recent Annual Return • Certificate of Registration of Business - Registration as Sole Trader/Partnership/Firm as applicable • Financial Capacity – Audited Financial Statements (at least two recent years)* • Bank Reference letter • At least three customer references.

* Where Audited Financial Statements are not available, Accounts Reports must be provided.

* A copy of all statutory documents is to be submitted with your application.



VENDOR QUALIFICATION AND REGISTRATION GUIDELINES

STEP TWO: DECIDE ON THE VALUE YOU WISH TO QUALIFY OR REGISTER UNDER (CON'T)

REGISTRATION REQUIREMENTS FOR FOREIGN VENDORS

Annual Value of purchases

Documents Required for Registration

Less than \$175,000

- National Identification
- Address
- Contact number
- Certificate of Incorporation/Continuance/Amendment

QUALIFICATION REQUIREMENTS FOR FOREIGN VENDORS

Annual Value of purchases

Documents Required for Qualification

From \$175,000 annually to less than \$500,000

- National Identification
- Address
- Contact number
- Certificate of Incorporation/Continuance/Amendment
- Bank Reference letter
- At least one customer reference.

\$500,000 and over

- National Identification
- Address
- Contact number
- Certificate of Incorporation/Continuance/Amendment
- Financial Capacity – Audited Financial Statements (at least two recent years)*
- Bank Reference letter
- At least three customer references.

* Where Audited Financial Statements are not available, Accounts Reports must be provided.

* A copy of your certificate of Incorporation/Continuance/Amendment is to be submitted with your application.



VENDOR QUALIFICATION AND REGISTRATION GUIDELINES

STEP THREE: FILL OUT AND SUBMIT APPLICATION FORM

1. All Qualification documents will now be available on Central Bank's website.
2. Log on to the Bank's website at www.central-bank.org.tt for further details.
3. On the home page, look for the *Online Procurement Process* to obtain the Qualification forms and Guidelines.
4. Read the Guidelines first, which provides information on applying for Qualification.
5. Choose the appropriate Qualification Form for which you wish to Qualify under.
6. Familiarize yourself with the requirements of the application form.
7. Complete the application form(s) and ensure that you provide all applicable information required.
8. After completion, please use the link provided to access the Vendor information page.
9. Complete all information on the Vendor Information Page.
10. 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.*
11. You should receive an automatic notification that your form was received.
12. If you do not, please contact us at 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 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.



VENDOR QUALIFICATION AND REGISTRATION GUIDELINES

STEP FOUR: TIME AND DATE OF DOCUMENT SUBMISSION

The time frame for submission of applications for Qualification is two (2) weeks from date of downloading the Application.

- Qualification or Registration with the Bank does NOT guarantee that a Vendor will be invited to submit a tender, nor does it guarantee the award of contracts.
- All Vendors will be informed of their status.
- The Central Bank shall treat all information provided by Vendors as confidential, except where otherwise required by law.

VENDOR RE-QUALIFICATION

A Vendor's review will take place every three years or as needed to meet the Bank's requirements. This is to determine if the Vendor still has the capabilities or if there are changes in the delivery or service to provide the required G&S. The Bank will notify the Vendors in writing when their status is due for review. Vendors will therefore, be required to provide the following every three years or upon request:

RE-REGISTRATION REQUIREMENTS FOR LOCAL VENDORS

Annual Value of purchases	Documents Required
Less than \$175,000 VAT Inclusive	<ul style="list-style-type: none"> • Any changes to name, address or contact information • Certificate of Incorporation/Continuance/Amendment • Recent Annual Return

RE-QUALIFICATION REQUIREMENTS FOR LOCAL VENDORS

Annual Value of purchases	Documents Required
From \$175,000 annually to less than \$500,000 VAT Inclusive	<ul style="list-style-type: none"> • Any changes to name, address or contact information • Certificate of Incorporation/Continuance/Amendment • Recent Annual Return • VAT Certificate/VAT Exemption • BIR Clearance • NIB Compliance/Exemption.
\$500,000 and over VAT Inclusive	<ul style="list-style-type: none"> • Any changes to name, address or contact information • Certificate of Incorporation/Continuance/Amendment • Recent Annual Return • VAT Certificate/VAT Exemption • BIR Clearance • NIB Compliance/Exemption • Financial Capacity – Audited Financial Statements (at least two recent years).*

* Where Audited Financial Statements are not available, Accounts Reports must be provided.

* A copy of all statutory documents is to be submitted with your application..



VENDOR QUALIFICATION AND REGISTRATION GUIDELINES

STEP FOUR: TIME AND DATE OF DOCUMENT SUBMISSION (CON'T)

RE-REGISTRATION REQUIREMENTS FOR FOREIGN VENDORS

Annual Value of purchases	Documents Required
Less than \$175,000	<ul style="list-style-type: none">• Any changes to name, address or contact information.• Certificate of Incorporation/Continuance/Amendment

RE-QUALIFICATION REQUIREMENTS FOR FOREIGN VENDORS

Annual Value of purchases	Documents Required
From \$175,000 annually to less than \$500,000	<ul style="list-style-type: none">• Any changes to name, address or contact information• Certificate of Incorporation/Continuance/Amendment.
\$500,000 and over	<ul style="list-style-type: none">• Any changes to name, address or contact information• Certificate of Incorporation/Continuance/Amendment• Financial Capacity – Audited Financial Statements (at least two recent years).*

* Where Audited Financial Statements are not available, Accounts Reports must be provided.
* A copy of all statutory documents is to be submitted with your application.



VENDOR QUALIFICATION AND REGISTRATION GUIDELINES

APPENDIX 1

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. What is the difference between Qualification and Registration?

Qualification is a process where Vendors are evaluated using a pre-determined criteria. If a Vendor meets the requirements of the criteria they will be included on the Bank's Qualification database.

Registration with the Bank on the other hand does not require the Vendor to go through the Qualification process. The Vendor Registers with the Bank by providing the information requirements as stated in the Guidelines.

2. What benefits do I gain from Qualifying/Registering?

Qualification gives Vendors the opportunity to do business with the Bank. This thereby reduces administrative redundancy, risk, provides a positive business relationship between organisations and gives you an advantage as a Qualified or Registered Vendor over Vendors who are not Qualified or Registered with the Bank.

3. How long does it take to become Qualified/Registered with the Bank?

If the applicant was invited to Qualify or Register, within two months feedback should be administered. However, if applied via public invitation, feedback should be issued within four months. This is provided that all relevant documents were submitted.

4. How long is Qualification/Registration valid?

If successful, the Vendor will be Qualified or Registered for 3 years.

5. Does Qualifying/Registering mean that I am guaranteed business or a contract to do business with the Bank?

No. Qualifying or Registering with the Bank means that you would be added to the Bank's Register of Vendors. This does not guarantee business with the Bank.

6. Who can I contact for further information?

For Further Information you can contact the Procurement team at 621-2288/235-2288 Exts. 2165/2195/2734 or email at procurement_qualification@central-bank.org.tt.