



**REGISTRATION OF
SUPPLIERS AND CONTRACTORS**

GENERAL INFORMATION

In preparation for the full proclamation of the Public Procurement and Disposal of Public Property (PP&DPP) Act 2015, the Integrity Commission is seeking to determine the eligibility of suppliers and contractors in accordance to the PP&DPP Act, section 29 which states that:

- (1) A procuring entity shall ensure that suppliers and contractors—
 - (a) have the legal capacity to enter into the procurement contract;
 - (b) are not insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by a court or a judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing;
 - (c) have not, and their directors or officers have not, been convicted of any criminal offence;
 - (d) have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
 - (e) have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
 - (f) meet relevant industry standards.
- (2) Subject to the right of suppliers or contractors to protect their intellectual property or trade secrets, a procuring entity shall require suppliers or contractors to provide appropriate documentary evidence or other information to satisfy itself that the suppliers or contractors are qualified in accordance with subsection (1).
- (3) Any requirement established pursuant to this section shall be set out in the pre-qualification or pre-selection documents, if any, and in the solicitation documents and shall apply equally to all suppliers or contractors.
- (4) A procuring entity shall evaluate the qualifications of suppliers or contractors in accordance with the qualification criteria specified in subsection (1) and procedures set out in the pre-qualification or pre-selection documents, if any, and in the solicitation documents.
- (5) Notwithstanding subsection (4), a procuring entity may require the supplier or contractor presenting the successful submission to certify on oath that the documentary evidence provided to demonstrate his qualifications for the particular procurement is true and correct.
- (6) A procuring entity shall disqualify a supplier or contractor if the information submitted concerning the qualifications of the supplier or contractor was materially inaccurate or materially incomplete so as to constitute a misrepresentation.
- (7) A procuring entity may disqualify a supplier or contractor if the information submitted concerning the qualifications of the supplier or contractor was inaccurate or incomplete in any respect and the supplier or contractor fails to promptly remedy the inaccuracy or incompleteness upon the request of the procuring entity.

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(8) A procuring entity may require a supplier or contractor that was pre-qualified in accordance with this Act to demonstrate his qualifications again in accordance with the same criteria used to pre-qualify such supplier or contractor.

(9) A procuring entity shall disqualify any supplier or contractor who, without reasonable cause, fails to demonstrate his qualifications when requested to do so.

(10) A procuring entity shall promptly notify each supplier or contractor who is requested to demonstrate his qualifications again as to whether or not he has done so to the satisfaction of the procuring entity.

ELIGIBILITY ASSESSMENT

The eligibility assessment is intended to assess contractors or suppliers to determine their eligibility to supply various goods and services that the Commission envisages procuring. A list of these categories of goods and services is provided in Section 1.

Eligibility is open to suitably qualified and experienced entities registered to conduct business in Trinidad and Tobago. All information provided should be in English Language.

Applicants are assessed using the five (5) criteria listed below as stated in the PP&DPP Act section 29(1). To be eligible, applicants **must** pass all five (5) criteria listed below.

| No | Criteria | Pass/Fail |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1 | Legal capacity to enter into the procurement contract | |
| 2 | Not be insolvent, in receivership, bankrupt or being wound up, affairs are not being administered by a court or a judicial officer, business activities have not been suspended and are not the subject of legal proceedings for any of the foregoing | |
| 3 | The directors/owners and officers have not been convicted of any criminal offence | |
| 4 | Fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago | |
| 5 | Possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and meet relevant industry standards. | |

INSTRUCTIONS & ASSESSMENT PROCESS

- Applicants are required to complete Sections 1 to 5 and submit to the Integrity Commission. It is the Integrity Commission's objective to identify prospective suppliers and contractors that are eligible to tender for goods and services as listed in Section 1.
- Applicants are allowed to register for more than one (1) category as set out in Section 1.
- Applicants **must** provide supporting documents/evidence for questions asked in Section 3 and complete Appendices 1 to 3 where applicable.
- Applicants **must** demonstrate that they have the capacity, qualification, resources and experience to meet the requirements as outlined in the PP&DPP Act. Applicants will bear the full cost incurred in preparing and submitting the requested information.
- Applicants are required to refrain from engaging in improper conduct in the submission and processing of their applications. Applicants who attempt to influence or provide any form of inducement, reward or benefit to any of the Integrity Commission's representative, will be disqualified from participating further in the registration process.
- If information contained in the application is found to be false and or misleading, the Applicant shall be forthwith rejected. If this is discovered subsequent to the admission of an application, the person/organization shall be forthwith de-registered.
- It is the responsibility of the Applicant to inform the Integrity Commission of any change of address, phone number(s) or other relevant information.
- In order to be considered for assessment of eligibility, applicants are asked to complete all five (5) sections. The assessment of applicants will be based on the information submitted and any further information requested for clarification purposes.
- Once all sections have been completed and subsequent documents are received and verified by the Integrity Commission, applicants will be notified, by letter of acceptance into the Suppliers and Contractors Database.
- The **onus** is on the applicant to provide sufficient information to enable the Commission to determine eligibility under the Public Procurement and Disposal of Public Property Act, 2015 (PP&DPP) section 29.
- It should be noted that the registration of suppliers and contractors does not guarantee business or the award of a contract.

For further information or clarification, please contact Ms. Isha George at 623-8305 Ext 420 or e-mail: procurement@integritycommission.org.tt

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Completed applications (**one (1) original and two (2) copies**) are to be submitted in a plain sealed envelope and deposited in the Tender Box located on Level 14, Tower D, International Waterfront Centre on Mondays to Fridays between the hours of 8:00 a.m. to 3:00 p.m., except on public holidays. The envelope must be addressed to:

Registrar
Attention: Ms. Jasmine Pascal
Chief Procurement Officer
Integrity Commission
Level 14, Tower D
International Waterfront Centre
1A Wrightson Road, Port of Spain,
Trinidad

Additionally, the completed application with supporting documents must be emailed to procurement@integritycommission.org.tt

SECTION 1: CATEGORIES OF GOODS AND SERVICES

Select your area(s) of interest.

A) CATEGORY 1 – GOODS AND SUPPLIES

| | |
|-----------------------------------|--|
| Office Supplies | |
| Stationery | |
| Office Equipment and Repairs | |
| Office Furniture and Furnishings | |
| Computers and Computer Supplies | |
| Appliances | |
| Books, Periodicals and Newspapers | |
| Grocery Supplies | |
| Toiletries | |
| Fuel and Lubricants | |
| Bottled Water | |
| Other – Please specify | |

B) CATEGORY 2 – SPECIAL SERVICES

| | |
|----------------------------------|--|
| Janitorial Services | |
| Security Services | |
| Storage | |
| Carpark Facility | |
| Legal Services | |
| Training & Development | |
| Catering Services | |
| Website Maintenance | |
| ICT Maintenance Services | |
| Advertising | |
| Audio/Visual Services | |
| Printing/Graphic Designs | |
| Photography Services | |
| Rental (Venue, Tent etc.) | |
| Transportation (Land, Air & Sea) | |
| Telecommunications | |
| Courier Services | |
| Cable Services | |
| Other – Please specify | |

C) CATEGORY 3 CONSULTANCY SERVICES

| | |
|-------------------------|--|
| Human Resource Services | |
| Other – Please specify | |

SECTION 2: APPLICANT DETAILS

| | | |
|------------------------------------------------------------------------------------------------------|-------------------|------------------|
| Business Name: | | |
| Business Address: | | |
| Telephone No: | Mobile No. | Fax: |
| Email Address: | | |
| Mailing Address: (if different): | | |
| PRIMARY CONTACT | | |
| Name: | | Position: |
| Email: | Telephone: | Fax: |
| | Mobile: | |
| OFFICERS | | |
| President/C.E.O: | | |
| Vice President/Managing Director: | | |
| Corporate Secretary: | | |
| Type/Structure of Organization (Please tick appropriate option): | | |
| Sole Proprietor { } Partnership { } Private Company (with unlimited liability) { } | | |
| Limited Liability { } Joint Venture { } Consortium { } | | |
| Other { } | | |
| If other, please specify: | | |
| | | |
| Address of Subsidiary Offices (if any): | | |

SECTION 3

Applicants are required to attest to the following and to provide evidence to demonstrate the veracity of the claims made.

1. The applicant has the legal capacity to enter into a procurement contract with the Integrity Commission if offered.

Yes/No _____

If yes, please provide supporting evidence.

2. The applicant is insolvent, in receivership, bankrupt or being wound up.

Yes/No _____

If no, please complete Appendix I.

3. The business affairs of the applicant are being administered by a Court or Judicial Officer.

Yes/No _____

If no, please complete Appendix I.

4. The business activities of the applicant have been suspended.

Yes/No _____

If no, please complete Appendix I.

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5. The applicant is subject to legal proceedings in relation to any of the foregoing questions.

Yes/No _____

If no, please complete Appendix I.

6. Have any of the directors or officers of the applicant been convicted of any criminal offences?

Yes/No _____

If no, please complete Appendix II.

7. Has the applicant fulfilled its obligations to pay all the required taxes and contributions in Trinidad and Tobago?

Yes/No _____

If yes, please provide supporting evidence.

8. Does the applicant possess the professional and technical qualifications and competence to perform a contract, if awarded?

Yes/No _____

If yes, please provide supporting evidence and complete Appendix III.

9. Does the applicant have the managerial capability, reliability, experience and personnel to perform a contract, if awarded?

Yes/No _____

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If yes, please provide supporting evidence and complete Appendix III.

10. Does the applicant possess the financial resources, equipment and other facilities to perform a contract, if awarded?

Yes/No _____

If yes, please provide supporting evidence and complete Appendix III.

11. Does the applicant meet the relevant industry standards?

Yes/No _____

If yes, please provide supporting evidence and complete Appendix III.

SECTION 4

APPLICANT DECLARATION, ACKNOWLEDGEMENT AND SIGNATURE

A material or false statement or omission made in connection with this application is sufficient cause for denial of eligibility or de-registration from the Integrity Commission's Supplier/Contractor Database.

I, _____ (full name), affirm that I am the _____ (title) and an authorized 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 supporting evidence submitted 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 recognize that the information submitted in this application is in accordance to the Public Procurement & Disposal of Public Property Act, 2015 and is for the purpose of determining eligibility to supply the Integrity Commission. I understand that the Integrity Commission may at its discretion, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize the Integrity Commission 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 understand that the Applicant is required to disclose existing relationships with the Integrity Commission and/or any of its employees, and that failure to disclose will result in disqualification of this submission.

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 eligibility to supply the Integrity Commission.

Signature: _____

Date: _____

Company Stamp/Seal:

SECTION 5

Appendix I

CERTIFIED STATEMENT FROM DIRECTOR OR OWNER

I, _____ (insert name of director or owner) certify that _____ (insert company name) is not insolvent, in receivership, bankrupt or being wound up, _____ (insert company name) affairs are not being administered by a court or a judicial officer, _____ (insert company name) business activities have not been suspended and are not the subject of legal proceedings for any of the foregoing.

Signature: _____

Date: _____

Company Stamp/Seal:

Appendix II

CERTIFIED STATEMENT FROM DIRECTOR OR OWNER

I, _____ (insert name of director or owner) hereby certify that the directors and/or officers of _____ (insert company name) have not been convicted of any criminal offence.

Signature: _____

Date: _____

Company Stamp/Seal:

Appendix III

CERTIFIED STATEMENT FROM DIRECTOR OR OWNER

I, _____ (insert name of director or owner) hereby certify that
_____ (insert company name) has the professional and technical
skill, qualification, competence, financial resources, equipment and other physical facilities,
managerial capability, reliability, experience and personnel, licenses, permits and certifications
necessary to perform the procurement contract if offered and meets relevant industry standards.

Signature: _____

Date: _____

Company Stamp/Seal: