

Supporting Evidence Required

Applicants must pass all five (5) criteria to be eligible to supply the Integrity Commission with goods and services as listed in Section 1 of the Registration Form.

Criteria 1: Legal Capacity to enter into the procurement contract as evidenced by the documentation applicable to the particular form of the business entity.

- Certificate of Registration, where applicable
- Any changes of particulars of Registration, if any
- Certificate of Incorporation, where applicable
- Certificate of Continuance, where applicable

Criteria 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

- Certified Statement from Director or Owner (Appendix I)
- Audited Financial Statements (Most Recent), at least 2 years
- Letter from the Applicant's Bank (Business account)

Criteria 3: The directors/owners and officers have not been convicted of any criminal offence

- Certified Statement from Director or Owner (Appendix II)

Criteria 4: Fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago

- Income Tax Clearance Certificate, no more than 6 months old
- National Insurance Board Certificate of Compliance, no more than 6 months old
- Value Added Tax Clearance Certificate, no more than 6 months old

Criteria 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.

- Curriculum Vitae of Key staff
- Organizational Chart
- Client Reference for the business, at least 3 (most recent)
- Certified Statement from Director or Owner of licenses, permits and certifications etc., (Appendix III)
- Environmental Health & Safety Policy Statement, where applicable
- Letter of approval from the Ministry of National Security to operate protective services business, where applicable