

Registration Form for URP Suppliers Register

Government of the Republic of Trinidad & Tobago



UNEMPLOYMENT RELIEF PROGRAMME

MINISTRY OF WORKS & TRANSPORT

The Ministry of Works and Transport is seeking to compile a listing of suitably qualified and experienced contractors, service providers and suppliers who can provide goods, services, and works to the Ministry. The Ministry's Head Office is situated at 2-4 London Streets, Port of Spain, as well as satellite offices located throughout Trinidad. Applicants are invited to read about the Ministry's Division on our website at www.mowt.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 complete the attached registration form

Categories:

1. **General building works/ services/repairs**
2. **Supplies (Stationery, Furniture & Consumables)**
3. **Ground Maintenance services**
4. **Materials & Supplies to perform in-house Jobs**
5. **Vehicle Maintenance services**
6. **Equipment – (Office and Minor) services**
7. **ICT Services**
8. **Miscellaneous service**

General Instructions:

Registration Form for URP Suppliers Register

- 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 placement on the Suppliers Register, applicants must complete all sections of the registration form.
- In circumstances where the space provided within the form 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 or ownership for equipment. This should be supplied in the form of certified copies and/ or receipts.
- The Ministry recognises that here are various types of applicants with different competencies and skills. In order to facilitate the effective assessment of your application, it is important that the form is filled out as it applies to you/ your organisation. Should a particular question not apply, please state “Not Applicable”.
- Applicants are allowed to apply for more than one (1) category but **ONE application must be submitted for EACH category for which pre-qualification is sought.** If one application was submitted evaluation will be based on the category first stated.
- 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 Supplier Register, the person/organisation shall be forthwith deregistered. It is the responsibility of the Applicant to inform the Ministry of any change of address, phone number or other relevant information.
- The Ministry does not bind itself to accept 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 registration form.
 - b. Assess applications as it sees fit, without in anyway being obliged to accept any contractors/suppliers.
 - c. Determine whether any applicant satisfactorily meets the established criteria.
 - d. Request clarification after the date of submission of the form.
- Each applicant shall be advised in writing at the appropriate time, on the status of his application.



Registration Form for URP Suppliers Register

- Applicants shall be classified according to the value of their goods/works/services, as set out in the following categories:
 - 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

- Completed documents must be submitted electronically to procurement @mowt.gov.tt

END OF INSTRUCTIONS



Registration Form for URP Suppliers Register

1.1 Name of Business:		
Business Address:		
Mailing Address (if different from above):		
Zone of Registered Business Address		
<input type="checkbox"/> North		
<input type="checkbox"/> Central		
<input type="checkbox"/> South		
<input type="checkbox"/> East		
<input type="checkbox"/> West		
1.2 Contact		
Telephone No:	Fax No:	Mobile:
Email Address:		
1.3 Type/ Structure of Organization (Please tick appropriate option):		
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability		
<input type="checkbox"/> Joint Venture <input type="checkbox"/> Consortium <input type="checkbox"/> External Company		
<input type="checkbox"/> Other (please specify):		

Registration Form for URP Suppliers Register

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

1.4 .1 Reasons why documents are not applicable to you/your organisation:

(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.

1.5 Organisation Structure:

Provide an existing organisational chart of the organisation (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.

Registration Form for URP Suppliers Register

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.

- Group A– General Building Works/Services/ Repairs
- Group B– Vehicle Maintenance
- Group C– Equipment(Office/Minor
- Group D– Supplies Stationery/ Furniture/Consumables
- Group E– ICT Services
- Group F –Ground Maintenance
- Group G– Miscellaneous Goods & Services

- Group H–Materials & Supplies

1.7 Financial Data

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

Financial Statements

1.7.1 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,*

Registration Form for URP Suppliers Register

liabilities and projected operational income and expenses within the first year)

1.7.2 Sole Traders?

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

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

- No *(Please indicate why)* _____
- Yes *(Micro or Small Applicants and signed by two Directors for at least three (3) years)*

1.7.4 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. 2018, 2017 and 2016 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.

1.7.5 Does your company file annual returns?

- No *(Please indicate why)* _____
- Yes *(please attach latest copy)* _____

1.7. References

- Please attach at least two letters of reference for which your business would have been a service provider of goods or service within the last six (6) months



Registration Form for URP Suppliers Register

1.8 List of Key Personnel and Directorship

NAME	POSITION	CONTACT NO.	EMAIL ADDRESS

1.9 Prospective Vendor/ Supplier Certification

I have carefully examined this form and any other documents accompanying or made a part of the registration process.

I certify that to the best of my knowledge, the particulars given in this registration form are true and correct. I authorize the Ministry to make direct enquiries to any person, firm or organisation 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 authorised to submit this form on behalf of the firm/company.

Name of Business and Address

Print Name

Position

Signature

Date

Phone#:

Fax #

Registration Form for URP Suppliers Register

For Official Use Only

Suppliers Register Checklist (v)

Ensure that you have received the following documents,

- () Statutory Documents e.g. VAT Certificates, NIS Certificates etc.
- () Company Organisational Chart showing subsidiary /affiliate if applicable
- () Resume of Key Personnel
- () Newly Registered Companies – Statement of Affairs
- () Sole Traders – Quarterly Tax Payments
- () Micro/Small Companies – Management Accounts
- () Medium/Large Companies – Audited Financial Statements
- () Official Letter from Bankers Credit Reference
- () Last Annual Return
- () Insurance Coverage Documents
- () Letters of References

Services Offered:

- [] Group A– General Building Works/Services/ Repairs
- [] Group B– Vehicle Maintenance
- [] Group C– Equipment (Office/Minor
- [] Group D– Supplies Stationery/ Furniture/Consumables
- [] Group E– ICT Services
- [] Group F –Ground Maintenance
- [] Group G– Miscellaneous Goods & Services



Registration Form for URP Suppliers Register

Zone of Registered Business Address

North Central South East West

Verification Purposes

Processing Officer _____

Post _____

Date _____

Approving Officer _____

Post _____

Date _____

Remarks
