



# Suppliers Register Notice

The Ministry of Works and Transport is desirous of preparing a Supplier register of Contractors/Suppliers capable of providing categories of quality stationery and materials at competitive prices, for a period of two (2) years, in the following categories:

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

Registration forms can be obtained from **the Ministry's Website: - [www.mowt.gov.tt](http://www.mowt.gov.tt)**. **(DOWNLOAD REGISTRATION FORM)** or copies are available at the **URP Office**, Autorama Building, El Socorro. Completed forms are to be submitted to Ms. Aretha Williams, Procurement Section, URP, Autorama Building, El Socorro, during the hours of 9:00 am to 3:00 pm on or before **January 28th, 2022 at 3:00pm.**

**Registration Forms must be accompanied by the following documents where applicable, which are essential for consideration for any application:-**

- Completed registration form duly signed by the authorised authority
- Certificate of Registration, Incorporation and Continuance (as applicable)
- Valid Board of Inland Revenue Clearance Certificate
- Valid Income Tax Clearance Certificate or letter of exemption from the Board of Inland Revenue
- VAT Registration Certificate or Statement of Ineligibility from the Board of Inland Revenue
- Valid Value Added Tax Clearance Certificate
- Valid National Insurance Board Compliance Certificate or letter of exemption from the National Insurance Board
- At least three (3) client references and contact information for major works completed within the last three years
- Identification of the Names/Address/Contact Numbers of Directors of the Organization

## **LATE SUBMISSIONS WILL NOT BE CONSIDERED IN ANY CIRCUMSTANCES.**

The Permanent Secretary reserves the right to cancel the prequalification exercise in its entirety or even partially, without defraying any cost incurred by any applicant in the submission of his/her application.