



EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED

PREQUALIFICATION OF CONSULTANTS AND CONTRACTORS

FOR PLANNING, CONSTRUCTION AND INFRASTRUCTURE WORKS
IN EAST PORT OF SPAIN (**ONLY**)

Pre-Qualification Categories (Please indicate preferred categories)

0 < \$500, 000

\$1m < \$5m

\$500, 000 < \$1m

> 5m

EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED

PREQUALIFICATION OF CONSULTANTS AND CONTRACTORS

1.0 GENERAL INFORMATION:

- a. Name of Applicant: _____
- b. Address of Main Office: _____

- c. Address of Subsidiary Offices (if any): _____

- d. Telephone #: _____ Fax#: _____
Mobile #: _____ Email: _____
- e. Mailing Address (if different from above):

2.0 GENERAL MANAGEMENT STRUCTURE AND ORGANISATION FORM

2.1 Type of Organisation: (Indicate by using a tick to mark the type of Organisation)

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Private Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Limited Company | <input type="checkbox"/> Consortium |
| <input type="checkbox"/> Other - Please Specify: _____ | |

Joint Venture and Consortium firms must submit details of their arrangement and the roles and responsibilities of each organisation in the relationship.

2.2 **Expertise of Consultant/Contractor:**

- Civil/Infrastructure Works General Building Works
 Planning & Development Architecture & Design
 Project Management

Other, please specify: _____

2.3 **Nature of Work:**

What type of work do you normally undertake?

- Civil Works Building Drainage Electrical
 Landscaping Road Works Plumbing Design
 Research Planning Studies Plan Preparation
 Maintenance Works

Other, please specify: _____

2.4 **Organisation:**

a. **Principal Officers of the Firm:**

Principals Name(s)	Nationality	Qualifications	Years of Experience

Does the Company have a Board of Directors? **Yes** **No**

- Where possible, please provide an Organisational Chart illustrating the Firm's management structure including its Board of Directors and senior personnel.

3.0 CERTIFICATES:

Please indicate which of the following is available:

- (a) BIR Registration Number No Yes # _____
- (b) NIS Registration Number No Yes # _____
- (c) VAT Registration Number No Yes # _____
- (d) Certificate of Registration/
Incorporation No Yes
- (e) Certificate of Continuance No Yes N/A

(Where applicable, please provide copies of all documents referred to above)

4.0 RELEVANT EXPERIENCE:

4.1 Please indicate the total annual value of construction works or other services performed in the last five (5) years:

	YEAR	VALUE OF WORKS
a.	2010	TT\$
b.	2009	TT\$
c.	2008	TT\$
d.	2007	TT\$
e.	2006	TT\$

4.2 List details of work underway or completed over the last twelve (12) months:

	Type of Project	Expected Completion Date	Number of Projects
a.	TT\$		
b.	TT\$		
c.	TT\$		
d.	TT\$		
e.	TT\$		

What was the Value of the largest project undertaken in the last five (5) years:

\$ _____

5.0 PROJECT EXPERIENCE:

5.1 Using the following format, list the major projects worked on during the last five (5) years:

Project	Client	Description of Project	Tender Sum	Final Project Cost	Original Completion Date	Actual Completion Date

6.0 BREACH OF CONTRACT:

6.1 Has the firm or any of its affiliates ever been liable for Breach of Contract? Yes No

If yes, please specify and provide details: _____

6.2 List instances within the last five (5) years in which a contract awarded to you was completed by another contractor (Please give explanation on a separate page).

Contract	Client	Completing Contractor

6.3 Do you have any judgements or liens currently outstanding?
 Yes No

7.0 ORGANISATION AND EXPERIENCE OF WORK TEAM:

7.1 Please provide a list of Key Management and Technical Specialists of the Firm and updated, signed and dated CV's for each person.

What percentage of your Human Resources is outsourced?

Number of Permanent staff:

	Professional	Technical	Total
(a) Construction	_____	_____	_____
(b) Other	_____	_____	_____
(c) Total	_____	_____	_____

8.0 STATEMENT OF SUBMISSION:

I hereby certify that the information submitted in this Registration Form is true and correct to the best of my knowledge and belief. I understand and agree that, if any of the information provided herein is found to be false or misleading, the contractor may be disqualified, and/or terminated or suspended.

This information will be used to register this company with East Port of Spain Development Company Limited. However, registration does not guarantee the award of any contract.

Name in Block Letters _____

Signature _____

Position in Company _____

Date _____

Affix Company Seal or Stamp Here:

Please submit completed Registration to the following address:

**Registration of Consultants and Contractors
East Port of Spain Development Company Limited
#76 Eastern Main Road
Laventille**