

RDC's Receipt No. _____

**RURAL DEVELOPMENT COMPANY
OF TRINIDAD AND TOBAGO LIMITED**

*P.O. Bag 992,
Caroni Ltd. Central Office,
Factory Road, Brechin Castle, Couva*

Tel: (868) 636-8556, 5484, 8308, 679 8938, 8838

Fax: (868) 679-3296

Email: ruraldev@gov.tt

**CONTRACTORS & SERVICE
PROVIDERS**

PRE-QUALIFICATION

QUESTIONNAIRE

INSTRUCTIONS

- (1) The Contractor/Service Provider is asked to provide as much details as possible in respect of the information requested. This would facilitate the timely processing of the application.
- (2) **All sections of the form must be completed in their entirety.** In circumstances where the space provided within the Questionnaire is inadequate, the Contractor/Service Provider is asked to prepare schedules in the format indicated and attach same.
- (3) Provide copies of all documents required to support statements made in the application.
- (4) Provide a list of key personnel on Schedule I attached.
- (5) Provide detailed information on the list of all contracts entered into over the past five (5) years in Schedule II attached. **Copies of letters of award and performance assessment of the contract** by Clients will be required.
- (6) Provide a list relevant tools, equipment, hardware and software owned by Contractor/Service Provider and available for use to service contract obligations on Schedule III attached. Proof of ownership by certified copies and/or receipts will be required. **If arrangements are being made with an equipment supplier, a commitment letter from the supplier with the list of equipment and ownership documentation will be required.**
- (7) Complete Safety Questionnaire, Schedule IV attached.
- (8) Contractors/Service Providers that satisfy the prequalification requirements shall be advised in writing.
- (9) Contractors/Service Providers shall be classified for works in the following categories:

Micro	-	Up to \$300,000.00
Small	-	\$300,000.00 to \$1,000,000.00
Medium	-	\$1,000,000.00 to \$3,500,000.00
Large	-	Greater than \$3,500,000.00
- (10) All Questionnaires must be submitted with the respective receipt numbers printed at the top right hand corner of the cover page and a copy of the receipt.
- (11) The completed Questionnaire shall be addressed to:

Secretary, Tenders Committee, Rural Development Company of Trinidad and Tobago Limited, Caroni Limited Central Office, Factory Road, Brechin Castle, Couva.
- (12) RDC reserves the right to visit the premises of Contractors/Service Providers and request the payroll records of the Company specific to labour rates.
- (13) It is the responsibility of the Contractors/Service Providers to inform the RDC of any change of address, phone number(s) or other relevant information.

RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED
CONTRACTORS' AND SERVICE PROVIDERS' PREQUALIFICATION QUESTIONNAIRE (REV 2016)

(14) Criteria for Evaluation of submission:

CRITERIA	MAXIMUM POINTS	MINIMUM QUALIFYING POINTS
a) Statutory Requirements	10	7
b) Key Personnel	10	7
c) Previous Experience	20	13
d) Equipment Owned	15	10
e) Financial Statements and Creditworthiness	25	15
f) Client References	5	3
g) Insurances	5	3
h) Environmental & Safety Policies	10	7
TOTAL	100	65

QUESTIONNAIRE

- (1) **NAME OF CONTRACTOR**
- /SERVICE PROVIDER**
- (2) **REGISTERED ADDRESS OF COMPANY**
-
-
- (3) **TELEPHONE/CELL NUMBER(S)**
-
- (4) **EMAIL ADDRESS(ES)**
-
- (5) **FAX NUMBER(S)**
- (6) **OTHER OPERATING ADDRESS OF COMPANY**
-
-
- (6) **TYPE OF ORGANISATION**
- Public Limited Liability Company
- Private Limited Liability Company
- Partnership
- Joint Venture
- Sole Proprietorship
- IF OTHER, DESCRIBE***
-
- (7) **DATE AND REGISTERED NUMBER OF COMPANY**
- (Attach Certificates of Registration and Continuance)*
- (8) **V.A.T. REGISTRATION NUMBER**
- (Attach Certificate of Registration and Clearance Certificate not more than 6 months old)*
- (9) **INCOME TAX REGISTRATION NUMBER**
- (Attach Certificate of Registration and Clearance Certificate not more than 6 months old)*
- (10) **NIB REGISTRATION NUMBER**
- (Attach Certificate of Registration and Clearance Certificate not more than 6 months old)*

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DESCRIPTION OF SERVICE	AVERAGE VALUE OF PROJECTS EXECUTED
<i>Civil Infrastructure Designs</i>	
<i>Structural (RC and Steel) Designs</i>	
<i>Mechanical and Services Designs</i>	
<i>Electrical Designs</i>	
<i>Geological Studies</i>	
<i>Coastal/Oceanographic Studies and Designs</i>	
<i>Other:</i>	
4. Quantity Surveying	
5. Project Management and Construction Supervision Services	
6. Construction Services	
<i>Air Conditioning and Refrigeration</i>	
<i>Building Construction (Foundation to Finish)</i>	
<i>Civil Infrastructure Works (Roads, Drainage, Sewerage, Water Lines, etc)</i>	
<i>Building Plumbing Installation</i>	
<i>Commercial and Industrial Electrical Installation</i>	
<i>Dredging, Reclamation and Sea Defence Works</i>	
<i>Marine Construction</i>	
<i>Earthworks and Site Preparation</i>	
<i>Structural Steel</i>	
<i>Welding and Fabrication</i>	
<i>Other:</i>	

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DESCRIPTION OF SERVICE	AVERAGE VALUE OF PROJECTS EXECUTED
6. Construction Services (Continued)	
<i>Other:</i>	
7. Security Services	
8. Office Supplies (Stationery & Furniture)	
9. State Any Other Services not specified above:	

(13) NAME AND ADDRESS OF INSURERS/BROKERS/AGENTS

NAME	ADDRESS

Where no insurance arrangements are in place, a commitment letter from a certified Broker or Insurance Firm must be submitted.

(14) INSURANCE COVERAGE

The Contractor/Service Provider is requested to outline, by way of a prepared schedule, the types of Insurance cover maintained.

INSURANCE COVERAGE	NAME OF FIRM AND ADDRESS
Workmen's Compensation	
Contractors' All Risk	
Third Party/ Public Liability	

Copies of Insurance Policies in force will be required.

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(15) AUDITED FINANCIAL STATEMENTS

The Contractor/Service Provider is requested to provide *Audited* Financial Statements for the last three (3) years, i.e., 2015, 2014 and 2013.

- **Firms applying as Micro and Small sized contractors are required to submit Management Accounts prepared by a qualified Accountant and signed by two Directors for at least two years.**
- **Newly registered companies must submit a Statement of Affairs showing all assets, liabilities and projected operational income and expenses.**

(16) NAME AND ADDRESS OF BANKERS

NAME	ADDRESS

NOTE:

Please provide along with this questionnaire a Banker's report, which should indicate total approved overdraft and available overdraft balance. The Banker's report should not be older than one (1) month.

(17) CLASSIFICATION OF WORKERS AVAILABLE TO SERVICE CONTRACT:

CLASSIFICATION	NUMBER OF PERSONNEL/ WORKERS	RELEVANT EXPERIENCE/REMARKS
Superintendents/General Foremen		
Foremen/Chargehands		
Masons		
Carpenters		
Steel Benders		
Small Equipment Operators and Truck Drivers		
Large/Heavy Equipment Operators		
Labourers		
Electricians		

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CLASSIFICATION	NUMBER OF PERSONNEL	RELEVANT EXPERIENCE/REMARKS
Plumbers		

(18) ORGANISATIONAL CHART

The Contractor/Service Provider is requested to provide an organisational chart of the firm showing capability and resources for management, control and execution of projects or service delivery.

(19) LITIGATION

The Contractor/Service Provider shall indicate any litigation brought against the company over the past three (3) years or whether the company is involved in any litigation that could prevent it from fulfilling its contractual obligations.

LITIGATION MATTER	LITIGATING PARTY	STATUS

SCHEDULE I

KEY MANAGERIAL AND SUPERVISORY PERSONNEL

NAME	QUALIFICATIONS	POSITION	RELEVANT EXPERIENCE	PERIOD OF EMPLOYMENT WITH FIRM
		Managing Director/ CEO		
		Senior Project Manager		
		Project Manager		
		Construction Manager		
		Civil Engineer		
		Mechanical & Services Engineer		
		Electrical Engineer		
		Draughtsman/ AutoCAD Technician		
		Civil Engineering Technician		
		Quality Assurance Engineer		
		Quality Assurance Technician		
		Engineering Surveyor		

NOTE: Resumés of all Key Personnel MUST be submitted. Additional Sheets may be submitted.

SCHEDULE IV

ENVIRONMENTAL & SAFETY QUESTIONNAIRE

INSTRUCTIONS:

Contractor may be required to provide evidence on any item checked.

(1) Do you have/adhere to a code of environmental practice? Yes No
 If so please submit

(2) Do you have/adhere to a written Safety Policy? Yes No
 If so please submit

(3) Please use your last year's accident log to fill in:

- (a) Number of Injuries
- (b) Number of Illnesses
- (c) Number of Lost Workday cases
- (d) Number of Restricted Workday cases
- (e) Number of cases with medical attention only
- (f) Number of Fatalities

(4) Employee hours worked last year (do not include any non-work time, even though paid).

(5) Are accident reports and report summaries sent to the following? How often?

	YES	NO	MONTHLY	QUARTERLY	ANNUALLY
FOREMAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MANAGER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEO/MANAGING DIRECTOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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(6) Do you hold site safety meetings for Field Supervisors? Yes No
How often?

Weekly Bi-Weekly
 Monthly Less often, as needed

(7) Do you conduct project safety inspections? Yes No

If yes, who conducts this inspection (give job title)?

.....

And how often

(8) Do you conduct environmental audit inspection? Yes No

(9) How are accident records and accident summaries kept? How often are they reported?

	YES	NO	MONTHLY	ANNUALLY
COSTS TOTALLED FOR ENTIRE COMPANY				
ACCIDENTS TOTALLED BY PROJECT				
▪ SUBTOTALLED BY SUPERINTENDENT				
▪ SUBTOTALLED BY FOREMAN				

(10) How are the costs of individual accidents kept? How often are they reported?

	YES	NO	MONTHLY	ANNUALLY
COSTS TOTALLED FOR ENTIRE COMPANY				
ACCIDENTS TOTALLED BY PROJECT				
▪ SUBTOTALLED BY SUPERINTENDENT				
▪ SUBTOTALLED BY FOREMAN				

(11) List key personnel planned for this project. Please list names, expected positions and safety performance on last three projects worked on.

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(12) Do you have an orientation programme for new hires? Yes No

If yes, does it include instruction on the following?

		YES	NO
(a)	Environmental considerations		
(b)	Personal protective equipment		
(c)	Confined space		
(d)	Welding and cutting		
(e)	Safety belts and lifelines		
(f)	Scaffolding		
(g)	Perimeter		
(h)	Chemical safety		
(i)	Housekeeping		
(j)	Flammable liquid/gas		
(k)	Fire protection		
(l)	First aid facilities		
(m)	Emergency Procedures		
(n)	Toxic substances		
(o)	Trenching and excavation		
(p)	Signs, barricades, flagging		
(q)	Electrical safety		
(r)	Rigging and crane safety		

(13) Do you have a programme for newly hires or promoted Foreman? Yes No

If yes, does it include instruction on the following?

		YES	NO
(a)	Environmental considerations		
(b)	Safe work practices		
(c)	Safety supervision		
(d)	Toolbox meetings		
(e)	Emergency procedures		
(f)	First aid procedures		
(g)	Accident investigation		
(h)	Fire protection and prevention		
(i)	New worker orientation		

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(15) Do you hold craft "toolbox" safety meetings? Yes No

How often?

Weekly	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	Less often, as needed	<input type="checkbox"/>

(15) Do you have a substance abuse programme in effect? Yes No

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RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED (“RDC”) reserves the right to make reasonable inquiries of clients and suppliers indicated in this submission so as to establish performance levels and performance capacities of the Contractor/Service Providers. All information received will be treated with the strictest of confidence.

The information provided is assumed to be a true and correct representation of the Contractor/Service Provider. If facts are acquired by RDC by means of reasonable investigations which indicate differently, RDC retains the discretionary authority to disqualify the questionnaire from further consideration and may remove the name of the Contractor/Service Provider from any Pre-qualified list the Company may maintain.

All sections of this Questionnaire must be completed and all documents requested must be supplied. Questionnaires not fully completed will not be considered.

CONTRACTOR’S ACKNOWLEDGEMENT AND SIGNATURE

We,
hereby accept that if this application is not properly completed, it will NOT be processed and will be returned for completion with a defects list.

We further acknowledge that RDC will not be held liable for all and any costs incurred by us whilst procuring documents and preparing this pre-qualification submission.

SIGNED :.....

POSITION :.....

DATE :.....

(Place Company’s Stamp or Seal)

RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED

PRE-QUALIFICATION CHECKLIST (√)

Submitted with this package are:

- () Copies of Certificate of Registration and Continuance. (*See Page 3*)
- () Copies of Income Tax, VAT and NIS Registration certificates. (*See Page 3*)
- () Copies of valid Income Tax, VAT and NIB Compliance certificates. (*See Page 3*)
- () *Audited* Financial Statements or Management Accounts for the last three (3) years. (*See Page 6*)
- () Banker's Report. (*See Page 6*)
- () Organisation Chart. (*See Page 7*)
- () Resumés of Key Personnel. (*See Schedule 1*)
- () Contracts Listing (*See Schedule II*)
- () Tools, equipment hardware and software Listing (*See Schedule III*)
- () Copies of Work Orders, Completion Certificates or other documents in support of work done. (*See Page 9*)
- () Environmental Policy. (*See Schedule IV*)
- () Safety Policy. (*See Schedule IV*)
- () Questionnaire is signed and all pages initialled? (*See Page 15*)