

PRE-QUALIFICATION AND REGISTRATION OF SUPPLIERS

1. BACKGROUND

The National Information and Communication Technology Company Limited (iGovTT) is engaged in the business of designing, procuring, project managing, implementing and maintaining enterprise-wide and major ICT solutions for Government, as well as providing value-added ICT support services to Government Ministries and Agencies.

2. PREQUALIFICATION AND REGISTRATION OF SUPPLIERS

The National Information and Communication Technology Company Limited is seeking to establish its Approved Supplier Listing, geared towards facilitating the Company's selective tendering process. In this regard, we hereby invite eligible suppliers to register for the provision of the following categories of goods and services to the Company:

Information Communication Technology (ICT) Services

1. ICT Consultancy Services
2. IT Hardware (*desktops, laptops, mobile devices*)
3. Turn-key Design & Implementation of Information Technology Services
4. Software/ Systems Developers
5. IT Software
6. Networking and Wireless Solutions
7. ICT Project Management Services
8. Specialist Applications and Software Platforms
9. Cloud Infrastructure
10. Telecommunications and Internet Service Providers
11. Productivity Tools/Collaboration Tools
12. ICT Cost Estimation Consultancy Services

Facilities Management

13. Health, Safety and Environmental Services and Testing
14. Generator Maintenance Services
15. Fire Suppression and Detection Systems
16. Air Condition Equipment and Maintenance Services
17. Plumbing Installations and Repair Services
18. Water pump Maintenance Services
19. Janitorial Services (to include air duct cleaning)
20. Sanitization/Hygiene Services
21. Electrical Supplies and Maintenance Services
22. Pest Control Services
23. Supply and Maintenance of Fire Extinguishers
24. General Construction Services
25. Locksmiths
26. Building Security Access Systems
27. Recycling Services
28. Waste Disposal Services
29. Landscaping & Grounds Maintenance
30. Supply and Maintenance of Plants
31. Supply of Bottled Water
32. Water Cooler Supplies and Maintenance Services
33. Security Services
34. Security Surveillance System Services
35. Office Design and Outfitting Services
36. Real Estate Services

3. PRE-QUALIFICATION CRITERIA

Pre-qualification will be based on meeting the following criteria:

- Financial Capacity
- Personnel: adequacy and suitability of qualifications, availability of staff
- Statutory Requirements and Regulatory Compliance
- Experience and past performance

4. COLLECTION SUPPLIER PREQUALIFICATION AND REGISTRATION PACKAGES

Supplier Pre-qualification and Registration Packages are available upon payment of a non-refundable fee of three hundred dollars (**\$300.00**). Packages containing the prequalification documents will be submitted via email to all suppliers. The proponents are required to submit their receipt via email to the **tenders@igovtt.tt**.

The method of payment is noted below:

PAYMENT INSTRUCTIONS

Deposit cash to:

- **Beneficiary Bank Details:**

Bank Name: First Citizens Bank

Account Number: 1778953

- **Beneficiary's Name** - National Information & Communication Technology

- **Beneficiary's Address** – Lord Harris Court, #52 Pembroke Street Port of Spain

5. ELIGIBILITY OF SUPPLIERS

Eligible Suppliers wishing to be registered for the Approved Supplier List must:

- Be able to legally conduct business in Trinidad and Tobago
- Possess the legal capacity to enter into procurement contracts
- Not have a consistent history of litigation awards or successful prosecutions against it
- Be compliant with the laws of the Republic of Trinidad and Tobago with respect to its obligations to the BIR, VAT and NIS

Suppliers who have been previously or are currently engaged by iGovTT are encouraged to register.

6. SUBMISSION OF COMPLETED PRE-QUALIFICATION PACKAGES

The completed pre-qualification questionnaire and copies of requested documents should be emailed to the **tenders@igovtt.tt** and addressed as follows:

Supplier Pre-qualification and Registration
Category (ies): (Insert Category Number(s))
Tenders Secretary
National ICT Company Limited
Lord Harris Court, 52 Pembroke Street,
Port of Spain

The DEADLINE DATE FOR SUBMISSION OF RESPONSES IS MONDAY 7th JANUARY 2019 at 1:00 pm
Late submissions would not be accepted.
