



**TRINIDAD AND TOBAGO
HOUSING DEVELOPMENT
CORPORATION**

**CONSTRUCTION
COMPANY LIMITED**

**CONTRACTOR PREQUALIFICATION
APPLICATION
FOR
DESIGN-BUILD PROJECTS
BUILDING WORKS
YEAR 2025**

Issue Date:
18th July 2025

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DESCRIPTION OF COMMON TERMS FOR THE PREQUALIFICATION PROCESS

“Affiliation”

Any act where an Applicant is officially attached or connected to a company which may influence a particular outcome.

“Approvals”

The official permission or requirements, granted or outlined by Statutory or Regulatory Agencies which facilitates legal development/construction of Infrastructure and Building development, these include but is not limited to: Town and Country Planning Division (TCPD), Environmental Management Authority (EMA), Ministry of Works and Infrastructure (MOWI), Trinidad and Tobago Fire Service (TTFS), Water and Sewerage Authority (WASA), Trinidad and Tobago Electricity Commission (T&TEC), Government Electrical Inspectorate (GEI), Regional Health Authority and Municipal/ Regional Corporation.

“Bid-Build”

Project delivery method utilizing the FIDIC Conditions of Contract for Construction, for Building and Engineering Works Designed by the Employer (Red Book) where the Designs are provided by the Employer but allows for some elements of the Project to be Contractor designed or FIDIC Short Form of Contract (Green Book). This method requires the Contractors to bid for the construction/ execution of Works.

“Building Works”

The construction or modification of residential, commercial, or industrial buildings and associated Works.

“Coercive Practice”

Harming, threatening or any similar acts which has the potential to directly or indirectly influence the actions of another party.

“Collusive Practice”

An arrangement or corporation of parties whose action results in achieving an unfair advantage or manipulating the outcome of a process.

“Consultancy Services”

Professional Services managed utilizing the FIDIC Client /Consultant Model Services Agreement (White Book) this include for the provision of feasibility studies, Design, Contract administration, and supervision, including; Architectural/ Engineering Services, Land Surveying, Project Management, Quantity Surveying, etc.

“Contractor Categories”

The Contractor Categories relate to the potential Project magnitude and the Contractor's ability to complete the magnitude of Works.

The Contractor Categories shall be defined as follows:

Micro-Contractor - Ability to undertake Building and/or Infrastructure Works less than - \$1,000,000

Small-Contractor - Ability to undertake Building and/or Infrastructure Works between – \$1,000,000 to \$5,000,000

Medium-Contractor - Ability to undertake Building and/or Infrastructure Works between – \$5,000,000 to \$20,000,000

Large-Contractor - Ability to undertake Building and/or Infrastructure Works between – \$20,000,000 to \$100,000,000

Mega-Contractor - Ability to undertake Building and/or Infrastructure Works – Greater than \$100,000,000

“Design-Build”

Project delivery method utilizing the FIDIC Conditions of Contract for Plant and Design Build (Yellow Book) where the Contractor designs and carries out the Works in accordance with the Employer's requirements, applicable to the provision of building, civil, electrical and/or mechanical Works.

“FIDIC Contract Types”

The standard form of Contracts published by the International Federation of Consulting Engineers, including; Short Form of Contract (Green Book), Conditions of Contract for Construction, for Building and Engineering Works Designed by the Employer (Red Book), Conditions of Contract for Plant and Design Build (Yellow Book), Conditions of Contract for EPC/Turnkey Projects (Silver Book), Conditions of Contract for Design, Build and Operate (Gold Book) and Client/Consultant Model Services Agreement (White Book).

“Financing”

The ability to provide or obtain funds required for the completion of the Project.

“Fraudulent Practice”

Any act of misrepresentation to gain an unfair or illegal advantage.

“Infrastructure Works”

The Construction or modification of civil Infrastructure (carparks, roads, bridges, drains and flood control elements), Water and Wastewater Infrastructure (pump station, treatment plants, networks, detention ponds, storm drains etc.), Electrical and Communication Infrastructure (Power distribution, streetlighting and telecommunications elements) Works.

“Integrity Violation”

The violation of any ethical standards, laws, legislation and policies formulated within Trinidad and Tobago.

“Obstructive Practice”

Any action taken to deliberately hinder or impede the prequalification process.

“Prequalification Documents”

This includes the Prequalification Application, the Application Forms, as well as, all submitted documents by the Applicant in support of making a responsive submission.

“Prequalification Process”

The process used to rank the ability of an Applicant prior to engagement for solicitation.

“Public Private Partnership: Design-Build-Finance - With Lands”

A custom Project delivery method which merges Public Private Partnership (PPP) type Projects with the FIDIC Conditions of Contract for EPC/Turnkey Projects (Silver book) or Conditions of Contract for Design, Build and Operate (Gold Book) Projects which allows the Contractor full responsibility for the provision of Finance, Design, Construction, Operation and the provision of lands.

“Public Private Partnership: Design-Build-Finance - Without Lands”

A custom Project delivery method which merges Public Private Partnership (PPP) type Projects with the FIDIC Conditions of Contract for EPC/Turnkey Projects (Silver book) or Conditions of Contract for Design, Build and Operate (Gold Book) Projects which allows the Contractor full responsibility for the provision of Finance, Design, Construction and Operation.

SECTION 1.0. GENERAL SCOPE

The Trinidad and Tobago Housing Development Corporation Construction Company Limited (TTHDC-CCL) is a subsidiary of the Trinidad and Tobago Housing Development Corporation (TTHDC) whose services include residential planning, engineering and construction solutions aimed to provide quality housing to low and middle income persons.

The TTHDC-CCL provides affordable and accessible housing through the creation of sustainable self-contained housing developments on green field, brown field and in-fill sites. These developments provide, residential units, services, recreational facilities and other civil amenities which meet the needs of housing applicants. The TTHDC-CCL practices strict compliance to quality and health and safety protocols in the development and construction of its various sites.

The following defines the Works/ Services which may be required from the Applicant in the event of successful prequalification:

Design-Build Services:

A. Building Works:

- Design and Construction of Single Family Units (SFU), Townhouse Units (THU) and/or Apartment Units (AU), and its associated Works,
- Design and Construction of Building Infrastructure connections to mains (Water, Sewer, Electrical, Drainage etc.)

Approvals:

Applying, tracking and receiving approvals from all required Statutory and Regulatory bodies (where applicable) for the Building and Infrastructure Works including but not limited to the following:

A. Building (where applicable):

- Town and Country Planning Division (TCPD) – Building Operations
- Water and Sewerage Authority (WASA):
 - Plumbing Inspectorate - Design Approval
 - Plumbing Inspectorate - Completion Certificate
- Ministry of Works and Infrastructure (MOWI):
 - Designs Engineering Branch -Building/Structural Design Approval
- Trinidad and Tobago Fire Service (TTFS):
 - Fire Protection Approval
- Trinidad and Tobago Electricity Commission (T&TEC) and Government Electrical Inspectorate (GEI):
 - T&TEC Survey
 - Electrical Inspection Certificate

SECTION 2.0. INSTRUCTION TO APPLICANTS

2.1. GENERAL

The THDC-CCL seeks to invite suitably qualified and experienced Suppliers/Consultants/Contractors (herein called the Applicant) to engage in a Prequalification Process for the provision of Works and Services in support of its housing development and Infrastructure initiatives.

Applicants are invited to prequalify for Works and Services administered under FIDIC Conditions of Contract for Plant and Design Build Agreement.

Applicants shall submit a Prequalification package which includes the Prerequisite Submissions and Documents for Evaluation.

Applicants are responsible for thorough examination of all the documents and information provided in the Prequalification document and shall ensure that their submissions are responsive.

2.2. CORRUPT AND FRAUDULENT PRACTICES

The parties involved in the prequalification process shall observe the highest standard of ethics:

- 2.2.1. The Applicant shall not have an affiliation with an employee of the THDC-CCL's evaluation committee.
- 2.2.2. Any commission, advantage, gift, gratuity, reward or bribe given, promised or offered on behalf of the Applicant or the Applicant's Personnel to any representative or employee of the THDC-CCL will result in the disqualification of the Applicant in the Prequalification Process and any other process defined under applicable legislation in Trinidad and Tobago.
- 2.2.3. Any fraudulent practice, coercive practice, collusive practice, obstructive practice or integrity violation will result in the disqualification of the Applicant in the Prequalification Process.

2.3. ELIGIBLE APPLICATION

- 2.3.1. Applicants incorporated or otherwise registered in Trinidad and Tobago, having its place of business in Trinidad and Tobago and has legal capacity to enter into a Contract.

- 2.3.2. Applicant who are debarred or possesses an affiliation with an organization that is debarred, from conducting similar Works locally or internationally would be ineligible in the prequalification process.

At the time of submission, the Applicant shall not have a conflict of interest. Applicants shall be considered in a conflict of interest if the following applies:

- 1) The Applicant directly or indirectly controls, is controlled by or is under common control with another Applicant; or
- 2) The members of the Applicant's Company participated in the formulation of this Prequalification Process; or
- 3) Members of the Applicant's Company are hired (or is proposed to be hired) by the TTHDC-CCL; or
- 4) The Applicant possesses an affiliation with the staff of the TTHDC-CCL who are members of the Evaluation Process.

2.4. REGISTRATION WITH THE OFFICE OF PROCUREMENT REGULATION

- 2.4.1. The Applicant shall submit in accordance to the Public Procurement Retention and Disposal of Public Property Act 2015 as amended ("the Act"), information with respect to, their qualifications and experience, thereby registering their interest in providing Goods, Works or Services to public bodies. This ensures that the Applicant fulfils a requirement, whereby the information is available through the Procurement Depository as established by the Office of Procurement Regulation (OPR).
- 2.4.2. The Procurement Entity of the TTHDC-CCL shall exercise due diligence in utilizing the Procurement Depository data in determining, verifying and confirming the information submitted by the Applicant through the TTHDC-CCL's pre-qualification processes for the provision of Goods, Works or Services.

2.5. CONTENTS OF THE PREQUALIFICATION DOCUMENT

The items listed below define the Sections of the Prequalification Documents:

- 1) Section 1.0. General Scope;
- 2) Section 2.0. Instruction to Applicants;
- 3) Section 3.0. Prequalification Criteria;
- 4) Section 4.0. Verification of the Contractor Categories;
- 5) Section 5.0. Application Forms.

2.6. CLARIFICATIONS

2.6.1. Clarifications by the Applicant prior to submission

The Applicant may request clarification of the Prequalification Documents in writing, no later than three (3) business days prior to the deadline of the Application submission using the following details:

Ms. Susan Medina
Manager Procurement & Contract,
General Manager's Office
Trinidad and Tobago Housing Development Corporation
Construction Company Limited
SusanM@ccl.gov.tt

2.6.2. Clarifications by the TTHDC-CCL

During the evaluation of the submission, if a required document is missing or unclear, the TTHDC-CCL may enquire or request the missing information or clarification before proceeding to disqualify or exclude the Applicant from the process.

2.7. AMENDMENT OF DOCUMENTS

- 2.7.1. The TTHDC-CCL reserves the right to amend the Prequalification Documents prior to the deadline of the Prequalification Submission.
- 2.7.2. The issuance of the amendment shall be communicated in writing and shall be distributed to the Applicants via, E-Box Tender platform.
- 2.7.3. The TTHDC-CCL reserves the right to extend the deadline date to account for any amendments which can cause inconvenience.

2.8. PREPARATION OF PREQUALIFICATION DOCUMENTS

- 2.8.1. Cost of Applications – Applicants are responsible for all expenses associated with the preparation and submission of the Prequalification Documents. The TTHDC-CCL shall not be responsible or liable for any costs incurred by the Application, the preparation and submission of the Application regardless of the outcome of this exercise.
- 2.8.2. Language of Application - The Prequalification Application, submission and supporting documents shall be written or printed in English. Failure to adhere to the stated communication language would result in the rejection of the Application.

The Application shall comprise of the following:

A. Prerequisite Submissions

- 1) Evidence of OPR Registration and/or OPR Supplier/Contractor Number
- 2) Certificate of Incorporation
- 3) Certificate of Registration (if applicable)
- 4) Applicant submission of a Valid Compliance Certificate issued by the Board of Inland Revenue (BIR)
- 5) Applicant submission of a Valid Compliance Certificate issued by the National Insurance Board (NIB)
- 6) Applicant submission of a Valid Value Added Tax (VAT) Clearance Certificate
- 7) Completed and signed Consideration of the Ethical Code of Conduct for Suppliers/Consultant/Contractors Form **(Form 4: Part I)**
- 8) Completed and Signed Declaration and Commitment form **(Form 4: Part II)**

NB: If compliance certificates are not available, evidence demonstrating the ability to obtain the compliance certificates or other documents prior to entering into a Contractual Agreement with the THDC-CCL must be provided. In the event that the Applicant does not qualify for the requirements of the above then letters issued from the associated Statutory bodies demonstrating its non-requirement shall be considered.

B. Documents for Evaluation:

- 1) Contractor Prequalification Application **(Form 1)**
- 2) Signed Curriculum Vitae (CV) Details for Proposed Key Personnel **(Form 2)**
 - Registered members in their professions must make available their registration numbers.
 - Qualification of the members must be clearly stated, with supporting copies of certification documents.
 - Key Work Experience of the members must be clearly stated.
- 3) Applicant's Relevant Work Experience Form **(Form 3)**
- 4) Methodology
- 5) Health, Safety and Environmental Management Policy
- 6) Financial Statement or Management Accounts – Minimum of three (3) consecutive years

2.8.3. Prequalification Forms – The forms must be completed in a Portable Document Format (PDF) with no alteration by the Applicant. All spaces must be inputted with the required and relevant information.

2.8.4. Documents Establishing the Qualifications of the Applicant – Submitted Applications will be used to rank the Applicant. Section 3.0 Prequalification Criteria would be used to evaluate the Applicant.

2.8.5. Signing of the Contractor Prequalification Application Form – The Applicant shall sign the required spaces of all required documents with indelible ink.

2.9. SUBMISSION OF THE PREQUALIFICATION APPLICATION

2.9.1. Identification of Submissions

2.9.1.1. The Applicant shall submit **ONLY one (1)** electronic copy, inclusive of all requirements outlined in the Prequalification Documents together with an application cover page containing the following information:

**CONTRACTOR PREQUALIFICATION APPLICATION for DESIGN-BUILD PROJECTS
for
BUILDING WORKS**

**The Trinidad and Tobago Housing Development Corporation Construction
Company Limited**

44-46 South Quay, Port of Spain

[NAME OF APPLICANT]

[ADDRESS]

[CONTACT PHONE NUMBERS]

2.9.2. Deadline for Submission

2.9.2.1. The Applicant is responsible for registration on the E- Box Tender Platform.

2.9.2.2. One (1) Prequalification Document shall be submitted via the E-Box Tender Platform, on or before the closing date and time.

2.9.2.3. The TTHDC-CCL may extend the deadline of the submission due to any amendment to the Prequalification Documents. The Extension period shall be at the TTHDC-CCL's discretion.

2.9.3. Late Applications

2.9.3.1. The TTHDC-CCL may or may not accept applications received after the deadline date. The acceptance is at the discretion of the TTHDC-CCL.

2.9.3.2. The TTHDC-CCL reserves the right to prequalify Supplier/Consultant/Contractors at any time after the deadline of the prequalification process.

2.9.4. Opening of Applications

2.9.4.1. The TTHDC-CCL shall open the submittals on a defined date as determined by the TTHDC-CCL's personnel unless affected by any reasonable amendments or acceptance of late submissions.

2.9.4.2. The Applicant is responsible for the completeness of the Prequalification Documents provided and the submission to the TTHDC-CCL on/by the stated Prequalification submission date.

2.9.4.3. The Applicant is deemed to have examined the documents and understand fully the required documentation (Prerequisite submission and Document for Evaluation) at the date of submission.

2.10. PROCEDURES FOR EVALUATION OF APPLICATIONS

2.10.1. Confidentiality

2.10.1.1. The TTHDC-CCL shall not disclose any information relating to the Prequalification Process or results during the period of the Prequalification Process.

2.10.2. Responsiveness of Applicants

2.10.2.1. The TTHDC-CCL reserves the right to reject applications which do not comply with the Prequalification Document making the submission unresponsive.

2.10.2.2. The TTHDC-CCL may reject applications which do not comply with the requirements of Section 2.0 Instruction to Applicants.

2.11. EVALUATION OF APPLICATIONS AND PREQUALIFICATION OF APPLICANTS

2.11.1. The TTHDC-CCL shall use the criteria defined in Section 3.0 Prequalification Criteria to rank the Applicant. The TTHDC-CCL can make minor adjustments to the criteria if desirable considering that it does not impact the rating of one Applicant to another.

2.12. PREQUALIFICATION OF APPLICANTS

2.12.1. Applicants that satisfy all the requirements will be included in the TTHDC-CCL's internal list of Prequalified Supplier/Consultant/Contractor.

2.12.2. The maximum number of required Applicants for each Contractor Category and proposed FIDIC Contract type would be at the discretion of the TTHDC-CCL.

2.13. REJECTION OF APPLICATION

2.13.1. The responses to the Application shall be the only means by which Applicant's eligibility can be evaluated in Section 3.0 Prequalification Criteria. However, the information provided by the Applicant shall be subjected to any clarification procedures deemed necessary by the TTHDC-CCL.

2.13.2. Applications may be rejected as a consequence of the following:

- A. Failure to meet the requirements of the Prequalification Documents,
- B. Failure to submit any of the Prequalification Documents pursuant to clarifications procedures as per item 2.6 Clarifications by the TTHDC-CCL,
- C. Falsifying or providing misleading information which would lead to the rejection of the Application shall be noted by the TTHDC- CCL and its findings would be reported for further investigations under applicable legislations in Trinidad and Tobago,
- D. If actions defined in Corrupt and Fraudulent Practice(s) are practiced,
- E. If pending litigation and arbitration of the Applicant exceed a percentage of the net worth value of the company as determined by the TTHDC-CCL.

2.14. EMPLOYER'S RIGHT TO REJECT ALL APPLICATIONS

2.14.1. The TTHDC-CCL may annul the Prequalification Process and reject all application(s) at any time.

SECTION 3.0. PREQUALIFICATION CRITERIA

The THDC-CCL will establish an Evaluation Committee responsible for assessing the responsiveness and completeness of all applications submitted.

Applicants are advised to thoroughly review this document and ensure that all required information and supporting documentation are submitted in accordance with the stated requirements.

Table 1: Prequalification Criteria for Building Works based on Design-Build Contractual Arrangements

Evaluation Criteria			Project Delivery Method	
No.	Qualification Criterion	Description of Criterion	Design-Build	Max Score
1.0	Organizational Assessment - Qualification and Experience Assessment of Key Personnel	The Applicant shall complete Form 2 provided, and attach copies of the relevant certifications/ licences for the necessary professions/ personnel of the Applicant's structure to accomplish the Works. No employee shall be repeated for more than one discipline. An excess of more than one (1) submission per discipline shall not result in a scoring greater than the initial assigned points. Failure to provide a completed, signed and stamped Form 2 with the relevant certifications may result in a score of zero (0) points.	Design Team- 1. <u>Structural/Civil Engineer</u> - <i>Structural Engineer and/ or Civil Engineer shall be registered with the Board of Engineering of Trinidad and Tobago (BOETT) or equivalent certification.</i> (Completed Form 2: 2 points, Copies of Relevant Certification: 2 points) 2. <u>Architecture</u> - <i>Architect shall be registered with the Board of Architecture of Trinidad and Tobago (BOATT), or Trinidad and Tobago Institute of Architects (TTIA) or equivalent certification.</i> (Completed Form 2: 2 points, Copies of Relevant Certification: 2 points) 3. Mechanical, Electrical and Plumbing (MEP) (MAX 8 points): 3a. <u>MEP Engineer</u> – <i>MEP Engineer shall be registered as a Mechanical or Electrical Engineer with the Board</i>	16

Evaluation Criteria			Project Delivery Method	
No.	Qualification Criterion	Description of Criterion	Design-Build	Max Score
1.0	Organizational Assessment - Qualification and Experience Assessment of Key Personnel		of Engineering of Trinidad and Tobago (BOETT) or equivalent certification. (Completed Form 2: 2 points, Copies of Relevant Certification: 2 points) 3b. <u>Plumber</u>- Plumber shall be a Licenced Sanitary Contractor. (Completed Form 2: 1 point, Copies of Relevant Certification: 1 point) 3c. <u>Electrician</u> - Electrician shall be Licenced Wireman. (Completed Form 2: 1 point, Copies of Relevant Certification: 1 point) (The Plumber and Electrician shall also be considered applicable to the Construction Team)	
			Construction Team- 1. <u>Project/ Construction/ Contract Manager</u>- Project/ Construction/ Contract Manager shall be registered as a Project Manager with the Board of Engineering of Trinidad and Tobago (BOETT), or possess Project Management Professional (PMP) certification or equivalent certification. The proposed Project/ Construction/ Contract Manager shall not be considered as the Contractor's Representative under the proposed FIDIC Contractual Obligations. (Completed Form 2: 2 points, Copies of Relevant Certification: 2 points)	8

Evaluation Criteria			Project Delivery Method	
No.	Qualification Criterion	Description of Criterion	Design-Build	Max Score
1.0	Organizational Assessment - Qualification and Experience Assessment of Key Personnel		2. <u>Quality Assurance/ Quality Control (QA/QC) Officer</u> – QA/QC Officer shall have certification in Quality Management or equivalent qualifications. (Completed Form 2: 2 points, Copies of Relevant Certification: 2 points)	
			Health, Safety And Environment (HSE) Team- 1. <u>HSE Officer</u> – HSE Officer shall have certification from Occupational Safety and Health Agency (OSHA), or National Examination Board in Occupational Safety and Health (NEBOSH) or equivalent qualifications. (Completed Form 2: 2 points, Copies of Relevant Certification: 2 points)	4
			Quantity Surveying Team- 1. <u>Quantity Surveyor</u> – Quantity Surveyor shall have a minimum of a BSc. in Quantity Surveying or equivalent certification and be registered as a Quantity Surveyor with the Institute of Surveyors of Trinidad and Tobago (ISTT) or Royal Institution of Chartered Surveyors (RICS). (Completed Form 2: 2 points, Copies of Relevant Certification: 2 points)	4
			SUB-TOTAL	

Evaluation Criteria			Project Delivery Method	
No.	Qualification Criterion	Description of Criterion	Design-Build	Max Score
2.0	Work Experience of the Organization	The Applicant shall submit a minimum of six (6) relevant Design and Construction Projects completed in the past utilizing Form 3 provided. The Applicant shall provide the information requested based on the Type of Works applicable namely Building Works. ONLY Completed Projects shall be considered for evaluation. Three (3) points per completed Project shall be awarded with a maximum of eighteen (18) points.	Where the Applicant seeks to be prequalified for Building Works: A minimum of six (6) similar Projects shall be provided for Building Works (maximum of eighteen (18) points for Building Works, three (3) points per Project).	18
		SUB-TOTAL		18
3.0	Cost and Time Reliability	The cost and time performance on previous similar Projects would be used to evaluate Project performance, for each of the previous work experience and Projects detailed in Form 3. Time Control (a maximum of six (6) points shall be awarded, one (1) point per Project) Cost Control (a maximum of six (6) points shall be awarded, one (1) point per Project)	Time Control shall be evaluated as follows: For each of the previous work experience and Projects detailed in Form 3, a maximum of one (1) point per Project shall be calculated for the Time Control based on the following equation: $= \frac{\text{Contractual Time For Completion}}{\text{Actual Time For Completion}}$ Legitimate delays and cost variations identified for Projects listed in Form 3 will be duly considered and points shall be allocated accordingly.	6

Evaluation Criteria			Project Delivery Method	
No.	Qualification Criterion	Description of Criterion	Design-Build	Max Score
3.0	Cost and Time Reliability	Combined Points from both sections for a total score out of twelve (12) points for the Cost and Time Reliability.	Cost Control shall be evaluated as follows:	6
		Legitimate delays and cost variations identified for Projects listed in Form 3 will be duly considered and points shall be allocated accordingly.	For each of the work experience and Projects listed in Form 3, a maximum of one (1) point per Project shall be calculated for the Cost Control based on the following equation: $= \frac{\text{Contract Value (Original)}}{\text{Final Contract Value}}$ Legitimate delays and cost variations identified for Projects listed in Form 3 will be duly considered and points shall be allocated accordingly.	
		SUB-TOTAL		12
4.0.	Methodology	Submission of a general methodology for Works as it relates to the Regulatory and Statutory processes.	The process of obtaining Regulatory and Statutory Body Approvals for the Design and Construction of elements. This shall include process of: • Building Works for the following; TCPD (2 points), WASA (4 points), MOWI – Designs Engineering Branch (2 points), T&TEC (4 points), TTFS (2 points).	14
		SUB-TOTAL		14

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Evaluation Criteria			Project Delivery Method	
No.	Qualification Criterion	Description of Criterion	Design-Build	Max Score
5.0	Health, Safety, Environmental Compliance	The Applicant shall provide an HSE Policy Document as it relates to execution of the Building Works. The policy must be stamped and/or signed by an authorised personnel for the Company/Applicant. Failure to Stamp and/or sign the Policy may result in a score of zero (0) points for this Section.	Submission of an HSE Policy outlining the following: - Statement of Intent, (2 points) - Defined HSE responsibilities inclusive of names of the proposed HSE personnel and modes of communication to be adopted, (3 points) - Risk Matrix as it relates to the applicable Works (Building Works), (3 points) - Potential Mitigation Measures tailored to potential Project hazards, (3 points) - Statement of Compliance to the all Governing HSE Laws and Regulations (4 points).	15
		SUB-TOTAL		15
6.0	Financial Statement Evaluation	The Applicant is required to submit the Company's Financial Statements or Management Accounts for a minimum three (3) consecutive years to assess the Financial Ratios.	Liquidity Ratio: Current Ratio: Ratio > 1.0, 3 points Ratio < 1.0, 0 points	3
			Solvency Ratio: Debt to Equity Ratio: Ratio < 1.0, 3 points. Ratio > 1.0, 0 points.	3
			Profitability Ratio: Net Profit Margins: Net Margin > 25%, 3 points. Net Margin < 25%, 0 points.	3
		SUB-TOTAL		9
	TOTAL			100

SECTION 4.0. VERIFICATION OF THE CONTRACTOR CATEGORIES

Verification of Contractor Category is required to determine suitability of the Applicant within the relevant Contractor Category. Applicants must ensure that all supporting documentation necessary for Category verification is submitted with the Application.

Please note: This verification process does not constitute prequalification or success, nor does it replace the formal qualification or categorisation requirements outlined elsewhere in this document.

TTHDC-CCL reserves the right to place an Applicant within the Contractor Categories based on the information submitted in **Form 3** as follows:

- Micro-Contractor (Projects less than \$1Mn.)
- Small-Contractor (Projects between \$1Mn. to \$5Mn.)
- Medium-Contractor (Projects between \$5Mn. to \$20Mn.)
- Large-Contractor (Projects between \$20Mn. to \$100Mn.)
- Mega-Contractor (Projects greater than \$100Mn.)

SECTION 5.0. APPLICATION FORMS

The Applicant must complete all forms using block letters and with indelible ink. All information must be clearly and legibly printed. Incomplete or improperly completed forms may result in deductions as outlined in Section 3.0. Prequalification Criteria.

Alteration of the provided forms is strictly prohibited. Substituted formats may not be accepted. Any submission that includes altered or reformatted forms may result in the rejection of the Applicant. Additionally, detachment or removal of any pages from the original application document may lead to disqualification.

All prerequisite documents, as required in the documents comprising the Application Section or elsewhere in this Prequalification Document, must be attached to the Application.

FORM 1: CONTRACTOR PREQUALIFICATION APPLICATION FORM

Applicants are required to complete the form below, specifying the Contractor Category for which they are seeking Prequalification.

Company Name: _____

1. Types of Works: Building

2. Type of Contract: Design-Build

3. Contractor Category:

- ☐ Micro (less than \$1Mn) ☐ Small (\$1Mn. to \$5Mn.) ☐ Medium (\$5Mn. to \$20Mn.)
☐ Large (\$20Mn. to \$100Mn.) ☐ Mega (greater than \$100Mn.)

Note: The Applicant shall submit Projects of similar magnitude for selection verification utilizing the Form 3 provided.

4. The Submission attached includes the Following Documents:

A. Prerequisite Submissions Checklist

- ☐ Evidence of OPR Registration and/or OPR Supplier/Contractor Number
- ☐ Certificate of Incorporation
- ☐ Certificate of Registration (if applicable)
- ☐ Applicant submission of a Valid Compliance Certificate issued by the Board of Inland Revenue (BIR)
- ☐ Applicant submission of a Valid Compliance Certificate issued by the National Insurance Board (NIB)
- ☐ Applicant submission of a Valid Value Added Tax Clearance Certificate
- ☐ Completed and signed Consideration of the Ethical Code of Conduct for Suppliers/Consultant/Contractors Form (Form 4: Part I)
- ☐ Completed and signed Declaration and Commitment Form (Form 4: Part II)

NB: If compliance certificates are not available, evidence demonstrating the ability to obtain the compliance certificates or other documents prior to entering into a Contractual Agreement with the TTHDC-CCL must be provided. In the event that the Applicant does not qualify for the requirements of the above then letters issued from the associated Statutory bodies demonstrating its non-requirement shall be considered.

B. Documents for Evaluation Checklist

- ☐ Qualification and Experience Assessment of Key Personnel (Form 2)
- ☐ Work Experience of the Organization (Form 3)
- ☐ Methodology
- ☐ Health, Safety and Environment Compliance
- ☐ Applicant submission of a minimum of three (3) consecutive years Financial Statements or Management Accounts

FORM 1: CONTRACTOR PREQUALIFICATION APPLICATION FORM (CONTINUED)

We, the undersigned seek to be Prequalified for the Trinidad and Tobago Housing Development Corporation, Construction Company Limited and as such we declare the following statements.

- A. We have read, understood and are in agreement with Section 2.0 Instruction to Applicants and by extension the other contents of the document.
- B. We do not have any conflicts of interest.
- C. We understand that you may cancel the Prequalification Process at any time as well as reject any application.
- D. We understand that any attempts to falsify any information to mislead the TTHDC-CCL may result in the rejection of the application, as well as, any penalties incurred under the relevant Laws and Regulations.
- E. All members associated within the application are appropriate representatives of the company whom are trusted on behalf of the company to make relevant decisions.

[Full name of authorised Applicant/
Company Representative]

[Signature of authorised Applicant/
Company Representative]

[Authorised Applicant/ Company
Representative Position]

Company Seal:



FOR OFFICIAL USE ONLY:

The Evaluation Committee has assessed that the Applicant has completed similar Projects within and has been assigned Contractor Category of Design-Build – Building Works:

- ☐ Micro-Contractor
- ☐ Small-Contractor
- ☐ Medium-Contractor
- ☐ Large-Contractor
- ☐ Mega-Contractor

FORM 2: CURRICULUM VITAE (CV) DETAILS FOR PROPOSED KEY PERSONNEL

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Years of Experience: _____ Nationality: _____

Membership in Professional Societies: _____

Professional Registration Numbers: _____

Key Qualifications:

Education:

Employment Record (Period – Company – Position):

_____ to present _____
_____ to _____
_____ to _____
_____ to _____

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my key qualifications and my key experience. I have also attached copies of all my relevant certificates, memberships and/or licences.

[Signature of staff member]

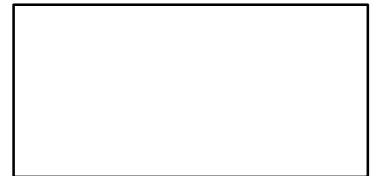
Day/Month/Year

[Full name of authorised Applicant/
Company Representative]

[Signature of authorised Applicant/
Company Representative]

[Authorised Applicant/ Company
Representative Position]

Company Seal:



FORM 3: APPLICANT'S RELEVANT WORK EXPERIENCE FORM

Using the format below, provide information on assignments of similar nature and complexity completed by your company/firm/entity in the past. Provide a description of Services rendered, Contractual and actual times for completion, and original and final Contract values, if applicable. Applicants are advised that all fields must be completed, as the information provided therein is required to ensure the achievement of maximum points during the evaluation of Submissions.

Contract Information			
Company/Contractor Name:			
Contract Name:			
Type of Works:	☐ Building Works		
Type of Contract:	<u>Design-Build</u>	Award Date	
Contractual Time For Completion	_____ calendar days	Contract Value (Original)	
Actual Time For Completion	_____ calendar days	Final Contract Value	
Reasons for Delays	☐ Scope Increase by Employer ☐ Other, please state: _____		
Reasons for Variations	☐ Scope Increase by Employer ☐ Fluctuation on labour and material costs ☐ Other, please state: _____		
Description of Contract:			
Client information			
Client Name			
Client Address			
Contact Name (Client Representative)		Telephone (Fixed and Mobile)	
Email			

I, the undersigned, certify that to the best of my knowledge and belief, the information above is correct.

[Full name of authorised Applicant/ Company Representative]

[Signature of authorised Applicant/ Company Representative]

[Full name of authorised Client Representative]

[Signature of authorised Client Representative]

FORM 4: ETHICAL CODE OF CONDUCT FOR APPLICANTS

The Applicant shall carefully review and complete the two (2) Parts outlined in this Section, namely:

Part I: Consideration of the Ethical Code of Conduct for Suppliers/Consultant/Contractors Form

Part II: Declaration and Commitment Form

Part I: Consideration of the Ethical Code of Conduct for Suppliers and Contractors

Public procurement in Trinidad and Tobago is governed by the **Public Procurement Retention and Disposal of Public Property Act 2015 as amended ("the Act")**, **Regulations, Handbook and Guidelines and Directions issued by the Office of Procurement Regulation ("the OPR")**.

This section shall be read in accordance with the General Guidelines for Ethical Code of Conduct for Suppliers & Contractors pursuant Section 13 (c) and Section 30 of the Act. As per the General Guidelines for Ethical Code of Conduct for Suppliers & Contractors Item 8:

"Suppliers/ Contractors engaging in business with public bodies shall operate in full compliance with the laws of Trinidad and Tobago. The provisions of this guideline shall be deemed to be incorporated by reference into the standard bidding documents of procuring entities and shall therefore be binding on Suppliers/ Contractors who shall commit to the same by duly signing the form set out in Appendix 1 (Declaration and Commitment Form)."

The Supplier/ Consultant/ Contractor shall review and complete each statement as it pertains to the Ethical Code of Conduct for Suppliers and Contractors and complete.

Compliance and Monitoring

1. The Supplier/ Consultant/ Contractor shall observe the rules of and communicate the contents of this Guideline with their agents, employees, subcontractors and subsidiaries who may engage in procurement proceedings.

Yes ☐ No ☐

2. The Supplier/ Consultant/ Contractor shall operate in full compliance with the laws of Trinidad and Tobago.

Yes ☐ No ☐

3. It shall be agreed upon that the TTHDC-CCL may submit a report to the OPR on any breaches by the Supplier/ Consultant/ Contractor pursuant to this guideline.

Yes ☐ No ☐

Consequences for Non- Compliance

4. It shall be agreed that any breaches of this guideline, may result in the following:
- i. Rejection or revocation of a bid, tender or proposal;
 - ii. Being placed on the ineligibility list thereby debarring the Applicant from participating in procurement proceedings for a stated period (five (5) years, as determined by the TTHDC-CCL); or
 - iii. The establishing the commission of an offence.

Yes ☐ No ☐

Professionalism

5. The Supplier/ Consultant/ Contractor shall agree to maintain the highest standards of integrity and professionalism in their operations and when engaging in business with the TTHDC-CCL.

Yes ☐ No ☐

6. The Supplier/ Consultant/ Contractor shall comply with the professional standards of the industry or of any professional body of which they are members. Where the Supplier/ Consultant/ Contractor is a member of a professional body, they shall uphold the code of ethics of the respective profession and be of good professional standing

Yes ☐ No ☐

Fair and Transparent Practice

7. The Supplier/ Consultant/ Contractor shall act in a manner that is transparent, fair, accountable and honest, and shall not engage in any act that may promote or encourage patronage, tribalism, cronyism and nepotism or any other form of preferential treatment towards personnel of the THDC-CCL who are directly or indirectly involved in the procurement proceedings, conducted by a public body or personnel who may be in a position to influence the outcome thereof including but not limited to an elected or appointed officer.

Yes ☐ No ☐

8. The Supplier/ Consultant/ Contractor shall ensure that all the information and certifications provided as well as the statements made are true.

Yes ☐ No ☐

9. The Supplier/ Consultant/ Contractor shall adequately reflect their capacity to satisfy the requirements set out in the bid or Contract documents with honesty and fairness in a comprehensive manner.

Yes ☐ No ☐

10. The Supplier/ Consultant/ Contractor shall ensure that the cost proposal reflects the ability of the Supplier/ Consultant/ Contractor to successfully perform the procurement Contract.

Yes ☐ No ☐

11. The Supplier/ Consultant/ Contractor shall perform the obligations of the Contracts efficiently and effectively and ensure that competent persons carry out its Contractual obligations.

Yes ☐ No ☐

12. The Supplier/ Consultant/ Contractor shall accept full responsibility for all Works, Services or Supplies provided to the THDC-CCL.

Yes ☐ No ☐

Gifts, Favours and other Benefits

13. The Supplier/ Consultant/ Contractor shall not solicit or give directly or indirectly gifts or anything of value with the intent on gaining advantage or concessions for himself or any other person from the TTHDC-CCL.

Yes ☐ No ☐

14. The Supplier/ Consultant/ Contractor shall not communicate with any member of a committee or employee of the TTHDC-CCL in an attempt to manipulate the results of the outcome.

Yes ☐ No ☐

Prohibition against corrupt, fraudulent, coercive, collusive and unethical practices

15. The Supplier/ Consultant/ Contractor shall report to the OPR and/or any other relevant agency any procurement practice, which might be deemed improper.

Yes ☐ No ☐

16. The Supplier/ Consultant/ Contractor shall not engage in bid rigging or in any form of fraudulent, collusive, corrupt, coercive, and or unethical practices, or inappropriate influences.

Yes ☐ No ☐

Confidentiality

17. The Supplier/ Consultant/ Contractor shall respect the confidentiality of information received in the course of performing a Contract and shall not disclose the same or use such information for material gain or the furtherance of its private interest.

Yes ☐ No ☐

18. The Supplier/ Consultant/ Contractor shall preserve the confidentiality of information in accordance with Contractual requirements or the prevailing law and even after the business or Contractual relationship with the TTHDC-CCL has been concluded.

Yes ☐ No ☐

Conflict of Interest

19. The Supplier/ Consultant/ Contractor shall declare and disclose all potential, apparent or actual conflict of interests to the TTHDC-CCL.

Yes ☐ No ☐

20. The Supplier/ Consultant/ Contractor shall not engage in forced or compulsory labour in all its forms.

Yes ☐ No ☐

21. The Supplier/ Consultant/ Contractor shall respect and adhere to the working time of employees in accordance with the laws of Trinidad and Tobago and or any collective agreements or other Contractual Agreements between the parties.

Yes ☐ No ☐

22. The Supplier/ Consultant/ Contractor shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by laws of Trinidad and Tobago or Contract.

Yes ☐ No ☐

23. The Supplier/ Consultant/ Contractor shall not evade or attempt to evade payment of taxes imposed in accordance with Section 119 of the Income Tax Act.

Yes ☐ No ☐

Health, Safety and Environment

24. The Supplier/ Consultant/ Contractor shall provide a safe and healthy workplace setting and comply with the Occupational Safety and Health Act of Trinidad and Tobago and adopt measures to mitigate negative impacts.

Yes ☐ No ☐

25. The Supplier/ Consultant/ Contractor shall strive to use durable, reusable products and products with a high content of recyclable material without compromising the intended use and function in order to contribute waste reduction and increase awareness of sustainable procurement.

Yes ☐ No ☐

26. The Supplier/ Consultant/ Contractor shall utilize strategies to deliver the Works or Services that minimize emissions or discharge of pollutants and generation of waste.

Yes ☐ No ☐

27. The Supplier/ Consultant/ Contractor shall obtain, maintain and keep current all environmental permits, approvals and registrations.

Yes ☐ No ☐

28. The Supplier/ Consultant/ Contractor shall adhere to all applicable laws and regulations regarding the restriction of specific substances in products and manufacturing, especially the avoidance of "hazardous substances" in products.

Yes ☐ No ☐

Applicant's Acceptance of the Ethical Code of Conduct:

[Full name of authorised Applicant/ Company Representative]

[Signature of authorised Applicant/ Company Representative]

[Authorised Applicant/ Company Representative Position]

Company Seal:

Part II: Declaration and Commitment Form

The Supplier/ Consultant/ Contractor shall declare, at minimum, the following but can be called upon to make additional declarations by the TTHDC-CCL:

I declare that I have read and fully understood the contents of the PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY ACT 2015 (AS AMENDED) AND THE GUIDELINES FOR ETHICAL CONDUCT FOR SUPPLIERS/CONTRACTORS IN PUBLIC, PROCUREMENT, RETENTION & DISPOSAL. I do hereby commit to abide by the provisions of the PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY ACT 2015 (AS AMENDED) AND THE GUIDELINES FOR ETHICAL CONDUCT FOR SUPPLIERS/CONTRACTORS IN PUBLIC, PROCUREMENT, RETENTION & DISPOSAL.

Name.....

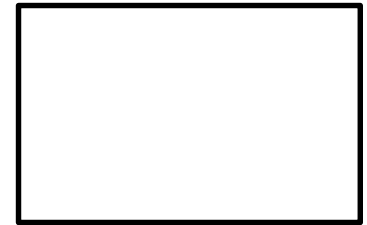
Signature.....

Position.....

Office address.....

Telephone.....

Email.....



Company Stamp

FOR OFFICIAL USE ONLY:

Witness

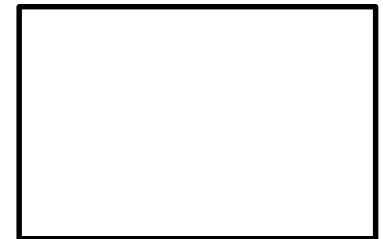
The Trinidad and Tobago Housing Development Corporation Construction Company Limited or TTHDC-CCL

Witness Name

Signature.....

Date.....

...



Company Stamp