



REGULATED INDUSTRIES COMMISSION

Request for Expression of Interest (EOI) for the PRE-QUALIFICATION OF CONTRACTORS, CONSULTANTS AND GENERAL SUPPLIERS

The Regulated Industries Commission (RIC) is seeking to establish a REGISTER of PRE-QUALIFIED CONTRACTORS AND SUPPLIERS and invites suitably qualified parties to submit Expression of Interests for the provision of goods and services to the RIC.

CATEGORIES OR WORKS, SUPPLIES, SERVICES

Marketing and Communication

- Graphic Design Services (Print and Motion Graphics)
- Script Writing/Copy Editing/Copywriting
- Promotional Supplies
- Printing and Binding Services
- Photography Services

Information Communication Technology (ICT) Services

- ICT Consultancy Services
- IT Hardware (Servers, desktops, laptops, mobile devices)
- Networking and Wireless Solutions

General Services

- Catering Services
- Travel Agencies

Facilities Management

- Health, Safety and Environmental Services and Testing
- Air Condition Equipment and Maintenance Services
- Janitorial Services (to include air duct cleaning)
- Sanitization/Hygiene Services
- Supply and Maintenance of Fire Extinguishers
- Building Security Access Systems
- Supply and Maintenance of Plants
- Security Services

Consulting Services

- Human Resources Consulting Services

Industrial Relations Consulting Services
Internal Auditing Services
Legal Consultancy Services

Office Supplies

Office Furniture Supply and Installation
Office Stationery
Office Equipment
Grocery Supplies

Individuals, Contracting Firms, and Companies currently **trading** with RIC in the stated categories **MUST APPLY** as well.

PRE-QUALIFICATION CRITERIA

Pre-qualification will be based on meeting the minimum requirements as outlined in the invitation documents. The criteria include:

- General experience relevant to the Category applied for.
- Human Resources
- Financial Capacity
- Equipment Resources
- HSE Readiness
- References

Pre-Qualification and Registration Package

In order to be considered for pre-qualification, Applicants will be required to procure a Pre-Qualification and Registration package. The package will include:

- a) List of Supply Categories
- b) Supplier Registration Questionnaire;
- c) Letter of Application Format;
- d) List of Supporting Documents;
- e) Mandatory Requirements Check List; and
- f) Instructions to Applicants

PREQUALIFICATION APPLICATION

The Pre-qualification & Registration Package will be made available to interested Suppliers **from 20th June 2017 at a fee of Three Hundred Dollars (\$300.00) VAT inclusive and will close on July 19th 2017 at 4:00 p.m.** The non-refundable fee for ONE PACKAGE IN EACH CATEGORY is \$300.00 (VAT inclusive). SHOULD THE APPLICANT WISH TO PURCHASE A PACKAGE FOR ANOTHER CATEGORY, THE NON-REFUNDABLE FEE SHALL BE

\$300.00 (VAT Inclusive) The fee must be paid at the offices of the RIC 1st Floor, Furness House, Corner Wrightson Road and Independence Square, POS Trinidad W.I. Packages can be collected during the hours of 9am and 3pm, Monday to Friday except public holidays at the offices of the RIC and a receipt must be presented upon collection

Submission and Registration Application

Applicants must submit an **original and four (4) copies** of their Applications in sealed envelopes, delivered either by hand or by courier to the RIC's Office. The letter of application together with all supporting documents should be in a sealed envelope and clearly marked:

"Pre-Qualification Of Suppliers For Articles, Services and Works" and addressed to:

**Ms. Nadia J.A. John
Secretary of the Tenders Committee
Regulated Industries Commission
3rd Floor, Furness Building
Corner Independence Square
and Wrightson Road
Port-of-Spain**

Tel: 625-5384 ext. 325

Fax: 624-2027

Email: ricoffice@ric.org.tt

The Application shall be placed in the Tender Box labelled "*Pre-Qualification Of Suppliers For Articles, Services and Works*" by the applicant's representative making the submission, who will also be required to sign a register confirming receipt of the submission. All submissions must be made on or before the deadline date (July 19th, 2017). No late applications will be accepted.