



REGISTRATION/APPLICATION FORM AS A SUPPLIER/CONTRACTOR/CONSULTANT

Please provide all required details to register your business with the Tobago Hospitality and Tourism Institute.

SECTION 1: COMPANY INFORMATION

1. Name of Organisation:
2. Business Address:
3. Business Telephone Number(s):
4. Email address:
5. Name of Key Respondent:
6. Contact Number for Key Respondent:
7. B.I.R. Certification Number:
8. National Insurance Scheme Registration Number:
9. Types of Goods/Services Offered:
10. Date of Incorporation of Firm/Business:



11. Legal Structure of Firm:

Sole Trader

Public Company

Private Company

Limited Liability

Non-Profit Organisation/Association

Other (Please specify):

12. Vendor Description:

(Please submit a copy of Company Registration Documents and Company Profile)

SECTION 2: FINANCIAL INFORMATION

2.1 Provide detailed bank information used for transactions.

- a) Bank Name:
- b) Bank Address:
- c) Branch No:
- d) Bank Phone No:
- e) Name on Account:
- f) Bank Account Number:
- g) Type of Account (Business/Personal) and (Chequing or Savings)
- h) Other:



Please select the category your organisation is financially capable of providing goods and/or services for (including bank credit). Please see Appendix A for work groups and classes.

Contract Range:

- Less than \$5,000.00 (TT)
- Less than \$15,000.00 (TT)
- Less than \$40,000.00 (TT)
- Less than \$100,000.00 (TT)
- \$100,000.00 and over (TT)

SECTION 3: REFERENCES

3.1 Provide a minimum of two references where goods/services were sourced within the last 12 months.

Name	Company	Position	Mobile#

3.2 List and provide copies of any Quality Assurance Certificates and special licenses that you may hold.

Certificate Title	Awarding Organisation	Certificate Type	Date Awarded



SECTION 4: KEY PERSONNEL – EXPERIENCE AND HISTORY

4.1 Key Personnel (Provide copies of the Curriculum Vitae mentioned)

Name	Company	Position	Mobile#

SECTION 5: OTHER

After Sales Service

Do you provide after sales service? If yes, please provide details of service.

Deliverable Dates

Specify the average expected delivery time for goods/services provided to THTI.

Acceptance of Payment Terms

Thirty (30) days Sixty (60) days Ninety (90) days



SECTION 6: DECLARATION OF TRUTH

I Click or tap here to enter text. certify that I am an authorized representative of applicant business Click or tap here to enter text. and that the information provided in this form is true and correct to the best of my knowledge and all responses are complete and all additionally requested documents have been submitted.

I recognize that the information submitted in this application is for the purpose of pre-qualifying my business with the Tobago Hospitality and Tourism Institute. I authorize the Institute to contact any named entity within this application for the purpose of verifying the information supplied.

I affirm that my business or any of its directors are not insolvent, in receivership, bankrupt or being wound up. Our affairs are not being administered by a court or judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the forgoing.

I agree to provide written notice to the THTI of any material change in the information contained in the original application within 30 calendar days of such change. I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for denial or immediate revocation of pre-qualification. I declare, under penalty of perjury, that the information provided in this application and supporting documents are true and correct.

Name:

Signature:

Position:

Date:

Company Stamp:



SUBMISSION OF YOUR FINAL DOCUMENTS CHECKLIST

Please review your form to ensure all areas are completed and the copies of the following mandatory documents **(if applicable)** are completed. All documents submitted must be valid at the date of submission.

1. Completed Questionnaire (including Appendices)	
2. Certificate of Registration, Incorporation and Continuance, latest Annual Returns (as applicable)	
3. Valid Income Tax, VAT, and NIS Clearance Certificate	
4. VAT Registration Certificate or Statement of Ineligibility	
5. Company's Profile	
6. At least two (2) references for works completed	
7. Banker's Letter/Credit Union Letter (issued within the last 3 months)	
8. Receipt for proof of purchase of application for Prequalification of Supplier package	