



SUPPLIER REGISTRATION FORM

Section 1: Company Information

1. Name of Organisation:

2. Business Address:

3. Business Telephone Number(s): (868-xxx-xxxx)

4. Email address:

5. Name and Position of Key Respondent:

6. Contact Number for Key Respondent: (868-xxx-xxxx)

7. Legal Structure of Business:

Sole Trader

Partnership

Corporation

Other: _____

8. Date of Incorporation of Firm/Business:

9. Incorporation / Company Registration Number:

10. B.I.R. Certification Number:

11. VAT Registration number (if applicable):

12. National Insurance Board Registration Number (if applicable):

Section 2: Banking & Financial Information

13. Bank / Financial Institution Name:

14. Name on Account:

15. Bank / Financial Institution Account Number (for Scotiabank customers include the Branch number):

16. Type of Account:

Chequing Account

Savings Account

Other: _____

17. Bank / Financial Institution Address:

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Section 3: Types of Goods/Services Offered

18. Please review the various work classes and decide for which work classes you wish to be prequalified.

Suppliers or Contractors may pre-qualify for as many work classes as they wish. Applicants may complete only one application for all work classes for which they wish to pre-quality; however, they must provide detailed supporting evidence of capacity to undertake contracts in all work classes for which they wish to pre-qualify.

Work Class	Not Applicable	Up to TTD\$15,000	Up to TTD\$50,000	Up to TTD\$100,000	Over TTD\$100,000
Air Condition & Refrigeration					
Airlines					
All Computer Related Sales and Services					
All Consultancy Services					
All Engineering Services					
All Environmental Sales & Services					
All Forms of Advertising, Marketing, Media & Communication					

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Work Class	Not Applicable	Up to TTD\$15,000	Up to TTD\$50,000	Up to TTD\$100,000	Over TTD\$100,000
All Tutors, Coaches & Trainers					
Audit Services					
Automotive Sales, Parts & Maintenance Services					
Building Construction (Carpentry, Joinery, Electrical, Plumbing, painting, tiling, roofing etc.)					
Cleaning Chemicals, Equipment & Other Supplies					
Crafts, Flags, Souvenirs, Emblems & Paraphernalia					
Disposable Products					
Eggs					
Electrical Supplies					
Electronic Equipment & Security Services					

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Work Class	Not Applicable	Up to TTD\$15,000	Up to TTD\$50,000	Up to TTD\$100,000	Over TTD\$100,000
Emergency Lights and Siren Systems					
Facilities Maintenance					
Fire Safety					
Flower Shops, Gift Baskets, Tokens etc.					
Fuel (Gas, Diesel, Cooking Gas)					
Fumigation and Pest Control Services					
Garbage Collection & Waste Disposal Services					
Gas Tank Inspection					
Generator Maintenance & Repairs					
Hardware & General Supplies					

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Work Class	Not Applicable	Up to TTD\$15,000	Up to TTD\$50,000	Up to TTD\$100,000	Over TTD\$100,000
High Voltage Inspection					
Insurance Brokerage					
Interior Decorators, Clothing Designers, Uniforms					
Janitorial Equipment Sales & Services					
Kitchen Appliances, Equipment & Supplies					
Laundry Services, Equipment & Supplies Legal Services					
Library Resource Materials (Books & Periodicals, Newspapers)					
Linens					
Local & Foreign Fruits					
Maintenance of General Equipment					

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Work Class	Not Applicable	Up to TTD\$15,000	Up to TTD\$50,000	Up to TTD\$100,000	Over TTD\$100,000
Maintenance of Kitchen Equipment					
Meat					
Medical Services					
Office Stationary, Printing, Equipment, Furniture & Accessories					
Postal Services					
Printers & Copiers- Sales, Lease, Consumables & Maintenance Services					
Procurement of Food Items					
Procurement of Furniture & Fittings					
Procurement of General Equipment					
Provisions					

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Work Class	Not Applicable	Up to TTD\$15,000	Up to TTD\$50,000	Up to TTD\$100,000	Over TTD\$100,000
Rental & Lease of Vehicles					
Rental of Plants					
Rental of Sound Systems					
Rental of Stage Lighting, Equipment etc.					
Rental of Tables, Chairs, Tents & Toilets					
Rental of Tools & Heavy Equipment					
Rentals of Lease of Property/ Storage Space					
Safety Equipment, Supplies, Inspection & Services					
Seasonings					
Security Equipment, Installations & Services					

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Work Class	Not Applicable	Up to TTD\$15,000	Up to TTD\$50,000	Up to TTD\$100,000	Over TTD\$100,000
Security Guards & Escorts, Baton & Firearms					
Sewage Removal & Services					
Signage					
Telecommunication & Internet Services					
Training Institutions					
Transportation					
Travel & Accommodation					
T-Shirts					
Vegetables					

19. Please select your credit terms:

Payment on delivery (Cheque)

30 days

45 days

90 days

Section 4: Key Personnel

20. Please provide resumes / certificates for all key employees listed below.

Name	Position	No. of Years in the Company	Resume/ Certificates attached (Yes / No)

Section 5: References

21. Using Appendix B (to be completed by Referee), provide a minimum of three (3) references where goods /services were provided within the last twelve (12) months.

Name of Reference	Contact Number (868-xxx-xxxx)

Section 6: Other

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

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

Checklist of Items

24. Copies of the following documents are mandatory (if applicable) and must be valid at the date of submission; these should be attached to the completed Questionnaire.

a) Completed Registration Form / this document (incl. Appendices)	
b) Certificate of Registration, Incorporation and Continuance, latest Annual Returns (as applicable)	
c) Copies of valid BIR, VAT, and NIS numbers (if applicable)	
d) VAT Registration Certificate or Statement of Ineligibility	
e) Brief description of Company or Professional profile	
f) At least three (3) references for works completed (Appendix B)	
g) Financial Institution's Letter (issued within the last 3 months) with official stamp	
h) Receipt for proof of purchase of application for Prequalification of Supplier package	
i) Other:	

Section 7: Declaration of Truth

By submitting this application, I certify that I am an authorised representative of the business 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 authorise 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 thirty (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: