



CREATIVETT

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TRINIDAD & TOBAGO
CREATIVE INDUSTRIES
COMPANY LIMITED

APPLICATION DOCUMENT

PRE-QUALIFICATION

REGISTRATION OF SUPPLIERS AND CONTRACTORS

GENERAL INSTRUCTIONS

(Pre-Qualification/Registration of Suppliers/Contractors)

Trinidad and Tobago Creative Industries Company Limited (CreativeTT)

GENERAL INSTRUCTIONS (Pre-Qualification/Registration of Suppliers/Contractors)

The Trinidad and Tobago Creative Industries Company Limited (CreativeTT) is a wholly owned state enterprise that was incorporated on July 29, 2013. CreativeTT was established by The Government of the Republic of Trinidad and Tobago through the Ministry of Trade and Industry. It is mandated to stimulate and facilitate the business development and export activities of the creative industries in Trinidad and Tobago to generate national wealth. It seeks to achieve this mandate via its wholly owned subsidiary companies: Trinidad and Tobago Film Company Limited (FilmTT); Trinidad and Tobago Music Company Limited (MusicTT); and Trinidad and Tobago Fashion Company Limited (FashionTT).

CreativeTT, provides administrative and support services for all its subsidiaries companies. It is also responsible for their strategic and business development, including research and marketing; information technology; legal; finance and human resources. The subsidiaries would champion the development and commercialization of the local creative and cultural product in a sustainable manner.

CreativeTT invites applications from suitably qualified companies, registered firms and other business entities who are desirous of pre-qualifying/registering for the supply of goods and services to CreativeTT and its Subsidiaries: - Trinidad and Tobago Film Company Limited (FilmTT); Trinidad and Tobago Music Company Limited (MusicTT); and Trinidad and Tobago Fashion Company Limited (FashionTT).

Application Forms may be obtained from Creative TT's office located at #47 Long Circular Road, St James between the hours of 8:00 a.m. to 4:00 p.m. Monday to Friday (except on Public Holidays) or can be downloaded at www.creativett.co.tt/prequal. The completed application and supporting documents should be sealed in an envelope and must be deposited by hand in the appropriate tender box located at #47 Long Circular Road, St James no later than 11th December 2020.

Any further information may be obtained from The Finance Department at 1 (868) 628 1156/ 1028/ 6554 during normal working hours.

All applications MUST be submitted using the application form issued by CreativeTT.

The **original, and one (1) copy** of the completed Application Form together with all required documentation must be enclosed in sealed envelopes addressed to:

**The Chairman
Tenders Committee
Trinidad and Tobago Creative Industries Company Limited
47 Long Circular Road
St James**

and clearly marked:

“Pre-Qualification/Registration of Suppliers/Contractors”

The envelope(s) must be deposited **by hand** in the appropriate Box located in the Lobby area at the above address.

Failure to comply with any of these instructions may result in the application not being considered.

All interested applicants are asked to note the following:

- Applicants may pre-qualify or register for as many categories as they wish

All applications **must** be accompanied by:

- **Valid Income Tax Certificate, a valid VAT Clearance Certificate and a valid NIB Compliance Certificate.**
- **Latest Financial Statements and/or a Banker’s Letter**
- **Business/Company Profile**
- **Equipment Listing (where applicable)**
- **Portfolio of Projects undertaken in last financial year**
- **Health & Safety Policy**
- **Licences (e.g. food badges)**

In the case of companies, registered firms and other business entities, the application **must** be accompanied by the appropriate Certificate of Incorporation/Certificate of Registration/Certificate of Continuance to establish the legal identity of the Company/Business Entity.

CreativeTT reserves the right to disqualify any application which demonstrates less than a clear understanding of the application instructions. Further, CreativeTT, at its sole discretion, has the right to determine whether the applicant has demonstrated such understanding. CreativeTT in making such disqualification/ cancellation, shall be at no fault, cost, or liability whatsoever to the applicant.

Application forms should be as thorough and detailed as possible so that the CreativeTT may properly evaluate the applicant’s capabilities to provide the required goods/services. Where a question is not relevant to the proposed supply, please state “Not Applicable”.

Applicants are advised that CreativeTT representative may visit their premises for the purpose of verifying the information provided in the questionnaire.

APPLICATION FORM

(All relevant sections of this form must be completed and submitted with all applicable attachments in the stipulated format)

**PRE-QUALIFICATION APPLICATION FORM
(Pre-Qualification/Registration of Suppliers/Contractors)**

Please tick (✓) the category or categories for which your application is to be pre-qualified/registered:

CATEGORIES				
Please tick (✓) all that apply				
✓			✓	
	1)	Advertising/ Production Agencies		21) Library Supplies (Books, CDs, Periodicals)
	2)	Air Condition Equipment and Supplies		22) Media - Print, Broadcast, Web, Social media, bloggers
	3)	Artistes - Musicians, models, vocal artist		23) Office Equipment/Furnishings
	4)	Audio/ Visual Recording Services/ Photographers		24) Office Supplies - Stationery
	5)	Computer Hardware/Software		25) Printing, Graphic Design Signage and Corporate Promotional Items and Services
	6)	Communication Services - Internet		26)
	7)	Corporate Promotional Items		27) Sewing and Textile Supplies
	9)	Customs Brokerage and Freight Forwarding Services		28) Sound System and Public Address System
	10)	Entertainment - MC, DJ, Bands,		29) Tent and Furniture Rental
	11)	Equipment Rental: Photocopiers, Display equipment, Sound systems		30) Travel Agency Services
	12)	Event Management, Equipment Rental and Decoration Services		31) Telecommunication – Land /Mobile
	13)	Floral Supplies and Services		32) Transportation - Car/Taxi Rental
	14)	Food/ Bar Catering		Venues -concert halls, hotels, restaurants, bars, public spaces, guest houses, co-working offices, theatres, other rental spaces/ alternative venues
	15)	Food Service Supplies (list if applicable)		Consultancy Services (please specify): _____ _____
	16)	Graphic Artist, creative directors, promoters, make-up artist		33) Other (Please specify): _____
	17)	ICT Infrastructure – Cabling Works, Network Installation etc.		
	18)	Information and Communication Technology (ICT) Equipment, Supplies and Services		
	19)	Insurance Brokerage Services – All types		
	20)	Janitorial Equipment, Supplies and Services		

Contract Size:

Value of procurement which you are interested in undertaking: **(Tick (✓) appropriate boxes)**

- | | |
|---|---|
| <input type="checkbox"/> Under \$50,000 | <input type="checkbox"/> \$350,000 to \$750,000 |
| <input type="checkbox"/> \$50,000 to \$100,000 | <input type="checkbox"/> \$750,000 and over |
| <input type="checkbox"/> \$100,000 to \$350,000 | |

1 - General Information

1.1 Name of Company/Registered firms or Business Entity

1.2 Name of Main Contact:

1.3 Registered Address

1.4 Mailing Address:
(Only if different from 1.3)

1.5 Telephone No:

Cell No.

Fax No:

Email Address:

Website:

2 - Company Information

2.1 Type of Legal Entity (Please ✓):

- Sole Trader
- Partnership
- Limited Liability Company
- Public Company/Corporation
- Other (please specify):

2.2 Is your company incorporated under the Laws of Trinidad and Tobago?

- Yes
- No

If no, state where incorporated:

2.3 Are you registered with the Board of Inland Revenue?

- Yes
- No

If no, please specify why: _____

2.4 Kindly attach a copy of the following documents (Mandatory) in **Appendix A**

(Please tick (✓) documents that are included):

- Certificate of Registration / Incorporation / Continuance
- Valid Income Tax Clearance Certificate
- Valid VAT Clearance Certificate
(Please note that companies who are not VAT registered can and must obtain VAT clearance. Failure to provide a VAT Clearance Certificate will result in the rejection of your application)
- Valid NIB Compliance Certificate
- Company's Brochure/Profile **(must include portfolio of projects)**
- Health & Safety Policy
- Licences (e.g. Wireman, Plumbing, Firearm User, Food Badge)
- Equipment Listing (relevant to performance of contract)

2.5 The total number of people currently employed with the organisation:

2.6 Please list the Key Personnel (including Principal, Directors, Managers and Technical and Supervisory Staff) of the entity:

NAME	POSITION / TITLE	QUALIFICATION	TIME WITH FIRM (YRS.)

2.7 Kindly list all Shareholders with an interest of $\geq 10\%$

NAMES	OWNERSHIP PERCENTAGE

2.8 Are you a relative of or do you have a relationship with any CreativeTT employee or their immediate relative that would cause any conflict of interest?

Yes

No

All Applicants are required to disclose any existing relationship, business or otherwise, with the CreativeTT and/or any of its employees and/or immediate relative. Failure to do so may result in termination of any agreement entered to with the Contractor.

If Yes, please specify:

3 - Financial Information

3.1 Annual Income (last three years):

Year : _____

Year: _____

Year: _____

3.2 Do you keep accounts?

Yes

No - Please specify why?

3.3 Do you have audited accounts?

Yes

No - Please specify why? _____

If yes, please attach in **Appendix B** the company's Audited Financial Statements for the past three (3) years. The Audited Statements must be signed by the Directors and must include the signed Auditor's Report.

If no, please attach in **Appendix B** the company's unaudited Financial Statements (signed by the Directors), for the past three (3) years and/or a Banker's Letter.

3.4 Do you have Workmen's Compensation Insurance?

Yes

No

If yes, please state maximum amount as of now
(TT\$_____)

Please provide the name and address of the Insurer:

NAME	ADDRESS

(Please provide copies of the relevant documents in **Appendix B**)

3.5 Do you have Public Liability Insurance coverage?

Yes

No

If yes, please state maximum amount as of now
(TT\$_____)

Please provide the name and address of the Insurer:

NAME	ADDRESS

(Please provide copies of the relevant documents in **Appendix B**)

3.6 Do you have any other insurance coverage?

Yes

No

4 - Past Performance

- 4.1** Please list three (3) organisations for which your firm has performed work for in the past three (3) years that is aligned to the category of goods, works and/or services that you are submitting this registration application. You must include the name of a responsible official within that company to whom CreativeTT official may address inquiries:

Organisation	Nature of Contract	Contract Value (TT\$)	Telephone
Name of Organisation: Contact Person: Position:			
Name of Organisation: Contact Person: Position:			
Name of Organisation: Contact Person: Position:			

5 - Legal

5.1 Has the Business or any constituent part ever been involved in any litigation and/or arbitration for failing to fulfil or to comply with the terms of a contract?

Yes

No

If yes, please give a brief explanation:

5.2 Is the business involved in any litigation and/or arbitration proceedings at present?

Yes

No

If yes, please give details:

5.3 Are there any judgements registered against the firm?

Yes

No

If yes, please give details:

I hereby certify that the foregoing information is true, correct and complete to the best of my knowledge:

Name: _____

Signature: _____

Telephone Contact: _____

Position in Organisation: _____

Date: _____

E-mail: _____

6 – DECLARATION

1. I hereby declare that the Company/Registered Firm or Business Entity I am submitting documents for Pre-Qualification/ Registration of Suppliers/Contractors is not insolvent, in receivership, bankrupt or affairs not being administered by a court or a judicial officer. Business activities are not suspended and are not the subject of legal proceedings for any of the foregoing:
2. I hereby declare that no Directors or Officers of the Company/Partners/Proprietor have been convicted of any criminal offence
3. I hereby declare that the Company/ Registered Firm or Business Entity has fulfilled their obligations to pay all statutory dues/taxes and contributions in Trinidad & Tobago
4. I hereby declare that the Company/ Registered Firm or Business Entity and its employees meet relevant industry standards, have the necessary professional and technical qualifications and competence, financial resources, equipment and other facilities, managerial capability, reliability, experience and personnel to perform the procurement contract

Name: _____

Signature: _____

Telephone Contact: _____

Position in Organisation: _____

Date: _____

E-mail: _____

(Affix Company/Registered Firm or Business Stamp here)

Appendix A

(Place the following items in this section)

- * **Certificate of Registration / Incorporation / Continuance/ Notice of Directors**
- * **Valid Income Tax Clearance Certificate**
- * **Valid VAT Clearance Certificate**
- * **Valid NIB Compliance Certificate**
- * **Company's Profile**
- * **Company's Health & Safety Policy**
- * **Licences**
- * **Equipment Listing**

Appendix B

(Place the following items in this section)

- * Latest Financial Statements (Audited or Unaudited) and/or a Banker's Letter**
- * Workmen Compensation Insurance**
- * Public Liability Insurance**
- * Other insurance**