THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED

NGC Process for Pre-qualification and Registration of Contractors or Suppliers

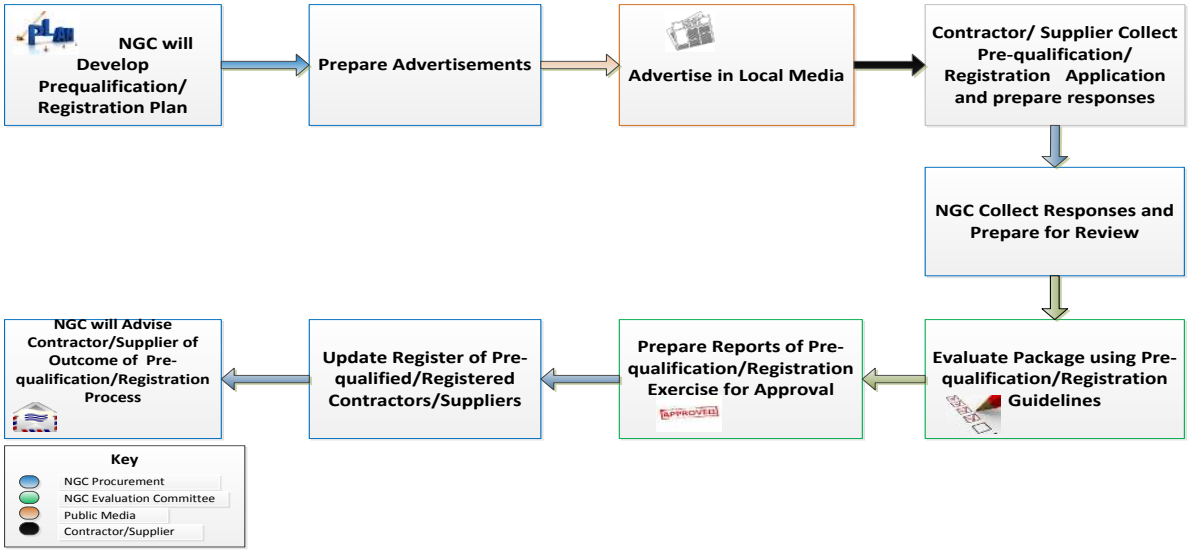
The pre-qualification and registration process is intended to register contractors or suppliers who are capable of providing goods or services in categories specific to The Natural Gas Company of Trinidad and Tobago Limited and its subsidiaries (National Energy, PPGPL, and NGC CNG). It should be noted that a Pre-Qualification Questionnaire is distributed to contractors or suppliers in response to a public advertisement, for the most part. Contractors or suppliers may be capable of providing all of the scope for goods or services described in the invitation, while some may have strengths in some of the areas.

PRE-QUALIFICATION/REGISTRATION CRITERIA

Pre-qualification will be based on meeting the minimum requirements in the following criteria:

- General Statutory/Regulatory Requirements (Company Registration , BIR, VAT)
- Financial Integrity – Audited Financial Statements and Sole Traders may provide statement of affairs
- Organizational Capability
    - Personnel
    - Work/Project Experience
    - Equipment and Assets
- Scope of Service Capability
- Environmental, Health and Safety (EHS) Systems and Performance as relevant to the scope of service – (not applicable to suppliers of goods)

Pre-qualification and Registration Of Contractors or Suppliers Process Flow



FAQ/ Inquiries

- **If the Supplier/Contractor did not see the public advertisement and wants a package, what should he do**
  - Send in a company profile; NGC would assess it for applicability and make an invitation decision
  - If the advertisement did not yield sufficient responses then he may be invited to submit an application(especially if the evaluations have not started)

- **If a Foreign/local company meets with company representatives as part of conferences etc. and the services are likely to be used, how can the company become registered**
  - The company will be asked to send in company profile; NGC would follow up with invitation by letter if applicable

- **If a public invitation has passed and a company would like to be considered and the services are likely to be used, how can the company become registered**
  - Send in a company profile and NGC would follow up with invitation by letter as part of a supplemental process. There is no guarantee that this will be done, as the prequalification activities are planned on a schedule.

- **Are companies pre-qualified (for everything i.e.: A company is prequalified for all services it offers)**
  - **NO**. Companies and the relevant services are pre-qualified. A Company may pass and be registered for one service but fail the prequalification criteria for another service.

- **If the Contractor is a Sole Trader/Professional/ Small and Micro company, what is the minimum requirement for the financial criteria**
  - Submit Certificate of Registration or Professional Qualification etc.
  - Submit a Statement of Affairs and a Bank Letter

- **If the Contractor does not know the Environmental, Health and Safety (EHS) Risk Level for the service their company provides, what assistance is available**
  - The Contractor should contact the Trinidad and Tobago Energy Chamber to advise on the Risk Level for the service and seek to become STOW certified, of have the requirements to meet STOW certification. NGC does not require a contractor to be STOW certified but the minimum EHS requirements must be met.

- **When are site visits completed for prequalification/registration**

- Site visits are completed for new contractors mainly in the large size category or in areas where there are many projects earmarked for invitation in that service category or (where a new company is being registered) as required.