



**THE NATIONAL GAS COMPANY  
OF TRINIDAD AND TOBAGO LIMITED**

[www.ngc.co.tt](http://www.ngc.co.tt)

# Invitation to Register and Pre-qualify

The NGC Group of Companies is desirous of registering and pre-qualifying vendors to provide the under-mentioned services:

- **CATERING SERVICES (LOW RISK)**
- **LIFTING EQUIPMENT AND ACCESSORIES (HIGH RISK)**
- **ROAD CARGO TRANSPORT (HIGH RISK)**
- **VIDEO PRODUCTION SERVICES (NCR)**
- **MEDICAL DOCTORS SPECIALIST SERVICES (MEDIUM RISK)**
- **PHOTOGRAPHIC SERVICES (NCR)**
- **GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES (NCR)**
- **PRINTER MAINTENANCE – MULTI -FUNCTION PRINTERS (LOW RISK)**
- **SCANNER MAINTENANCE (LOW RISK)**

**N.B.**

1. Vendors presently pre-qualified for the stated services are advised to reapply.
2. STOW certification is a mandatory requirement for High-Risk Services.
3. Please visit [www.ngc.co.tt](http://www.ngc.co.tt) for further information on the scope for service categories listed above.

## PRE-QUALIFICATION CRITERIA

Pre-qualification will be based on the vendor meeting the minimum score for each criterion:

- Relevant experience
- Personnel resource
- Financial capacity
- Equipment resource
- Health, safety and environment (where applicable)
- Industry background (where applicable)

## A. REGISTRATION DOCUMENTS

1. Vendors who are interested in providing the aforementioned services to the NGC Group for the first time are required to log into NGC SAP Ariba Network via <http://ngc-tdt.sourcing.ariba.com/ad/selfRegistration> for mandatory completion of the registration process by **October 18th, 2019**. Successful applicants should proceed to B.
2. Vendors who are already registered with the NGC Group in SAP Ariba may proceed directly to B.

## B. PAYMENT

Upon successful completion of A, vendors are required to pay a non-refundable fee of \$200.00 in their Company's name for each service offered at any First Citizens Bank: NGC Account # 1380545.

## C. PRE-QUALIFICATION DOCUMENTS

A copy of the bank receipt should be submitted via email to [vendormanagement@ngc.co.tt](mailto:vendormanagement@ngc.co.tt) - Subject: "2019 Vendor Pre-qualification Advertisement" following which, a website link will be sent to access the Pre-qualification Questionnaire.

## SUBMISSION OF DOCUMENTS

Fully completed pre-qualification questionnaire(s) with relevant supporting documents must be uploaded 14 days after access to documents.

