



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

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:

- **ADVERTISING (NCR)**
- **BRAND MARKETING OR ADVERTISING OR INSTRUCTIONAL MATERIALS (NCR)**
- **MEDIA PLACEMENT AND FULFILMENT (NCR)**
- **PEST CONTROL (MEDIUM RISK)**
- **CLEANING AND JANITORIAL SERVICES (LOW RISK)**
- **PLUMBING SYSTEM MAINTENANCE OR REPAIR (LOW RISK)**
- **AUDIT SERVICES (NCR)**
- **INSURANCE SERVICES FOR STRUCTURES AND PROPERTY AND POSSESSIONS – LOCAL (NCR)**
- **GROUNDS MAINTENANCE SERVICES (LOW RISK)**
- **FOREST AND LAND REHABILITATION (LOW RISK)**
- **PHOTOCOPYING (NCR)**
- **DESIGN AND BUILD SERVICES (HIGH RISK)**
- **EPCM CONSULTANCY SERVICES (LOW RISK)**
- **SUBSEA INSPECTION SERVICES WITH ROV SERVICES (HIGH RISK)**

N.B.

1. Vendors presently pre-qualified for the stated services are advised to reapply.
2. NCR – no certification required
3. STOW certification is a mandatory requirement for High-Risk Services.
4. Please visit 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-ttd.sourcing.ariba.com/ad/selfRegistration> for mandatory completion of the registration process by **February 7th, 2020**. 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 - Subject: "2020 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.

