

# INVITATION TO REGISTER AND PRE-QUALIFY

The NGC Group of Companies is currently reviewing and updating its register of pre-qualified contractors and suppliers and invites suitably qualified firms/individuals to be pre-qualified in the following categories:

## EDITORIAL AND DESIGN AND GRAPHIC AND FINE ART SERVICES

1. Written Translation Services

## ENGINEERING

2. Mechanical Engineering
3. Offshore Engineering Procurement and Construction Services (EPC)
4. Oil and Gas Pipeline Construction Services
5. Onshore Engineering Procurement and Construction Services (EPC)
6. Structural Engineering

## FACILITIES MAINTENANCE

7. Building Cleaning Services
8. Door Mats
9. Fishpond Services
10. Laundry Services
11. Pest Control Services
12. Portable Toilet Rental Services
13. Recycling of Computer-Based Products
14. Sewage Treatment Services
15. Shipping Container House
16. Supply and Maintenance of Doors

## HUMAN RESOURCES

17. Catering Services
18. Employee Assistance Programmes
19. Gymnasium
20. Safety Training Services
21. Staff Recruiting Services
22. Taxicab Services
23. Team-Building Skills
24. Travel Agencies
25. Vehicle Rental

## INFORMATION TECHNOLOGY

26. Computer Vocational Training Services
27. Computer or Network or Internet Security
28. Development Environment Software

## MARINE SERVICES

29. Communication Equipment Manufacture Services
30. Diesel Generators
31. Domestic Barge Transport Services
32. Marine Consultancy Services
33. Marine Fenders
34. Marine Navigational or Communication Services
35. Marine Structure Construction and Repairs
36. Vessel Docking Services
37. Well-Plugging Services
38. Wellhead Support Structures

## OPERATIONS

39. Asset Integrity Management Services
40. Catalyst Loading or Removal Services
41. Facility Integrity Management Services
42. Hazardous Wastewater Disposal
43. Laboratory Testing Services
44. Lifting Equipment and Accessories
45. Molecular Sieve
46. Non-Destructive Testing Services
47. Non-Paint Protective Coating
48. Pipeline Inline Inspection Services
49. Scaffolding Services
50. Subsea Pipe Coating and Insulation and Cathodic Protection
51. Subsea Well Remote Operation Vehicle ROV Services

## SAFETY AND SECURITY

52. Computer or Network or Internet Security
53. Fire Prevention Services
54. Medical and Pharmaceutical Biohazard Disposal Products
55. Rescue Services
56. Risk or Hazard Assessment
57. Security or Access Control Systems

**N.B.**

Please visit [www.ngc.co.tt](http://www.ngc.co.tt) OR scan the QR code for further information on the Scope of Services for the categories listed above.

## Steps for pre-qualification:

### A. VENDOR SAP ARIBA REGISTRATION

1. Vendors' applications for registration must be approved before making an application for pre-qualification. Vendors with pending applications must submit their Ariba online registration questionnaire and obtain approval via Ariba before applying for pre-qualification.
2. Vendors interested in providing the services to The NGC Group are required to send by the closing date noted below a request for pre-qualification for the category of interest via email to [vendormanagement@ngc.co.tt](mailto:vendormanagement@ngc.co.tt).
3. The fully completed SAP Ariba online registration questionnaire with relevant supporting documents must be uploaded within **fourteen (14)** days after receiving an invitation to register.
4. Vendors who have completed the online Ariba Registration process or are already registered with The NGC Group of Companies can proceed to step B.

### PAYMENT

Upon successful completion of the Registration (A) above, Registered Vendors are required to pay at any First Citizens Bank: NGC Account # 1380545, a non-refundable fee of TT\$200.00 in their **company's name** for **each service** for which they have indicated an interest in pre-qualification. The name of the service category **should be written on a copy of the bank receipt and attached in Section 4, "Payment Fee" of the Pre-Qualification Questionnaire in Ariba.**

### B. SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

The fully completed SAP Ariba online pre-qualification questionnaire(s) with relevant supporting documents must be uploaded within **fourteen (14)** days after receiving an invitation to pre-qualify. A list of documents to be submitted can be accessed by scanning the **QR code**.

### PRE-QUALIFICATION CRITERIA

Pre-qualification will be based on the Vendor satisfying the minimum score for each criterion:

- SAP Ariba Online Registration
- Relevant Experience
- Personnel Resource
- Financial Capacity
- Equipment Resource
- Health, Safety, Environment and Security (where applicable)
- Industry Background (where applicable)
- Completion of NGC's Green Agenda Questionnaire (Environmental Management Survey)
- Completion of the Energy Chamber's Local Content Management Assessment



Interested parties seeking to provide goods and services to The NGC Group of Companies must be registered and prequalified with the Procurement Depository as established by Section 26 (1) of the Public Procurement and Disposal of Public Property Act (2015) effective Wednesday 26th April 2023.

Effective 1st January 2023, all contractors and suppliers previously pre-qualified with any member company will now be considered pre-qualified with The NGC Group for all their prospective pre-qualified services.

### CLOSING DATE

The closing date for expression of interest to pre-qualify is 7th August 2023.

