

## INVITATION TO REGISTER AND PRE-QUALIFY

The National Gas Company of Trinidad and Tobago Limited (NGC) is inviting suitably qualified suppliers to submit their interest in pre-qualification for the following:

1. Security Guard Services (Medium Risk) all NGC locations

**IMPORTANT NOTE: PROCUREMENT DEPOSITORY REQUIREMENT**

In accordance with Section 26 (1) of the Public Procurement and Disposal of Public Property Act 2015 (amended), all potential vendors must be registered and pre-qualified with the Procurement Depository, effective 26<sup>th</sup> April 2023, to provide goods, works and/or services to NGC.

**Steps for pre-qualification**

**A. SCREENING – COMPLETION OF PRE-SCREENING QUESTIONNAIRE**

Interested parties must first complete the Expression of Interest Pre-Screening Questionnaire on the Company’s website

<https://ngc.co.tt/procurement/vendor-pre-screening-questionnaire/>

**DEADLINE FOR SUBMISSION OF THIS QUESTIONNAIRE IS 30 DECEMBER 2025.**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

**B. REGISTRATION – VENDOR SAP ARIBA REGISTRATION**

Shortlisted candidates will be issued an Invitation to Register via SAP Ariba.

Upon receipt of the SAP Ariba invitation to register, prospective vendors must submit a fully completed Registration Questionnaire, together with all required supporting documents, within fourteen (14) calendar days.

**C. PRE-QUALIFICATION – SUBMISSION OF PRE-QUALIFICATION DOCUMENTS**

Following successful registration, shortlisted vendors will be invited to submit a Pre-Qualification Questionnaire via the SAP Ariba system, including all supporting documentation, within fourteen (14) calendar days of receiving the pre-qualification invitation.

REGISTRATION REQUIREMENTS	PRE-QUALIFICATION REQUIREMENTS
<div><ul style="list-style-type: none"><li>• Certificate of Incorporation</li><li>• BIR, VAT and NIS compliance Certificates</li><li>• Notice of Directors</li><li>• Bank Letter (Confirmation of Banking Details in the Vendor’s Name)</li><li>• Organisational Structure</li><li>• Insurance (Workmen’s Compensation, Public Liability or Professional Indemnity)</li></ul></div>	<div><ul style="list-style-type: none"><li>• Relevant Experience</li><li>• Personnel Resources</li><li>• Financial Capacity</li><li>• Equipment Resources (where applicable)</li><li>• Health, Safety, Environment and Security Management System (where applicable)</li><li>• Any other documentation specified in the application</li></ul></div>

Note: Registration with the Ministry of National Security of Trinidad and Tobago is mandatory.