

INVITATION TO 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 service categories:

1. Insurance Claims Processing and/or Plan Administration (84131613)
2. Employee Assistance Programme (84131609)
3. ERP (SAP/ARIBA) Consultancy services (81111507)
4. Occupational Health Testing (93141808)

IMPORTANT NOTE: PROCUREMENT DEPOSITORY REQUIREMENT

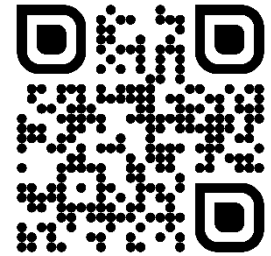
In accordance with Section 26 (1) of the Public Procurement and Disposal of Public Property Act 2015 (amended), all potential vendors must be registered and pre-qualified with the Procurement Depository, effective 26th April 2023, to provide goods, works and/or services to NGC.

Steps for pre-qualification

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

Interested parties must first complete the Expression of Interest Pre-Screening Questionnaire on the Company's website or by scanning the QR code.

Visit www.ngc.co.tt, select the *Procurement* menu, and click on *Vendor Pre-Screening* to access the link.



DEADLINE FOR SUBMISSION OF THIS QUESTIONNAIRE: 11:59 pm on FRIDAY 10th JULY 2026, following which the link will not be accessible. LATE SUBMISSIONS WILL NOT BE ACCEPTED

B. REGISTRATION – VENDOR SAP ARIBA REGISTRATION

Following the pre-screening questionnaire, shortlisted candidates will be issued an Invitation to Register via SAP Ariba. Upon receipt of the SAP Ariba invitation to register, candidates 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
<ul style="list-style-type: none"> • Certificate of Incorporation • BIR, VAT and NIS compliance Certificates • Notice of Directors • Bank Letter (Confirmation of Banking Details in the Vendor's Name) • Organisational Structure • Insurance (Workmen's Compensation, Public Liability or Professional Indemnity) 	<ul style="list-style-type: none"> • Relevant Experience • Personnel Resources • Financial Capacity • Equipment Resources (where applicable) • Health, Safety, Environment and Security Management System (where applicable) • Any other documentation specified in the application

Note: Vendors who have previously expressed interest in this category are advised to reapply.