



## **SPORTT's PRE-QUALIFICATION APPLICATION GUIDELINES 2020**

Interested small and medium **Contractors/Suppliers/Service Providers** can apply for Pre-Qualification with SPORTT in the following two (2) ways:

### **A) ONLINE PRE-QUALIFICATION APPLICATION**

**Step 1** – After making payment to **SPORTT's FCB Account #1413090 for the relevant** Pre-qualification Questionnaire Package retain the bank receipt to complete **Step 3**.

**Step 2** – Fill out the Pre-Qualification Document Purchase Register Form (PDPR Form) completely. (This will allow you to indicate which category of Pre-Qualification is sought).

**Step 3** – Forward the completed Pre-Qualification Document Purchase Register Form (PDPR Form) along with the bank receipt showing proof of payment via email to [prequalification@sportt-tt.com](mailto:prequalification@sportt-tt.com), **on or before deadline date 6<sup>th</sup> November, 2020**

In your email subject line please type **"PRE QUAL APPLICATION: Category of Works \_\_\_\_\_"** (and include the relevant category).

**Step 4** – Once the Pre-Qualification Questionnaire is completed with all required supporting documentation attached, the document should be saved as a pdf file, attached and forwarded via email to [prequalification@sportt-tt.com](mailto:prequalification@sportt-tt.com) **on or before deadline date 11<sup>th</sup> November, 2020**.

In your email subject line please type **"PRE QUAL SUBMISSION: Category of Works \_\_\_\_\_"** (and include the selected category)

An acknowledgement email will be sent for each application.

### **B) ONSITE PRE-QUALIFICATION APPLICATION**

For Contractors/Suppliers/Service Providers interested in **"onsite"** Pre-Qualification application

**Step 1** – After making payment for the Pre-Qualification Questionnaire Package (either via **SPORTT's FCB Account #1413090** or by the issuance of a Manager's Cheque,) visit SPORTT's Office located at the National Aquatic Centre, Couva with the original bank receipt or Manager's Cheque **on or before the deadline date 6<sup>th</sup> November 2020**

**Step 2** – Once at SPORTT you will be given a Pre-Qualification Document Purchase Register Form (PDPR Form) to be filled out on site.

**Step 3** – When completed, the Pre-Qualification Document Purchase Register Form (PDPR Form) must be submitted to the Pre-Qualification Application Assistant. (This Form will allow you to indicate which category of Pre-Qualification is sought).

SPORTT will then issue:

- a) A sales receipt; and
- b) The relevant Pre-Qualification Questionnaire package.

**Step 4** – One original and one (1) soft copy of the completed Pre-Qualification Questionnaire along with all required supporting documentation must be deposited in the cream box labelled Pre-Qualification Exercise 2020, located in the lobby, **on or before deadline date 11<sup>th</sup> November, 2020**.

.....more on next page

The completed package should be clearly labelled as follows:

**PRE-QUALIFICATION OF SMALL AND MEDIUM SUPPLIERS AND SERVICE PROVIDERS (PHASE 1)**

**CATEGORY OF WORKS: ( \_\_\_\_\_ )**

**SECRETARY OF TENDERS COMMITTEE**

**THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED**

**NATIONAL AQUATIC CENTRE,**

**BALMAIN MAIN ROAD, COUVA**

**TRINIDAD**

The size of the opening of the box is 12cm x 38cm and all submission packages must be able to pass through this opening.

Applicants are advised that submissions must include all the documents as set forth in the Pre-Qualification Questionnaire. Failure to comply may result in disqualification.