



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, **on or before deadline date 11th December, 2020**

In your email subject line please type "**PRE-QUAL APPLICATION: Category of Works _____**" (and include the selected category and sub-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 **on or before deadline date 18th December, 2020**.

In your email subject line please type "**PRE QUAL APPLICATION: Category of Works _____**" (and include the selected category and sub-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 11th December, 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 and sub-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 18th December, 2020**.

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 Prequalification Questionnaire. Failure to comply may result in disqualification.