

THE POWER GENERATION COMPANY OF TRINIDAD AND TOBAGO
LIMITED

CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

CONTRACTORS WHO SUPPLY ON-SITE SERVICES

ALL INFORMATION PROVIDED IN THIS DOCUMENT
WILL BE TREATED IN THE STRICTEST CONFIDENCE

THE POWER GENERATION COMPANY OF TRINIDAD AND TOBAGO LIMITED

TITLE: STANDARD PRE-QUALIFICATION QUESTIONNAIRE

C O N T E N T S

	<u>PAGE</u>
<u>ORGANIZATION AND FINANCE</u>	
1. General Information (Address, Telephone, etc.)	3, 4
2. Working and Safety Environment	5, 6
3. Financial Information	7, 8, 9
<u>MANAGEMENT SYSTEMS</u>	
4. Manuals and Procedures	10
<u>FACILITIES AND EQUIPMENT</u>	
5. Facilities/Sites/Offices	11
6. General Capacity and Limitations	12
7. Available Personnel Resources	13, 14
<u>REFERENCES, SUBCONTRACTORS AND COOPERATION</u>	
8. Company References	15, 16
9. Subcontractors and Cooperation	17
<u>INSURANCE</u>	
10. Insurance Coverage	18, 19
<u>SCHEDULE OF RATES</u>	
11. Schedule of Rates and Application	20
<u>ACCEPTANCE</u>	
12. Statement of Acceptance	21

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

1.0 GENERAL INFORMATION

1.1 Company Registered Name: _____

1.2 Address

Street 1: _____

Street 2: _____

City: _____

1.3 Type of Business to be pre-qualified: _____

1.4 Telephone No.: _____

1.5 Telefax No.: _____

1.6 Telex No.: _____

1.7 Contact Person for Enquiries: _____

1.8 Address

Street 1: _____

Street 2: _____

City: _____

1.9 Telephone No.: _____

1.10 Contact Person outside normal working hours: _____ Telephone No.: _____

1.11 Chairman of the Board: _____

1.12 CEO: _____

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

1.13 Head of Financial Dept: _____

1.14 Head of Technical Dept: _____

1.15 Registered Name of
Parent Company _____

Other Information:

1.16 Company Organization Chart:

The Contractor shall attach an organization chart of the Company, and if applicable, an organization chart of the group.

1.17 Company Certificate of Registration:

The Contractor shall attach a copy of the certificate of registration and indicate country of registration.

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

2.0 WORKING AND SAFETY ENVIRONMENT

2.1 Labour Unions (Name & Group Represented):

2.2 Present Labour Agreements (Including period covered):

2.3 Number of calendar days lost to strikes, or other industrial action during the last three years:

20 _____ days 20 _____ days 20 _____ days

2.4 Other relevant information:

2.5 Safety Policy and Record

2.6 Has your company established a safety strategy?

2.7 What is your company's safety policy statement?

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

2.0 WORKING AND SAFETY ENVIRONMENT (Cont'd)

2.8 The company is required to state its safety record over the last three years:

No. of fatalities:

Date of last fatality:

No. of lost time injuries:

No. of near misses:

2.9 Describe your company's accident investigation procedure:

2.10 What is your company's action plan to reduce near misses and accidents?

2.11 Provide additional information which would assist in the description of your present and/or proposed safety policy and strategies (ATTACHMENTS AS REQUIRED).

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

3.0 FINANCIAL INFORMATION

Owner Structure

3.1 Type of Ownership: _____

Please state the names of the principal owners, all directors and parties holding 10% or more of cumulative voting rights.

References:

3.2 Name and address of bankers: _____

3.3 May POWERGEN contact them? _____

3.4 Value of debt or other obligations secured by the company assets:

3.5 Outstanding guarantees given by the company:

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

3.0 FINANCIAL INFORMATION (Cont'd)

3.6 Outstanding bank guarantees or other financial institution guarantees issued on behalf of the company.

3.7 State maximum existing line of credit:

a) from banker: _____

b) from group companies: _____

c) other sources: _____

3.8 Give details of credit your company has accessed within the last two years:

3.9 Name of company's contact person for financial matters: _____

3.20 Address: _____

3.11 Telephone No.: _____

Outstanding Litigation

3.12 Statement of outstanding litigation or disputed charges in excess of TT\$25,000. 00 that your company is involved in, as a plaintiff or a debtor.

3.0 FINANCIAL INFORMATION (Cont'd)

The company must inform POWERGEN of any developments as a result of new and/or outstanding litigations during the three-year period covered by this pre-qualification document.

Financial Accounts

3.13 Does the company publish audited accounts? _____

3.14 If yes, attach copies of the last three years audited annual accounts for your company as well as for the immediate and ultimate parent company.

3.15 When will the next annual audited accounts be published? _____

3.16 State Turnover and Sales Revenue for the last 3 years: _____

Other Circumstances

3.17 State any other known circumstances significant for evaluation of your company's financial standing.

Value Added Tax (If Applicable)

3.18 Value Added Tax Registration Number: _____

3.19 Attach a copy of your VAT certificate of registration.

Board of Inland Revenue

3.20 BIR File Number: _____

3.21 State year Tax Return Filed: _____

3.22 Date of Filing: _____ Date: _____

3.23 Attach your company's latest clearance certificate from the Board of Inland Revenue.

3.24 Is your company up to date with your NIS and PAYE payments? _____

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

4.0 MANUALS AND PROCEDURES

Please Include a table of contents of your company's manuals and procedures which are relevant for the type of services for which you are to be pre-qualified. (e.g. management systems, administration, quality assurance, training, safety, planning, progress measurement, document control, etc.)

4.1 Copies of these manuals and procedures must be made available upon request.

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

5.0 FACILITIES/SITES/OFFICES

Documentation shall be included to address the following points:

5.1 Locations and Description of Facility/Site/Offices

Identify by map, drawing or narrative, the location of your facility/site(s)/offices. If more than one facility/site/office exists, please identify the various activities conducted at each location.

5.2 Describe your facility/site(s) in narrative and/or by a drawing, showing the layout of your equipment.

5.3 Equipment

List and describe all machinery, tools and equipment. Distinguish between equipment used for production, field construction, rental, safety, testing, quality control, etc. Indicate age and condition of equipment. Identify any equipment your company has hired or leased (include period of lease or hire).

5.4 Plans for Improvement

Give a brief description of planned and/or ongoing improvements including dates for implementation.

5.5 Would POWERGEN representative be welcomed to visit your offices and facilities?

If yes, who should be your company contact to finalize arrangements?

Name: _____

Telephone No.: _____

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

6.0 GENERAL CAPACITY AND LIMITATIONS

Describe briefly relevant maximum capacity/limitations of your company's equipment, infrastructure and facilities/site in general. (Such as: length, height, width, maximum lift capacity, field construction equipment capacity, etc.). If relevant, please describe how your company could increase its capacity by cooperating with other companies or through any other means.

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

7.0 AVAILABLE PERSONNEL RESOURCES

	Total No. of Personnel	No. of Permanent Personnel	No. of Temporary Personnel	Available for new Contracts
7.1 Administration	_____	_____	_____	_____
7.2 Engineers (by discipline):				
Mechanical	_____	_____	_____	_____
Electrical	_____	_____	_____	_____
Instrument	_____	_____	_____	_____
Civil/Structural	_____	_____	_____	_____
Other	_____	_____	_____	_____
7.3 Draughtsmen/Technicians	_____	_____	_____	_____
7.4 Safety Supervisor/Officer	_____	_____	_____	_____
7.5 Computer/CAD Operators	_____	_____	_____	_____
7.6 Contract/Purchase Personnel	_____	_____	_____	_____
7.7 Expeditors & Quality Surveyors	_____	_____	_____	_____
7.8 Quality Assurance Personnel	_____	_____	_____	_____
7.9 Project Control Personnel/ (foremen/Supervisors)	_____	_____	_____	_____
7.10 Others (list by craft disciplines on attached list)	_____	_____	_____	_____
7.11 Total	_____	_____	_____	_____

7.12 Attach overall project plan for already signed contracts, showing preferably the workload per year in each category listed. Prior to the award of each new contract POWERGEN will require the contractor to declare their present workload.

7.13 Attach a list of your key personnel and include a copy of their (resume) curriculum vitae.

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

7.10 OTHER PERSONNEL RESOURCES (Cont'd)

	Total No. of Personnel	No. of Permanent Personnel	No. of Temporary Personnel	Available for new Contracts
7.10.1 Welder	_____	_____	_____	_____
7.10.2 Fitter	_____	_____	_____	_____
7.10.3 Fabricator	_____	_____	_____	_____
7.10.4 Machinist	_____	_____	_____	_____
7.10.5 Carpenter	_____	_____	_____	_____
7.10.6 Instrument Fitter	_____	_____	_____	_____
7.10.7 Electrician	_____	_____	_____	_____
7.10.8 Plumber	_____	_____	_____	_____
7.10.9 Driver	_____	_____	_____	_____
7.10.10 Mechanic	_____	_____	_____	_____
7.10.11 Milwright	_____	_____	_____	_____
7.10.12 Mason	_____	_____	_____	_____
7.10.13 Painter	_____	_____	_____	_____
7.10.14 Insulator	_____	_____	_____	_____
7.10.15 Labourer	_____	_____	_____	_____
7.10.16 Total	_____	_____	_____	_____

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

8.0 COMPANY REFERENCES

8.1 Your company shall include specific description of projects completed during the last three years, which are relevant to the type of work for which your company is being pre-qualified.
Copy and include extra sheets as necessary.

8.2 Name of Project: _____

8.3 Client: _____

8.4 Representative of the client (address, telephone, telefax, telex): _____

8.5 Type of Project: _____

8.6 Project Description: _____

8.6.1 Project contract value: TT\$ _____

8.7 Date of start: Date: _____ and Date of completion: Date: _____

8.8 Was the project completed on schedule? _____

8.9 Estimated number of working hours: _____

8.10 Actual number of working hours: _____

8.11 Disciplines involved:

8.11.1 Project Engineers (discipline) _____

8.11.2 Draughtsmen/technicians _____

8.11.3 Safety Supervisor/Officer _____

8.11.4 Computer/CAD operators _____

8.11.5 Contract/Purchasing Officers _____

8.11.6 Expeditors and Quality Surveyors _____

8.11.7 Quality Assurance Officers _____

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

8.0 COMPANY REFERENCES (Cont'd)

8.11.8 Project Control Officers (Supervisors/Foremen) _____

8.11.9 Others: (List by craft on attached list) _____

8.12 List associated or other companies cooperating in project.

8.13 Has your company failed to meet any of its obligations under existing contracts, resulting in prolonged delays or withdrawal of contracts, over the last three years? (Give details and and date).

8.14 The contractor shall attach a complete list of clients for whom your company has supplied materials and/or services over the last three years and include type of materials and/or service.

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

9.0 COMPANY REFERENCES

Subcontractors

9.1 List below or on a separate attachment, work done during the last three years by your subcontractors:

Subcontractor	_____
Type of Work	_____
Client/Project	_____
Contract Value	_____

9.2 List the subcontractors that your company would engage for future contracts.

Cooperation Companies (Joint Ventures)

9.3 List work done during the last three years where your company was part in a joint venture or other types of cooperation.

Cooperation Company	_____
Type of Work	_____
Client/Project	_____
Contract Value	_____

9.4 State the names of all companies and/or individuals with whom your company has affiliations through official agreements and indicate their sphere of operations and expertise.

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

10.0 INSURANCE COVERAGE

10.1 Workmen's Compensation Policy No.: _____

10.2 Insurance Company Name/Address: _____

10.3 Policy Value: _____

10.4 Insurance Period: From: _____ To: _____

10.5 Comprehensive General Liability Policy No.: _____
(Including bodily injury & property damage for land and sea)

10.6 Insurance Company Name/Address: _____

10.7 Policy Value: _____ minimum/each accident

10.8 Insurance Period: From: _____ To: _____

10.9 Comprehensive General Liability Policy No.: _____
(Including bodily injury & property damage for land and sea)

10.10 Insurance Company Name/Address: _____

10.11 Policy Value: _____ minimum/each accident

10.12 Insurance Period: From: _____ To: _____

10.13 The contractor shall ensure that not less than 30 days advanced notice is given in writing to POWERGEN prior to policy cancellation, termination or alteration.

Attach copies of the above insurance policies.

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

10.14 Liens

The contractor/supplier shall defend, protect, indemnify and save free and harmless POWERGEN all the lands and property belonging to either of them from and against all liens or claims filed or threatened or made on account of the work done, services performed or materials furnished by the contractor/supplier, its vendors and/or subcontractors of any tier.

10.15 Governing Laws, Ordinances, Codes and Regulations

The contractor/supplier shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including local governing bodies having jurisdiction over the work or part thereof. All work performed by the contractor must be in accordance with these laws, ordinances, codes and regulations. The contractor/supplier shall defend, indemnify and save harmless, POWERGEN from all liabilities, fines, penalties and consequences from any noncompliance or violations of such laws, ordinances, codes and regulations.

10.16 The contractor on the award of a contract shall take out and maintain until all his obligations under the said contract have been met, insurance in their joint names to cover liabilities for injury to persons or damage to property of third parties arising out of or in connection with this said contract.

The contractor shall agree to providing POWERGEN a full contractual indemnity from the contractor against loss liability or damage caused by him or his employees.

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

11.0 SCHEDULE OF RATES AND APPLICATIONS

- 11.1 Attach a schedule of your company's rates for personnel by discipline for work during: normal hours, weekday overtime, normal weekend and overtime, public holidays and overtime and shift.

Identify if your rates are all inclusive and include:

Workmen's compensation insurance

National Insurance

Transportation

Tradesman tools

Safety/protection equipment

- 11.2 Please attach a schedule of your tools and equipment rental rates, and advise the approximate age of the equipment and indicate accessories and consumables that are not covered by the scheduled rate.

- 11.3 State what period is covered by the submitted schedule of rates.

- 11.4 Identify your overtime factors for personnel rates.

STANDARD PRE-QUALIFICATION QUESTIONNAIRE

12.0 STATEMENT OF ACCEPTANCE

- 12.1 Review the attached general conditions of contract including POWERGEN's Rules and Regulations for Contractors.
- 12.2 Identify all your objections and areas of noncompliance as part of your review of these documents.
- 12.3 Once you have completed the review, please fill in the following and sign indicating acceptance of POWERGEN contractual requirements and the correctness of all information supplied within this prequalification questionnaire.

12.4 Your Company Name: _____

Address: _____

Representative Name: _____

Signature: _____ Date: _____

Your company stamp (if applicable)

ATTACHMENT CHECKLIST

GENERAL INFORMATION

- Certificate of Registration
- VAT Certificate
- Board of Inland Revenue Clearance Certificate
- Company Brochure
- Product Catalog
- Resumes of Key Personnel
- NIS Certificate

RISK MANAGEMENT INFORMATION

- Copies of Insurance Certificates
- Risk Management and Safety Policy
- Environmental Management Policy / Procedure
- Environmental Management Certification
- Quality Assurance System