



PALO SECO AGRICULTURAL ENTERPRISES LIMITED

An Agency of the Ministry of Agriculture, Land and Fisheries (M.A.L.F)

PRE-SELECTION OF CONTRACTORS, CONSULTANTS AND GENERAL SUPPLIERS QUESTIONNAIRE FOR GENERAL, CIVIL & BUILDING MAINTENANCE

Type Company Name here

COMPANY NAME OR CONTRACTOR NAME

Type Category of Works/Goods/Services/Consultancy here

CATEGORY OF WORKS / GOODS / SERVICES/ CONSULTANCY

Please submit the completed package to:

**Procurement and Contracts Unit
Palo Seco Agricultural Enterprises Limited
31 Casuarina Avenue
Pointe-A-Pierre
Trinidad & Tobago
contractadministration@psael.co.tt**



PALO SECO AGRICULTURAL ENTERPRISES LIMITED

PRE-SELECTION OF CONTRACTORS, CONSULTANTS & GENERAL SUPPLIERS

A. GENERAL INSTRUCTIONS

1. Contractors, Vendors or Suppliers wishing to be preselected for the provision of Goods, Services and Works to Palo Seco Agricultural Enterprises Limited (PSAEL) for Fiscal 2023-2024 must apply by filling out this questionnaire.
2. Please read these General Instructions carefully before completing the Request for Preselection qualification for Fiscal 2023-2024 Questionnaire.
3. Please provide a response to all questions. If any question is not applicable to the services provided by your organization, please mark "NOT APPLICABLE". Applications deemed unresponsive will not be considered.
4. Responses are not limited to the spaces provided in the Questionnaire. Where additional space is required to record all the information requested, please include a separate sheet attached to the completed Questionnaire documents.
5. Applicants should provide the name and contact information of a Designated Officer, in the event that PSAEL requires clarification on any aspect of the Questionnaire.
6. The category and value of project for preselection must be clearly printed on the cover page of the Questionnaire.
7. Applicants are allowed to be preselected for more than one (1) category but, must submit a separate application for each category for which preselection is sought. If one application is submitted for more than one category, the applicant will be evaluated on the category first stated on the Questionnaire.
8. When more than one (1) application is submitted, the applicant may submit (1) set of supporting documents once it is relevant to all the submitted applications.
9. Applicants are advised that a representative from PSAEL may visit their premises for the purposes of verifying the information recorded in the Questionnaire.
10. If any information obtained in this Questionnaire is found to be false and /or misleading, the application will be rejected. Where such a determination is made, subsequent to preselection of the applicant, the applicant will be deregistered.
11. The Questionnaire must be signed by a duly authorized officer of the Applicant and affixed with the Applicant's stamp or seal.
12. PSAEL reserves the sole right to preselect applicants deemed suitable to meet its preselection requirement and is not bound to preselect any Applicant applying for preselection in accordance with this application.



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13. Applicants are to utilize the Preselection Checklist to ensure that all supporting documents are submitted.
14. The completed Questionnaire and supporting documents may be submitted to PSAEL by enclosing in an envelope size 8 ½" x 11", addressed to:

**Procurement and Contracts Unit
Palo Seco Agricultural Enterprises Limited
31 Casuarina Avenue
Pointe-A-Pierre
Trinidad & Tobago**

or via email to contractadministration@psael.co.tt.

15. The information submitted with any application will be held in strict confidentiality and will be used solely by PSAEL.
16. Clarifications on the Questionnaire may be sought via email to contractadministration@psael.co.tt or in writing to:

**Procurement and Contracts Unit
Palo Seco Agricultural Enterprises Limited
31 Casuarina Avenue
Pointe-A-Pierre
Trinidad & Tobago**

17. Applicants will be advised in writing as to the status of their application.

B. PREQUALIFICATION PROCESS

1. Applicants must register in the Office of Procurement Regulation (OPR)'s Procurement Depository <https://depository.oprtt.org/> and after registration, publish their profile and request prequalification (where applicant is not already prequalified).
2. PSAEL will consider applications for preselection from OPR prequalified Applicants.



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C. ELIGIBILITY

Only Applicants who have satisfied the following criteria will be eligible for preselection:

1. Applicants (or parts thereof) incorporated or otherwise registered in Trinidad and Tobago and having a place of business located in Trinidad and Tobago.
2. Applicants who have satisfied the pre-determined evaluation criteria as indicated in the Preselection Questionnaire.
3. Applicants who have provided all of the required documentation as outlined in the Preselection Questionnaire and summarized in section below.

D. EVALUATION

1. The following is the evaluation chart which will be utilized in evaluating all submissions.

| Evaluation Criteria | Weighting (%) |
|-----------------------------------|---------------|
| Section 1: Corporate Data | 20% |
| Section 2: Financial Data | 30% |
| Section 3: Resources | 20% |
| Section 4: Contract Work Services | 20% |
| Section 5: Safety Information | 10% |

2. Preselection evaluation process is conducted in 2 phases:
 - A. Phase I – an examination of the Applicant’s compliance with the requirements of the Preselection Questionnaire (along with site visit, if required).
 - B. Phase II – an evaluation of the Applicant in the five (5) areas identified in the above evaluation chart.
3. An Applicant must achieve at least 50% of total points allocated in each criterion listed at 1-6 above as well as an overall percentage of at least 60% to be eligible for preselection.
4. The purpose of the evaluation during the preselection process is to determine whether the Applicant has demonstrated satisfactory and relevant qualifications, experience, competence and a good track record of performance in the categories for which preselection is being sought. Applicants who have achieved the required score following the preselection evaluation exercise, shall be invited to make submissions for specific procurement activities.



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Disqualification

Any Applicant providing false and or misleading information will be rejected and not be invited to enter any arrangement or any contract offered by PSAEL permanently or for a period of time to be determined by PSAEL. Any effort by an Applicant to influence any member of the evaluation committee shall result in the rejection of the Applicant.

E. REMOVAL FROM THE PRESELECTED DATABASE

Contractor or Suppliers may be removed from the preselection database for any of the following reasons:

- i. Failure to perform satisfactorily;
- ii. Providing false or misleading information (as explained above);
- iii. Engaging in unethical procurement practices including bribery, corruption or fraud or any other acts deemed in contravention of the Public Procurement and Disposal of Public Property Act 2015 as amended.

F. INVITATION TO TENDER

As the need arises, and in the event that PSAEL is seeking to engage a Contractor, Supplier or Consultant for the provision of goods, works or services in relation to that need, an invitation to tender will be extended only to those contractors/suppliers/consultants who have been pre-qualified on the OPR and pre-selected by PSAEL.

PSAEL reserves the right to utilize a ranking system in order to determine which prequalified and preselected contractor/supplier/consultant will be invited to make submissions in relation to the provision of any goods, works or services. The ranking system shall be based in the first instance upon the scores achieved by the preselected contractor/supplier in the evaluation of their Preselection Applications. These scores are subject to modification to include such scores as may be included thereafter by PSAEL in the assessment of a contractor/supplier performance once that contractor/supplier has been awarded a contract by PSAEL.

Preselected suppliers will be invited to submit quotations or proposals as required. These quotations or proposals must be supported by all of the documents which are indicated as being required in the relevant invitation to tender. A working email address is a prerequisite to doing business with PSAEL.



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G. VENDOR PERFORMANCE MANAGEMENT

PSAEL employs a Vendor Performance Management system in order to continuously assess Vendors' performance in the provision of works, goods and/or services. The result of this assessment has a direct impact upon the Vendor's pre-selection status, as the initial ranking and scores of that Vendor are subject to modifications in accordance with the results of the said assessment.

H. SERVICE/CAPACITY VALUE CATEGORY

Please note below the value category in which you may request preselection:

Level 1 - \$0 - \$100,000.00

Level 2 - \$100,000.01 - \$2,000,000.00

Level 3 - \$2,000,000.01 - \$10,000,000.00

Level 4 - \$10,000,000.01 - \$50,000,000.00

Level 5 - \$50,000,000.01 - \$100,000,000.00

Level 6 - over \$100,000,000.00

I. CATEGORIES OF WORKS, SUPPLIES, SERVICES

Please note below the green highlighted category of works and services in which you may request preselection:

| OPR LOB CODE | WORK CATEGORY | DESCRIPTION OF WORKS |
|---------------------|----------------------|---|
| 91111602 | General Building | Includes general repairs, overhauls, renovations and construction to residential and commercial buildings to include the following services: Masonry, Carpentry/Joinery, Electrical, Painting, Plumbing and all other works deemed necessary. |
| 72151905 | Masonry | Repairs, replacement, modification and extensions to building structures requiring the services of masons for concrete works including foundations, tiling and drains. |
| 72152302 | Carpentry/Joinery | Repairs, replacement, modification and extensions to building structures and all fixtures and furnishings including but not limited to doors, windows, cupboards, floors and walls which involves the work of carpenters and joiners and specialist services such as vinyl tiling and acoustic ceiling installations. |
| 73152108 | Electrical | Maintenance, replacement and installation of electrical fixtures and all other works requiring the services of a Licensed Electrician/ Electrician. |
| 73181104 | Painting | Preparation and painting which includes all finishes such as application of oil and emulsion paints, varnishes and lacquers. |
| 72101510 | Plumbing | Repairs, replacement and installation of gas and plumbing fixtures and service lines thereto, including sewer systems. |



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| OPR LOB CODE | WORK CATEGORY | DESCRIPTION OF WORKS |
|---------------------|--------------------------------|--|
| 47121501 | Janitorial | Provision of services to include the following: Cleaning of walls, floors and roofs. Cleaning and sanitation of toilets, bathrooms, face-basins etc. Shampooing/Steaming of Carpets. Stripping and polishing of tiled areas and floors as deemed necessary. Cleaning and polishing of furnishings. |
| 72102106 | Pest Treatment | Provision of services to include the following: Sealed Fumigation. Approved Chemical Treatment to eradicate and prevent the infestation of Dry-wood and Subterranean Termites, Rats, Mice, Cockroaches, Ants and any other insects. |
| 72102902 | Landscaping | Maintenance of lawns by use of mechanical and manual mowing means. Pruning of hedges, shrubs and trees and removing/ treating diseased or dry plants. Provision of gardening services. Treatment for pests and diseases. Preparation of Soil. |
| 72102905 | Grass-cutting | Cutting of grassed areas by use of mechanical and manual means. Trimming of low-lying branches. |
| 76111506 | Horticultural Services | Providing and maintaining decorative plants and shrubs, including chemical treatment to prohibit the infestation and spread of fungus. |
| 70111503 | Woodcutting | Trimming trees, cutting trees, lop-up, log-up and removal of trees including the removal of diseased or dried trees and clearing of vegetation from overhead electrical lines. |
| 81101522 | Earthworks | Includes one or all of the following: Land clearing, cutting, excavating, filling, compacting. Drain digging, drain clearing, ploughing, rotovating, using mechanical earthworks equipment such as tractors, bulldozers, excavators, loaders. |
| 72154031 | Fabrication and Welding | Covers general fabrication and welding required to construct, repair or modify e.g. Burglar proof grilles, metal hand railings, gates, fences, etc. |
| 72141103 | Road Rehabilitation | Includes the repair / resurfacing of roadways. |
| 92121504 | Security Services | Includes one or more of the following: 24 hour security of office buildings, mobile patrol, emergency response, escort services, squatter and property surveillance. |
| 78111808 | Vehicle Rentals | Includes one or more of the following: Rental of light motor vehicles, vans, pick-ups, 4WD vehicles. Must also include servicing and maintaining of all vehicles – mechanical services, bodyworks, suspension checks, tyre replacements etc. |
| 72153612 | Interior & Exterior Decorating | Including one or more of the following: Carpeting, panelling draperies, blinds, screens etc. Re-modelling of building interiors and furnishings. |
| 910101603 | Catering | Includes catering for services |
| 80171603 | Marketing and Advertising | Includes marketing and advertising initiatives of PSAEL. |
| 80161604 | ICT Services | Includes ICT and other IT related services. |



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| OPR LOB CODE | WORK CATEGORY | DESCRIPTION OF WORKS |
|--------------|------------------------------------|--|
| 71101501 | Oil and Quarry Management Services | Includes Oil and Quarry Management Services |
| 80161601 | Land Management Services | Includes land management and project management services |

CHECKLIST OF DOCUMENTS CONTAINED IN THE PRESELECTION PACKAGE

(Please add items as required)

Proponents are to place a tick in the checkbox for each item that is included in the Proposal

| | |
|--|--------------------------|
| Title Page | <input type="checkbox"/> |
| Certificate of Incorporation | <input type="checkbox"/> |
| Financial Statements for the last 3 years (Audited, if applicable) | <input type="checkbox"/> |
| Valid Income Tax Clearance Certificate | <input type="checkbox"/> |
| Valid Value Added Tax Registration Certificate (if applicable) | <input type="checkbox"/> |
| Valid National Insurance Board Compliance Certificate (valid as at the date of submission) | <input type="checkbox"/> |
| Bank Reference Letter (issued within the last 6 months) | <input type="checkbox"/> |
| Proponent profile/brochure, including organisational chart | <input type="checkbox"/> |
| Supplier Experience in Projects of a Similar Nature Performed in the last two (2) years | <input type="checkbox"/> |
| Three (3) clients from whom surveys will be submitted | <input type="checkbox"/> |
| Description / Resumes of Key Personnel | <input type="checkbox"/> |



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PRE-SELECTION OF CONTRACTORS, CONSULTANTS & GENERAL SUPPLIERS

SECTION 1: CORPORATE DATA

CONTRACTOR NAME: _____

| BUSINESS ADDRESS | | CONTACT NUMBERS | | |
|---|-------------------|--|------------------------|--------------------------|
| | | TELEPHONE | FAX | |
| | | | | |
| | | | | |
| | | | | |
| TYPE OF BUSINESS | Sole Trader | <input type="checkbox"/> | Partnership | <input type="checkbox"/> |
| | Limited Liability | <input type="checkbox"/> | Other (Please state) | <input type="checkbox"/> |
| POSTAL ADDRESS | | CONTACT NUMBERS | | |
| | | TELEPHONE | FAX | |
| | | | | |
| | | | | |
| e-mail address: | | | | |
| (Provide copies and where applicable, Memorandum & Articles of Association) | | | | |
| STATUTORY REGISTRATION | NUMBER | CLEARANCE/ COMPLIANCE CERTIFICATE NOS. | DATE OF CERTIFICATE | |
| Office of Procurement Regulation (OPR) Registration Number | | | | |
| Certificate of Registration or Certificate of Incorporation/ Certificate of Continuance (as applicable) | | | | |
| Value Added Tax Registration | | | | |
| Income Tax Registration | | | | |
| National Insurance Board Registration | | | | |



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Do any of the Owners/Shareholders/Partners/Directors hold interest in any other Contractor registered with PSAEL/ Petrotrin? **Yes** **No**

If yes, provide detail below.

| NAME | COMPANY | ADDRESS | ASSOCIATION |
|------|---------|---------|-------------|
| | | | |
| | | | |
| | | | |

Are you or any of the company's directors or employees related to any employee of PSAEL? **Yes** **No**

If Yes, Please specify the person and the nature of the relationship

JUDGEMENT / LITIGATION

Are there any pending actions or claims against the company and / or the principal officers or directors? **Yes** **No**

If yes, please specify

Are there any judgments registered against the company and /or the principal officers or directors? **Yes** **No**

If yes, please specify



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SECTION 2: FINANCIAL DATA

ANNUAL GROSS REVENUE (for the last three (3) years)

| YEAR | AMOUNT | TYPE OF WORK |
|------|--------|--------------|
| 2020 | | |
| 2021 | | |
| 2022 | | |

Audited Income & Expenditure Statements and Balance Sheets of the three (3) most recent years should be provided.

If Audited Financial Statements are not available, please indicate why:

.....

.....

.....

.....

.....

.....

If your audited financial statements cannot be provided, please attach signed filed returns for the last three (3) financial years together with management accounts for the relevant periods. Sole traders are required to show proof of quarterly tax payments for the last three (3) years.

| | |
|--|--|
| Bank or Other Financial Reference (to be provided in writing) | |
| | |
| Permission to refer to References: | Yes <input type="checkbox"/> No <input type="checkbox"/> |

| |
|--|
| Provide Clearance Certificate(s) for the following: |
| Income or Corporation Tax Clearance Certificate |
| V.A.T Clearance Certificate |
| N.I.S Compliance |



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| | | |
|---|------------------------------|-----------------------------|
| Has the Business ever been liable for failing to comply with the fulfilment of any Contracts? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If Yes, give brief details including matters currently in litigation and/or arbitration | | |
| | | |
| | | |

| | | | |
|--|------------------------------|-----------------------------|---|
| Has the Company or constituent part ever been placed in: | | | |
| Receivership? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Liquidation? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, give brief details: | | | |

BONDING

Is your Banker / Bonding Company prepared to provide a guarantee or performance bond if required? **Yes** **No**



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SECTION 3: RESOURCES

| PERSONNEL SUMMARY – Number of PERMANENT (P) and TEMPORARY (T) Employees | | |
|--|----------|----------|
| | P | T |
| Managers | | |
| Engineers/Other Professionals | | |
| Supervisors/Foremen | | |
| Technicians | | |
| Craftsmen | | |
| Clerical | | |
| Unskilled | | |
| Total | | |

Indicate below details of the Company's work base for handling works and services for PSAEL.

| ADDRESS OF COMPANY'S MAIN WORKSHOP FACILITIES | FLOOR AREA (SQ.M) INDOOR | FLOOR AREA (SQ.M) OUTDOOR |
|--|---------------------------------|----------------------------------|
| | Owned <input type="checkbox"/> | Owned <input type="checkbox"/> |
| | Leased <input type="checkbox"/> | Leased <input type="checkbox"/> |

| REMARKS / OTHER INFORMATION |
|------------------------------------|
| |
| |



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LIST OF KEY (*) PERMANENT PERSONNEL RESPONSIBLE FOR WORKS/SERVICES

Provide details of key personnel who will be responsible for the works/services being applied for by the Company

| NAME | NO. OF YEARS WITH COMPANY | POSITION WITH COMPANY | TECHNICAL/ PROFESSIONAL QUALIFICATION | RELATED EXPERIENCE (USE SEPARATE SHEET IF NECESSARY) | RESUME ATTACHED (☑ if applicable) |
|------|---------------------------|-----------------------|---------------------------------------|--|-----------------------------------|
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |

* Manager, Engineer, Supervisor/Foreman, Technician and Craftsman



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SECTION 5: SAFETY INFORMATION

| | | | | | YES | NO |
|--|--|------------------------------------|---|-------------------------------------|-----------------------------------|--------------------------|
| 1 a) Does contractor have a safety program? | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Has the Contractor been HSE certified in accordance to OSHA standards? <i>(Certification documents must be provided)</i> | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Does contractor have a "New Employee Orientation Program?" | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. a) Does contractor conduct on-site safety inspections? | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| b) If YES who conducts these inspections <i>(Safety qualification of inspector additional to below to be submitted)</i> | | | | | | |
| | | | | | | |
| c) Frequency of on-site inspections | | | | | | |
| | | | | | | |
| 3.a) Frequency of Contractor Employee Safety Meetings | | Weekly <input type="checkbox"/> | Fortnightly <input type="checkbox"/> | Monthly <input type="checkbox"/> | Other <input type="checkbox"/> | |

QUALITY ASSURANCE

| | | | |
|--|---------------------------|------------------------------|-----------------------------|
| Has your company established, documented and implemented a quality assurance system? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If 'yes' please attach details (copy to be submitted) | Date Implemented (mth/yr) | / | |

| | | |
|--|------------------------------|-----------------------------|
| <i>Have you ever applied for Registration before?</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, state Trade Name and Date of Application | | |



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GENERAL DECLARATION

The applicant declares that the information provided in this Questionnaire which includes all submitted Schedules are true and correct. This Questionnaire is signed by a duly authorized Officer and /or Agent of the Applicant. The signatory of this Questionnaire guarantees the veracity and accuracy of all responses given herein,

It is expressly understood, that if any of the information provided herein is found to be false or misleading, **PSAEL** may take such action, as it deems necessary.

Name of Official:
(BLOCK LETTERS) _____

Position In Company:
(BLOCK LETTERS) _____

Signature: _____

Date: _____

(Please affix Company Stamp)