



CENTRAL BANK OF
TRINIDAD & TOBAGO

GUIDELINES FOR QUALIFICATION WITH THE CENTRAL BANK OF TRINIDAD AND TOBAGO

Promoting Fairness, Integrity, and Transparency through Competitiveness

Note to Vendors:

Reference to the full Proclamation of the Public Procurement and Disposal of Public Property Act which came into effect on April 26, 2023, where all Vendor interested in providing goods, works or services to public bodies are required to Register with the Office of Procurement Regulation (OPR). Please note that even if Registered with the OPR, ALL Vendors seeking to do business with the Central Bank are still required to Register on the Bank's Platform to be considered for Pre-qualification or any Tender opportunities.

CONTENTS

INTRODUCTION	01
PURPOSE	02
GENERAL INSTRUCTIONS - QUALIFICATION	03
APPLICATION PROCESS	04
1. Register on the eBox Platform	04
2. Applying for Qualification	05
3. Applying for Qualification – Foreign Vendors	06
4. Categories of G&S	06
5. Levels of Spend	06
6. Time and Date of Document Submission	06
7. Updating Statutory Documents	07
APPENDIX 1	07
Categories and Subcategories of G&S	07
APPENDIX 2	12
Registration Requirements for Local Vendors	12
APPENDIX 3	13
Qualification Requirements for Local Vendors	13
APPENDIX 4	14
Registration Requirements for Foreign Vendors	14
APPENDIX 5	14
Qualification Requirements for Foreign Vendors	14
APPENDIX 6	15
Frequently Asked Questions and Answers	15

Introduction

The Central Bank of Trinidad and Tobago (the Bank) is desirous of Registering and Qualifying individuals and companies to provide selected goods and/or services (G&S) to the Bank. This is a fundamental part of our operations as we are committed to pursuing Vendors aligned with our core values of Integrity, Excellence, Teamwork, Leadership, and Stakeholder Focus.

Vendors can apply for either Qualification or Registration. Vendor Qualification is the process by which a Vendor is evaluated to determine if they can provide the necessary G&S to meet the Bank's standards. Registration is where the Vendor goes through a less stringent Qualification process but is still required to provide sufficient information to be deemed Qualified by the Bank.

There are also three different levels of spend for which Vendors can apply, based on the monetary value of G&S to be supplied. Vendors whose estimated spend is anticipated to be less than \$175,000 will not have to go through the Qualification process but apply for Registration with the Bank. Vendors whose spend level is expected to be \$175,000 and over will have to go through the Qualification process. Refer to **Figure 1**

Further for Qualification, there are two levels of spend i.e., \$175,000 to less than \$500,000 and \$500,000 and over. **The documents submitted by a Vendor will guide at which level they will be placed for Qualification.** Refer to **Appendices 2-5** for the requirements for the various spend levels.

Figure 1
Levels of Spend



Purpose

This document provides a formal and transparent process for the steps by which Qualification may be achieved. It is intended to clarify the requirements for both Qualification and Registration.



General Instructions — Qualification/Registration

1. The applicant is required to complete and submit ALL documents to be considered for Qualification. This will facilitate the processing of the application. Qualification or Registration will be based on the applicants' meeting the requirements outlined in the invitation documents. Please note that all required documents must be provided to be considered for doing business with the Bank.
2. Applicants must demonstrate that they have the experience and capacity to meet the requirements outlined in the Questionnaire.
3. The evaluation and subsequent Qualification will be based on the information provided in the Questionnaire.
4. All Applicants shall be advised, at the appropriate time, on the status of an application via the eBox platform.
5. If any information provided in the Questionnaire by the respondent is found to be false and/or misleading, the application shall be rejected. In the event that this is discovered after the admission of a Vendor to the Bank's Qualified Register, the Vendor shall be removed and notified.
6. In evaluating the applications submitted, the Bank reserves the discretion to:
 - (a) Accept or reject any application that fails to comply with the requirements set out in the Qualification Questionnaire.
 - (b) Determine whether any applicant satisfactorily meets the established selection criteria.
 - (c) Request clarification after the dates and times set out from the submission date.

Please refer to **Appendix 6** for Frequently Asked Questions.

Application Process

This will be a two-fold process where Vendors will first have to register and create an account on eBox and then apply for Qualification. The steps for applying are as follows:

1. Register on the eBox Platform

1. You will receive an email inviting you to Register on **eBox**.
2. Use the link provided in the invitation e-mail to access the platform and Register your business.
3. Complete the Questionnaire and choose the Category of G&S and the Sub Category for which you should apply. **Do Not Register** a new account to choose additional Categories. Under your profile go to **Manage Category** drop down and choose the additional Categories for which you wish to apply. Refer to **Appendix 1** for the Categories of G&S.
4. Ensure to use your group company email address for easy communication.
5. Complete all applicable information.
6. Agree to terms and conditions.
7. Click Submit.
8. **You will receive an email to verify your email address. Please ensure to verify your email to be able to access the Qualification Questionnaire.**

DO NOT Register more than once on the system.

2. Applying for Qualification / Registration

1. After successfully registering your business account on eBox, you will receive an invitation to apply for Qualification.
2. Once you log back into the Ebox platform you will be taken straight to the Qualification Questionnaire.
3. Vendors are required to upload additional information including but not limited to Financial & Statutory Compliance data, Principal Shareholding, Insurance and Litigation Claims, and a final Acknowledgement confirmation.
4. Complete the Qualification Questionnaire as follows:
 - Step 1 – Financial Information.
 - Step 2 – Upload Documents:
 - Upload the documents applicable to your expected level of spending. Refer to **Appendices 2-5** for the Requirements.
 - Have all required documents saved on your desktop for easy upload.
 - Click the **Choose File** button to choose a file saved on your computer in order to upload to Ebox.
 - To add additional documents, simply click the **+ icon**.
 - Click the Next Button to proceed.
 - Step 3 – Company Information.
 - Step 4 – Supply of Materials and Services:
 - To apply for additional categories go to the Manage Category drop down, on your profile.
 - Step 5 – Acknowledgement Confirmation.
5. Submit and Finalize Application.

NOTE: You may save the questionnaire at any step in the process and complete at another time.

3. Applying for Qualification / Registration – Foreign Vendors

1. Vendors in a foreign jurisdiction will undergo the same Qualification/Registration process as outlined in #2 above, but within Step 5, reference for the required documents should be made in **Appendices 4- 5**.

4. Categories of G&S

1. During the Qualification Phase you may apply for additional Categories.
2. You may select as many categories as are relevant to the G&S offered by your company and submit the required documents as stated in these Guidelines. Refer to **Appendix 1**

5. Levels of Spend

1. Vendors are free to submit documents in keeping with the level they wish to be considered.
2. After approval of a Vendor's level of spend, a Vendor may apply for a higher level and will be required to submit any additional information necessary to become Qualified at a higher level.

6. Time and Date of Document Submission

1. Vendors are asked to submit their documents for Qualification / Registration within two (2) weeks from the date of their Qualification Invitation. This will allow the Bank to provide timely updates on their Qualification status.
2. Qualification or Registration with the Bank does **NOT** guarantee that a Vendor will be invited to bid for a tender, nor does it guarantee the award of contracts.
3. All Vendors will be informed of their status via the **eBox** platform.
4. The Central Bank shall treat all vendor information as confidential, except where otherwise required by law.

7. Updating Statutory Documents

1. Vendors are responsible for the timely upload of expiring statutory documents.
2. You will receive one alert indicating the need to upload expired statutory documents.
3. You will be responsible for the continued submission of these documents.

Qualification or Registration will be based on Applicants meeting the requirements as outlined in this document. Please note that all required documents must be provided to be considered for doing business with the Bank.

APPENDIX 1

Categories and Subcategories of G&S

Number/ Code	Categories of Goods & Services	Sub Categories of Goods & Services
100	General Building Maintenance, Works and Related Services	101 General Contractors 102 Carpentry Works 103 Plumbing Works 104 Electrical Works 105 Mechanical Works 106 Masonry Works 107 Painting Works 108 Welding and Fabrication 109 Rental of Equipment 110 Plant and Landscaping Services 111 Plant Rental and Maintenance 112 Specialist Interior Outfitting Contractor 113 Engineering-Civil, Structural, Mechanical Services 114 Heating Ventilation and Air Condition (HVAC) 115 Elevator Maintenance 116 Generator Sales and Service 117 Inspection and Certification of Equipment

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Categories and Subcategories of G&S

Number/ Code	Categories of Goods & Services	Sub Categories of Goods & Services
200	Real Estate Services	201 Quantity Surveyor Services 202 Valuator Services 203 Architectural Services 204 Real Estate Agencies 205 Storage/Warehouse Services 206 Rental/Leasing of Office Space
300	Information Services and Information Technology Services	301 Information/Data Centers 302 Computer Hardware and Peripherals 303 Computer Software - Maintenance and Licenses 304 Computer Maintenance and Repair 305 Computer Accessories 306 IT Services and Consultancy 307 Records/Documents Management
400	Transportation - Vehicle Sales, Maintenance and Services	401 Vehicle Sales and Service 402 Vehicle Washing and Cleaning 403 Vehicle Repair and Service 404 Tyre Sales and Repairs 405 Transport/Moving of Equipment and other Items 406 Taxi/Transportation Services 407 Courier Services 408 Customs Brokerage/Shipping Services
500	Interior Design	501 Interior Decor and General Decorating Services 502 Home and Office Furniture and Equipment 503 General Household Appliances 504 Artwork - Paintings and Sculptures
600	Cleaning and Hygiene Services	601 Janitorial Services 602 Power Washing and Surface Cleaning Services 603 Window Washing and Tower Cleaning Services 604 Furniture Cleaning Services 605 Hygiene Management Services

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Categories and Subcategories of G&S

Number/ Code	Categories of Goods & Services	Sub Categories of Goods & Services
700	Occupational Health, Safety and Environmental Services and Supplies	701 Garbage Disposal and Provision of Sanitary Bins and Related Supplies 702 Water Treatment 703 Air Quality 704 Disposal of e-waste and Poisonous Substances 705 Solid Waste and Drainage Systems and services 706 Waste Recycling 707 Health and Safety Equipment and Supplies 708 Fire Suppression Equipment and Services 709 Security Emergency Alarm/ PA System 710 Emergency Medical Response and Ground Ambulance Services 711 Pest Control Services 712 Locksmith Services
800	Corporate Services	801 Advertising, Public Relations and Corporate Communication Services 802 Event Planning and Rental 803 Catering and Bar Services - Over Fifty 804 Catering and Bar Services - Under Fifty 805 Corporate Promotional Items 806 Photography 807 Children's Toys and Gift Items 808 Awards and Prizes 809 Signage, Banners, Emblems and Flags 810 Fabric Embroidery and Embossing 811 Art Supplies 812 Market Research and Analysis 813 Commercial Printing and Publication 814 Dry Cleaning and Laundering Services/Rental of Linens 815 Entertainment

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Categories and Subcategories of G&S

Number/ Code	Categories of Goods & Services	Sub Categories of Goods & Services
900	Human Resources, Training and Development Services	901 Recruitment Agency Services 902 Training and Development 903 Group Health/Medical Insurance 904 Health/Medical 905 Hotels/Lodging and Conference Facilities 906 Travel Agencies 907 Gift Baskets 908 Floral Arrangements 909 Employee Assistance
1000	Uniforms and Clothing	1001 Staff Uniforms 1002 Special Events Clothing for Staff 1003 Security Uniforms 1004 Hosiery 1005 Safety Boots 1006 Coveralls, Overalls and Safety Suits 1007 Jackets and Waistcoats 1008 Motorcycle Helmets
1100	Cafeteria/Kitchen Equipment, Supplies and Services	1101 Commercial Cafeteria Equipment, Supplies and Maintenance 1102 Kitchen Equipment and Supplies 1103 Rental of Water Coolers 1104 Vending Machine Supplies and Services 1105 Cafeteria Catering Services 1106 Hospitality Attendant Services
1200	Financial Services	1201 Financial Consultancy/Advisory 1202 Investment Services 1203 Auditing and Taxation 1204 Insurance Brokerage 1205 Auctioneering Services

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Categories and Subcategories of G&S

Number/ Code	Categories of Goods & Services	Sub Categories of Goods & Services
1300	Telecommunications/ Electronic Services	1301 Music/Electronic/Sound Systems - Sales and Rental 1302 Telecommunications Services 1303 Cable TV 1304 Mobile, Satellite and Landline Phones 1305 Photographic/Filming/ Video Equipment 1306 Rental of Printers/Copiers
1400	Specialized Machinery, Equipment, Supplies and Services	1401 Currency Counter/ Cheque Endorsing Machines 1402 Note Processing/ Destruction Machines 1403 Gym and Sporting Equipment and Supplies 1404 Gym Management 1405 Gym and Sporting Equipment Service and Repair 1406 Binding, Laminating and Franking Machines
1500	Security and Related Safety Supplies and Services	1501 Security Equipment and Supplies 1502 Surveillance and Detection Equipment/CCTV 1503 Information Security Management System (ISMS) 1504 Security Uniform Supplies 1505 Servicing of Security Equipment 1506 Security/Guard Services
1600	Energy and Utilities	1601 Water and Sewerage 1602 Gas and Fuel 1603 Electricity 1604 Uninterruptable Power Supply (UPS)

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Categories and Subcategories of G&S

Number/ Code	Categories of Goods & Services	Sub Categories of Goods & Services
1700	Other Goods and Services	1701 Canteen/Grocery Supplies 1702 Stationery Supplies 1703 Hardware Supplies 1704 Bathroom Supplies and Accessories 1705 Consultancy Services 1706 Government/Agency Services 1707 Subscriptions and Memberships 1708 Airfare and Travel

APPENDIX 2

Registration Requirements

Value of purchases	Documents Required for Registration
Less than \$175,000	<ul style="list-style-type: none"> • National Identification • Address • Contact number • VAT Clearance/Exemption • NIB Compliance/Exemption • BIR Clearance/Exemption • Certificate Registration as Sole Trader, Partnership, or Firm) as applicable

APPENDIX 3

Qualification Requirements

Value of purchases	Documents Required for Qualification
\$175,000 to less than \$500,000	<ul style="list-style-type: none"> • National Identification • Address • Contact number • VAT Clearance/Exemption • NIB Compliance/Exemption • BIR Clearance/Exemption • Certificate of Registration as Sole Trader, Partnership or Firm as applicable • Certificate of Incorporation/Continuance/Amendment • Recent Annual Return • Bank Reference letter • At least one customer reference.
\$500,000 and over	<ul style="list-style-type: none"> • National Identification • Address • Contact number • VAT Clearance/Exemption • NIB Compliance/Exemption • BIR Clearance/Exemption • Certificate Registration of Business as a Sole Trader, Partnership or Firm as applicable • Certificate of Incorporation/Continuance/Amendment • Recent Annual Return • Bank Reference Letter • At least three customer references • VAT Registration • Financial Capacity – Audited Financial Statements (the most recent three (3) year period). The financial statements should comprise: <ul style="list-style-type: none"> o An Independent Auditor’s Opinion or Accountant’s Report issued by a firm or practitioner with a valid practicing certificate issued by the local accounting body – Institute of Chartered Accountants of Trinidad and Tobago (ICATT) o The primary financial statements (Statement of Financial Position, Statement of Comprehensive Income, Statement of Changes in Equity, and Cash Flow Statement) with supporting notes.

APPENDIX 4

Registration Requirements for Foreign Vendors

Value of purchases	Documents Required for Qualification
Less than \$175,000	<ul style="list-style-type: none"> • National Identification • Address • Contact number • Certificate Registration as Sole Trader, Partnership, or Firm) as applicable

APPENDIX 5

Qualification Requirements for Foreign Vendors

Value of purchases	Documents Required for Foreign Vendors
From \$175,000 to less than \$500,000	<ul style="list-style-type: none"> • National Identification • Address • Contact number • Certificate of Registration for Business or Incorporation as applicable • Tax Compliance Certificate/s (most recent) • Bank Reference letter • At least one customer reference
\$500,000 and over	<ul style="list-style-type: none"> • National Identification • Address • Contact number • Certificate of Registration for Business or Incorporation as applicable • Tax Compliance Certificate/s (most recent) • Bank Reference Letter • At least three customer references. • Financial Capacity – Audited Financial Statements (the most recent three (3) year period). The financial statements should comprise: <ul style="list-style-type: none"> o An Independent Auditor’s Opinion or Accountant’s Report issued by a firm or practitioner with a valid practicing certificate issued by the local accounting body – Institute of Chartered Accountants of Trinidad and Tobago (ICATT) o The primary financial statements (Statement of Financial Position, Statement of Comprehensive Income, Statement of Changes in Equity, and Cash Flow Statement) with supporting notes.

APPENDIX 6

Frequently Asked Questions and Answers

FAQs**1. What is Qualification and Registration**

Vendor Qualification is the process by which a Vendor is evaluated to determine if the Bank's requirements are met to provide the relevant G&S. For Registration the Vendor does go through a vetting process but not a stringent process as if applying for Qualification.

2. What benefits do I gain from Qualification/Registration?

Qualification allows Vendors to do business with the Bank. This reduces administrative redundancy, and risks. This provides a positive business relationship between organizations, and gives you an advantage as a Qualified Vendor.

3. How long does the Qualification process remain valid?

A Vendor has the ability to keep their documentation up-to-date on the eBox Platform. Once required documentation is current, Vendors would be considered for opportunities to supply the Bank with Goods and Services, within their categories.

4. Does Qualification mean that I am guaranteed a contract to do business with the Bank?

No. Qualification or Registration with the Bank means you would be added to our Qualified list of Vendors. This does not guarantee business with the Bank.

5. Who can I receive more information on the Procurement process/ opportunities at the Bank?

For further information, visit the CBTT Website at <https://www.central-bank.org.tt/about/procurement-process>.

Vendors may also contact the Procurement team at the Support Services - Procurement Unit, at 1-868 621-2288, exts. 2753/2165/2734/2621 or email us at cbtt-procurement@central-bank.org.tt

NOTES



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