

PARIA FUEL TRADING COMPANY LIMITED

Registered Office: 9 Queens' Park West, Port of Spain, Trinidad.

Telephone: (868) 612-2463

Application -Checklist

Your application package requests four (4) types of information as follows:

- 1) Corporate
- 2) HSE
- 3) Technical
- 4) Financial

Note that it is important to respond to all sections of the form. An application, which does not contain the following mandatory information, will not be accepted.

1) CORPORATE INFORMATION

- | | |
|--|--------------------------|
| a) Company Registration Certificate or Certificate of Incorporation | <input type="checkbox"/> |
| b) Certificate of Continuance (if applicable) | <input type="checkbox"/> |
| c) Certified copy of Memorandum and Articles of Association or Bye-Laws | <input type="checkbox"/> |
| d) Copy of Partnership Agreement (if any) | <input type="checkbox"/> |
| e) BIR Registration Certificate and BIR Clearance Certificate | <input type="checkbox"/> |
| f) VAT Registration Certificate and VAT Clearance Certificate (if applicable) | <input type="checkbox"/> |
| g) NIB Registration Certificate and NIB Compliance Certificate | <input type="checkbox"/> |
| h) Latest Annual Return Filed (Form 28) | <input type="checkbox"/> |
| i) Copy of Insurance Policies for Workmen' s Compensation and Public Liability | <input type="checkbox"/> |
| j) List of Owners/Partners/Shareholders and Directors (Attachment A) (FULL NAMES should be printed in BLOCK LETTERS) | <input type="checkbox"/> |
| k) Related Parties working or doing business at / with Paria Fuel Trading Company Limited | <input type="checkbox"/> |

2) SAFETY INFORMATION

- | | |
|--|--------------------------|
| a) HSE Policy / Statement | <input type="checkbox"/> |
| b) List of HSE Policies and Procedures | <input type="checkbox"/> |
| c) Safety Management System (certified SMS needed for High & Medium risk services) | <input type="checkbox"/> |
| d) Safety Logs (Near Miss, Incidents and Corrective Actions for the last 3 years) | <input type="checkbox"/> |
| e) List of any regulatory notices received | <input type="checkbox"/> |

3) TECHNICAL INFORMATION

- | | |
|--|--------------------------|
| a) List of Key Personnel | <input type="checkbox"/> |
| b) Original Letter of Accreditation from Manufacturer/ Customer References/Quality assurance | <input type="checkbox"/> |
| c) Previous Experience | <input type="checkbox"/> |
| d) Material Group Listing for Supply of material | <input type="checkbox"/> |
| e) Service Codes for Service Vendors | <input type="checkbox"/> |

4) FINANCIAL INFORMATION

- | | |
|---|--------------------------|
| • Audited financial statements for the last three (3) years i.e. Balance Sheet and Income & Expenditure Statements (Statements must be audited by a qualified practicing auditor registered with the Institute of Chartered Accountants of Trinidad and Tobago.) | <input type="checkbox"/> |
|---|--------------------------|

PARIA FUEL TRADING COMPANY LIMITED

VENDOR APPLICATION FORM



NOTES TO APPLICANTS

1 Please answer ALL questions and provide copies of ALL support documents requested.

Incomplete applications will not be accepted.

2 Supplementary pages may be inserted if required.

3 Eligibility:

(a) **If the applicant is a local company, it must be registered under the Laws of the Republic of Trinidad and Tobago**

(b) **Only one Affiliate Company will be eligible for prequalification/ registration in the same material and/or service group.**

'Affiliate' means a Subsidiary Company, Parent Company or a Sister Company of a Vendor registered in Paria or another Vendor simultaneously applying for prequalification/registration.

For the purposes of the foregoing definition:

(i) **A subsidiary Company is a Company controlled by the Vendor**

(ii) **A Parent Company is a Company that 'controls' the Vendor.**

'Control' means the direct or indirect ownership of at least 50% of the voting rights in an entity, or where there are mutual directors who either singly or jointly hold the controlling vote in a company or directly influence the company's operations.

(iii) **A Sister Company is a Company that is controlled by the same company as the Vendor.**

(c) **Paria Fuel Trading Company Limited reserves the sole right to register Vendors deemed suitable to meet its vending requirements.**

PARIA FUEL TRADING COMPANY LIMITED



VENDOR APPLICATION FORM

FOR OFFICIAL USE ONLY	
VENDOR REG. NO.	

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SECTION 1 : CORPORATE DATA

1 Name Of Business

Business Address

Postal Address

(if different from business address)

Telephone :

E Mail:

Telefax:

2 Type of Business

Sole Proprietor or Individual

Partnership

Corporation

Other

(Please state)

3 Names of Owners, Partners, Shareholders, Directors. (Refer page 5)

4 Any Affiliate Companies registered in Paria Fuel Trading Company Limited ?

Yes :

No :

Any relationship or association with any other Vendor registered or applying for registration in Paria Fuel Trading Company Limited?

Yes :

No :

If yes, please indicate names of the Companies:

5 Statutory Registrations

(Provide copies of Certificate of Registration /

Incorporation / Continuance, and Memorandum

& Articles of Association where applicable)

BIR Reg. No. :

VAT Reg. No. :

NIB Reg. No. :

Certificate of Incorporation No. :

6 Contact Name

Telephone No

Email Address

7 Name Of Bankers

8 Banking Information

PARIA FUEL TRADING COMPANY LIMITED

VENDOR APPLICATION FORM



SECTION 2 : FINANCIAL DATA, REGISTRATION and EXPERIENCE

1) Financial and Corporate Information to be provided as follows:

- Certification of Incorporation/Continuance
- Memorandum and Articles of Association
- Annual Return
- Bank/Financial Institution Reference indicating financial ability to supply simultaneous orders if necessary
- Level of Overdraft Facility if applicable
- Clearance/Compliance and Registration Certificates for Income Tax (BIR), Value Added Tax (VAT) and National Insurance (NIB)
- Audited Financial Statements

NOTE:

- i) Financial Statements must be audited by a qualified practising auditor registered with the Institute of Chartered Accountants of Trinidad and Tobago (ICATT)
- ii) Applicants whose Annual Gross Revenue exceeds \$500,000 must be VAT registered.

2) Are there any registered judgements and/or pending claims or arbitration proceedings in Trinidad and Tobago or abroad involving your company?

Yes : No :

If Yes, give brief details.

3) Is the Business currently registered in Paria Fuel Trading Company limited ?

Yes : No :

If Yes, please indicate Registration Number _____

Tick which ever applicable Supplier Contractor

4) Provide details of major materials and service supplied by your company to customers.

Refer Section 2 on page 5. Use supplementary pages if required.

5) Was the Business previously registered in Paria Fuel Trading Company Limited or any of its predecessor Companies, under the current name or any other name?

Yes : No :

If Yes, please indicate Registration Number, Name of Predecessor Company and if applicable, reason for termination of registration.

6) Has the Business, while registered in Paria Fuel Trading Company Limited or any of its predecessor Companies, ever been suspended from carrying out its business as a Vendor?

Yes : No :

If Yes, give brief details indicating period of suspension.

PARIA FUEL TRADING COMPANY LIMITED

VENDOR APPLICATION FORM



RELATED PARTIES WORKING OR DOING BUSINESS AT OR WITH PARIA FUEL TRADING COMPANY LIMITED

Please input information on relationships with other companies and /or employees, contractors, sole traders, partnerships and consultants working for and/or registered with Paria Fuel Trading Company Limited.

* ¹ RELATED PARTY (State name)	ENTITY TYPE Individual, corporation, partnership, association, limited liability company or any other form of business association or other entity whatsoever	RELATIONSHIP e.g Director, Owner, Wife, Brother, Parent / Subsidiary etc	DESIGNATION IN PARIA Registered Contractor/Supplier, Director, Employee, Other (Specify). (If employee, state job title)	COMMENTS State any other other relevant information

NOTE: *1 - Related Party - Means a party, whether an individual, corporation, partnership, association, limited liability company or any other form of business association or other entity whatsoever related to any Contractor (Vendor) by blood, marriage, ownership or contract through which the party has a relationship of ownership, or other interest with the Contractor (Vendor) ,which may result in the receipt of a benefit, profit or other consideration (so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a Vendor contract with the party receiving an amount.)

LIST KEY FIRMS BUYING FROM YOUR COMPANY IN THE LAST THREE YEARS :

Provide details of Projects in which Materials and or Services were supplied by the Vendor.

Client	Location (Address)	Material Group Refer Appendix A)	Service Code (Refer Appendix B)

NOTE: SELECT THE MATERIAL AND/OR SERVICE GROUP (S) AND/ SERVICE CODE (S) IN APPENDICES A AND B FOR WHICH YOU ARE NOW APPLYING FOR.

PARIA FUEL TRADING COMPANY LIMITED



VENDOR APPLICATION FORM

1) MANUFACTURERS REPRESENTED:

NAME	COUNTRY	ACCREDITED REPRESENTATIVE
		YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>

2) CUSTOMER REFERENCES:

NAME/ADDRESS	CONTACT PERSON	CONTACT No.

3) QUALITY ASSURANCE:

i) Has your company established, documented and implemented a Quality Assurance System?
 Yes No

ii) If 'yes' please attach details. Date implemented: ____/____
 mth / yr

iii) Give details of all GUARANTEES/WARRANTIES/AFTER SALES SERVICES.
 (Attachments as required – ISO NUMBER and date implemented)

THE SUPPLIER WARRANTS THAT THE DELIVERY AND SUPPLY OF THE PRODUCT OR SERVICE WILL NOT BE INTERRUPTED, DELAYED OR SUSPENDED.

VENDOR APPLICATION FORM

SAFETY INFORMATION

The Services Codes are ranked by Risk - Low, Medium and High. You are required to provide the following documents as part of your vendor registration submission.

- i) HSE Policy Statement

- ii) HSE Policies and Procedures

- iii) Evidence of Certified HSE Management System
Eg STOW, ISO, OHSAS, etc (required for High and Medium Risk Service registration)

- iv) Near Miss and Incident Log for the past 3 years

- v) Corrective Action Tracking Log for the past 3 years

- vi) List of regulatory Notices served on the contractor

PARIA FUEL TRADING COMPANY LIMITED



VENDOR APPLICATION FORM

LIST OF OWNERS/PARTNERS/SHAREHOLDERS AND DIRECTORS

NAMES OF OWNERS/PARTNERS/SHAREHOLDERS

* (NAME IN FULL)		I.D CARD No.	Position In Company (Where Applicable)	Address	Paria Employee (Yes/No)	Position
Last Name	First Name					

NAMES OF DIRECTORS

* (NAME IN FULL)		I.D CARD No.	Position In Company (Where Applicable)	Address	Paria Employee (Yes/No)	Association
Last Name	First Name					

* Initials Not Acceptable

Declaration :

I hereby certify that the information provided herein is true and correct to the best of my judgement and belief. It is expressly understood that, if any of the information provided herein is found to be false or misleading, it may result in disqualification of the applicant and/or termination or suspension of the Vendor.

Name Of Official
(Block Letters)

Position In Company
(Block Letters)

Signature

Date

PARIA FUEL TRADING COMPANY LIMITED



MATERIAL GROUPS

Place an ✓ next to the Material Group(s) being applied for.

Appendix A

Plant and Machinery		
17	ENGINES, GAS & OIL (CONTINENT)	
18	ENGINES, GAS & OIL (UK)	
19	ENGINES, GAS & OIL (U.S.A)	
20	GAS TURBINES	
22	COMPRESSORS AND VACUUM PUMPS (CONTINENT)	
23	COMPRESSORS AND VACUUM PUMPS (UK)	
24	COMPRESSOR AND VACUUM PMP(USA)	
28	PUMPS, RECIPROCATING.(UK)	
29	PUMPS,RECIPROCATING.(USA)	
30	PUMPS, CENTRIFUGAL AND ROTARY (NOS)	
31	PUMPS,CENTRIFUGAL AND ROTARY(CONTINENT)	
32	PUMPS,CENTRIFUGAL AND ROTARY(UK)	
33	PUMPS,CENTRIFUGAL AND ROTARY(USA)	
34	PUMPS, MISCELLANEOUS (OTHER TYPES)	
36	HOISTING AND LIFTING EQUIPMENT	
41	CHEMICAL INDUSTRIAL EQUIPMENT	
42	AUXILIARY PLANTS AND COMPONENTS	
43	PLANTS ELEMENTS & PARTS	
44	PACKING PLANT AND APPARATUS	
Transportation		
52	MARINE SMALL CRAFT	
53	MARINE AND OFFSHORE INSTALLATIONS	
54	TRANSPORT AND SHIPPING SERVICES	
Machinery Accessories and Instruments		
58	MACHINERY ACCESSORIES TRANSMISSIONS	
59	PROCESS INSTRUMENTATION: PARTS	
60	PROCESS INSTRUMENTATION	
Buildings, Tanks and Shop Equipment		
61	BUILDING,STRUCTURES & TANKS	
62	MACHINE TOOLS/ATTACHMENTS & ACCESSORIES	
63	PNEUMATIC TOOLS & ACCESSORIES	
64	GENERAL SHOP EQUIPMENT (INCLUDING WELDING)	

Electrical		
65	ELECTRIC POWER SOURCES	
66	ELECTRIC MOTORS, ACCESSORIES & PARTS	
67	SWITCH/ CONTROL GEAR & ELECTRICAL INSTRUMENTS	
68	WIRES, CABLES & ACCESSORIES	
69	LAMPS, LIGHTING FITTINGS & ACCESSORIES	
70	CONDUIT & FITTINGS, FUSES & HOSE INSTALLATION MATERIAL	
71	TELECOMMUNICATION, ALARM & ELECTRONIC EQUIPMENT & PARTS	
72	COMPUTERS, COMPUTERS PERIPHERALS, ACCESSORIES 7 SOFTWARE	
Tubular Goods, Valves and Fittings		
73	HOSES AND CONNECTORS	
74	TUBULAR GOODS	
75	COCKS & VALVES	
76	FITTINGS & FLANGES	
77	VALVES AND ACCESSORIES	
Buildings Materials, Metal and Hardware		
78	METALS & NON-METALS IN BARS, PLATES, SHEETS, WIRE PRODUCTS	
79	WIRE ROPES, CORDAGE, CHAIN & TACKLE	
80	BUILDING MATERIAL AND BUILDER'S HARDWARE	
81	GENERAL HARDWARE - FASTENERS, ETC	
Tools and Packing		
83	SMALL TOOLS	
85	JOINTINGS (GASKETS) PACKING / INSULATING MATERIALS	
Paints, Oils, Chemicals and Laboratory		
86	PAINTS, VARNISHES, ETC.	
87	OILS & OIL PRODUCT	
88	ABRASIVES.POLISHES & COMPOUNDS GENERAL	
89	CHEMICALS	
90	LABORATORY REQUISITES & APPARATUS	
Household, Office, Fire and Safety		
92	FURNITURE, HOUSEHOLD & CLUB REQUISITES	
93	OFFICE & WAREHOUSE EQUIPMENT & MATERIALS	
94	TOILETRIES	
95	TEXTILES / FABRICS / CLOTHING & LEATHER GOODS	
96	FIRE,SAFETY & ENVIRONMENTAL CONSERVATION EQUIPMENT	

PARIA FUEL TRADING COMPANY LIMITED
SERVICE CODES
Place an ✓ next to the Service codes being applied for.



Appendix B

RISK	Select	40	CIVIL WORKS	RISK	Select	80	ENVIRONMENTAL
M		4001	Fabrication and Welding-Non Industrial	L		8001	Environmental Auditing
M		4006	Hauled Sewage Services	L		8002	Environmental Consultancy
L		4007	Sanitary Cleaning	L		8004	Environmental Sampling, Analysis and Interpretation of Environmental Data
L		4008	Garbage Collection / Disposal	M		8005	Hauled Services for Liquid Industrial Waste
L		4009	Grass Cutting	H		8006	Hazardous Oily Waste Treatment and Disposal
L		4010	Grounds Maintenance	M		8007	Non-Hazardous Oily Waste Treatment and Disposal
M		4011	External Civil Works	M		8008	Oil Recovery and Refinery Plant Facilities - General Clean Up
H		4012	Industrial Painting Including Blasting	H		8009	Oil Spill Response and Clean -Up
M		4101	Building Maintenance	H		8010	Other Ind. Waste Treatment & Disposal
L		4102	Janitorial	M		8011	Treating Services for Oil, Water and Gas
M		4201	Facility Maintenance and Upgrade Services	L		8012	Waste Recycling Services
L		4303	Pest & Weed Control	H		8013	Asbestos Abatement
M		4501	Insulation-Installation and Repair	H		8014	Other Hazardous Material Handling, Loading, Removal and Disposal Services
M		4503	Roof / Surface Sealants	M		8015	Nitrogen Supply Services
H		4504	Specialist Protective Coatings			81	MARINE
H		4513	Reinforced Concrete Works	H		8101	Divng and Underwater Service
H		4514	Earthworks	H		8102	Craft Maintenance
H		4515	Road and Location Construction	L		8103	Ship Agency Services
H		4600	Piling (Onshore)	H		8104	Dry-Docking
H		4601	Wood, Steel and Reinforced Concrete Bridges	L		8105	Stevedoring
H		4602	Dredging (Inland)	L		8106	Marine Survey/Inspection
H		4603	Building Construction	H		8107	Marine Installation - Maintenance
H		4604	Boring / Tunneling	H		8108	Piling (Offshore)
L		4605	Hygienic Services	H		8109	Dredging (Offshore)
		50	MECHANICAL SERVICES	H		8110	Crane Barge/Pipelay Barge Services
H		5001	Plant Fitting	H		8112	Platform Maintenance - Marine
H		5003	Tanks - Isolation , Venting and Cleaning (Leaded/Unleaded)	H		8113	Offshore Gas Compressor Stations - Plant Fitting Services
H		5004	Fabrication and Welding Process Piping and Plate-Carbon Steel			82	PROJECT
H		5005	Fabrication and Welding Process Piping and Plate-Carbon and Alloy Steels	H		8202	Eng., Procurement and Construction Serv.
H		5101	Rigging	H		8210	Turnaround Services
H		5102	Valve Servicing - On Site			83	PLANT TECHNICAL SERVICES
M		5105	Chemical Cleaning and Treatment	H		8301	Cathodic Protection
H		5106	Pressure Leak Repair - Pressure Sealing	M		8302	Offshore Firefighting Systems - Inspection and Maintenance Services
M		5107	High Pressure Water/Steam Cleaning	M		8303	Platform Technical Services
H		5108	Pipeline Pigging	L		8304	Draughting Services
M		5109	Metallocking - On/Off Site	L		8305	Infra-Red Scanning Services
H		5110	Hot Tapping	M		8307	Tank Calibration Services
M		5111	Equipment Grouting	H		8308	Inspection Services - General Plant
H		5333	Submarine Pipeline Services	H		8309	Inspection Services - NDT/NDE
M		5334	Fixed Equipment (Unfired) Maintenance	H		8310	Surveying (Marine) Services
H		5335	Pressure Vessel Repairs	M		8312	Coating and Painting Inspection Services
H		5336	Pressure Vessel Fabrication	M		8315	Air Conditioning and Refrigeration Services - Domestic/Small Commercial
H		5337	Tank Construction and Repairs	M		8316	Air Conditioning and Refrigeration Services - Industrial/Large Commercial
L		5406	Mobile Air Compressors			84	TRANSPORT AND LIFTING
M		5408	Pumps-Recipro/Centrifu/Submersible/Axial	L		8401	Personnel Carriers and Taxis
			MECHANICAL WORKSHOP SERVICES	M		8402	General Trucking Services
M		5501	General Machine Shop Services	H		8403	Containers, Tank Wagons and Articulated Units
L		5502	Rotating Equipment Repairs	H		8404	Helicopter/Air Transport Services
M		5507	Automatic Valve Repairs	H		8405	Work Boat and Launch Transport Services
L		5508	Relief and Block Valve Repairs	H		8421	Cranes and Hoists-Light and Medium
M		5509	On- Site Machining	H		8422	Cranes and Hoists-Heavy
M		5514	General Welding Shop Services				
L		5601	Automotive Engines and Mechanical Repairs			85	EQUIPMENT RENTAL SERVICES
		60	ELECTRICAL/INSTRUMENT SERVICES	M		8501	Mobile Air Compressor Rentals
M		6001	Cable Installation, Jointing and Terminating	M		8502	Generator Rentals
M		6002	Electrical Installation & Maintenance-Industrial	H		8503	Marine Craft Rentals
M		6003	Motor/Alternator Overhauls	L		8504	Portable Toilet Rentals
H		6004	Overhead Lines (Up to 12 KV)	H		8505	Pump Rentals
H		6005	Sub Sea Cable Installation, Jointing/Repairs and Terminating	M		8506	Vacuum Tank Truck Rentals (Fluids)
M		6006	Electrical Testing Services	L		8507	Welding Set Rentals
H		6101	Elevator Installation and Maintenance	M		8508	Vacuum Tank Truck Rentals (Solids)
H		6102	Industrial Power Systems Protection	L		8509	Air Conditioner Rentals - Window and Split Units
M		6103	Motor/Alternator and Transformer Rewinding-Up to 600V	L		8510	Water Cooler Rentals
M		6104	Motor/Alternator and Transformer Rewinding-Up to 12KV	L		8511	Ice maker Rentals
L		6105	Uninterruptible Power Supply Systems	L		8512	Environmental Equipment Rentals
L		6601	Instrumentation	L		8513	Motor Vehicle (Light) Fleet Rental Service
M		6702	Laboratory Equipment-Maintenance & Repair	M		8530	Earth Moving Equipment Rental Services
L		6703	Medical Equipment-Maintenance & Repair	H		8590	Scaffolding-Rental Services
L		6704	Process Analysers			90	CORPORATE SERVICES
M		6705	Safety, Fire and Security Protection	L		9001	IT Hardware Services
L		6706	Scales/Weighbridges	L		9002	IT Software Services
M		6707	Telecommunications Systems	L		9003	IT PC/Workstation Software Services
			OTHER SERVICES	L		9004	IT Oper System/ DBase Software Services
L			Laboratory Services	L		9005	Software Subscription
L			Operational Services	L		9103	Office Equipment Services
M			Plant & Machinery Services	L		9801	Security Services
L			Engineering Services	L		9900	Consultancy & Specialised Services
L			Cargo Inspection	M		9902	Network Installation and Services
L			Catering	L		9903	Hardware Maintenance
L			Training	L		9904	Software Acquisition
				L		9905	Software Installn/Implemtn (Consultancy)
				L		9906	Renewal Of Software Maintenance Services
				L		9907	ICT Infrastructure Services
				L		9908	Disposal Of Electronic Waste
				L		9909	Software Installn/Implemtn (Consultancy)
			L-LOW RISK SERVICES				M-MEDIUM RISK SERVICES
							H- HIGH RISK SERVICES