

**PARIA FUEL TRADING COMPANY LIMITED
GENERAL GUIDELINES – PRE-QUALIFICATION AND PRE-SELECTION**

Table 1: DUE DILIGENCE REQUIREMENTS (Indicative Document Listing)				Level 1	Level 2	Level 3 - 6
No.	Requirement	Evidence		\$0-\$100k	>\$100k - \$2M	>\$2M
1	Legal capacity to enter into the contract	1.1	Certificate of Incorporation & where app, continuance	X	X	X
		1.2	Certificate of Registration	X	X	
		1.3	Company by-laws			X
		1.4	Board resolution			X
		1.5	Principals registered Power of Attorney			X
		1.6	Notice of Directors			X
		1.7	Affidavit			X
		1.8	Return of Beneficial Interest in the Shares of a Company Form.			X
2	Not insolvent, in receivership, bankrupt or being wound up, affairs not being administered by a court or a judicial officer, business activities not suspended and not the subject of legal proceedings for any of the foregoing	2.1	Declaration	X	X	X
3	Have not been convicted within the past ten years of corruption or fraud related offences locally or internationally—(i) as individuals; or (ii) as directors or officers of a company;	3.1	Declaration	X	X	X
		3.2	Police certificate of character		X	X
4	Have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago	4.1	Tax Clearance	X	X	X
		4.2	VAT Clearance or a letter of exemption	X	X	X
		4.3	NIB Compliance or a letter of exemption	X	X	X
5	Have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract.	5.1	Portfolio of projects	X	X	X
		5.2	References	X	X	X
		5.3	Equipment listing	X	X	X
		5.4	Banker's letter	X	X	X
		5.5	Management Accounts	X	X	
		5.6	Company Profile		X	X
		5.7	CVs and qualification certificates		X	X
		5.8	Letters of comfort from creditors		X	X
		5.9	Insurances		X	X
		5.10	Organisational structure			X
		5.11	Audited Financial statements			X
		5.12	Agency letter of authorisation, where applicable			X
6	Meet relevant industry standards	6.1	Health and Safety Policy Statement	X	X	X
		6.2	Licences (e.g. wireman, plumbing, firearm user, food handler's badge, etc)	X	X	X
		6.3	Health, Safety, Security & Environment P&P		X	X
		6.4	ISO Certification, where applicable			X
		6.5	Safe to Work (STOW) certification, as applicable			X
		6.6	Professional membership (e.g. BOETT, BOATT)			X