



## **Supporting Evidence Required**

**Applicants must pass all five (5) criteria to be eligible to supply the Environmental Commission with goods and services as listed in Section 1 of the Pre-qualification Application.**

**Criteria 1:** Legal Capacity to enter into the procurement contract as evidenced by the documentation applicable to the particular form of the business entity.

- Certificate of Registration, where applicable
- Any changes of particulars of Registration, if any
- Certificate of Incorporation, where applicable
- Certificate of Continuance, where applicable

**Criteria 2:** Not be insolvent, in receivership, bankrupt or being wound up, affairs are not being administered by a court or a judicial officer, business activities have not been suspended and are not the subject of legal proceedings for any of the foregoing

- Certified Statement from Director or Owner, complete Appendix I
- Letter from Applicant's Bank, no more 6 months
- Most Recent Annual Return, where applicable

**Criteria 3:** The directors/owners and officers have not been convicted of any criminal offence

- Certified Statement from Director or Owner, complete Appendix II

**Criteria 4:** Fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago

- Income Tax Clearance Certificate, no more than 6 months old
- National Insurance Board Certificate of Compliance
- Value Added Tax Clearance Certificate, no more than 6 months old

**Criteria 5:** Possess 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; and meet relevant industry standards.

- Curriculum Vitae of Key staff, where applicable
- Organizational Chart, where applicable
- Client Reference Listing, at least 3 most recent
- Letter from Applicant's Bank stating their financial capability, no more than 6 months
- Most Recent Annual Return
- Certified Statement from Director or Owner of licenses, permits and certifications etc., complete Appendix III
- Environmental Health & Safety Policy Statement, where applicable