



MINISTRY OF TRADE AND INDUSTRY

STANDARD PROCUREMENT DOCUMENTS

**Pre-qualification Documents for
Procurement of Consulting Services**

**For the
Food and Beverage Industry Development Committee
(FBIDC)
Work Program**

July 06

CONTENTS PAGE

CONTENTS

PAGE NUMBERS

NOTES TO APPLICANTS.....	II
GENERAL BACKGROUND AND ORGANISATION.....	1
AVAILABLE MANPOWER	6
B. FINANCIAL CAPACITY	10
C. PREVIOUS WORK EXPERIENCE	12
ADDITIONAL INFORMATION	14
SIGNATURE AND STAMP	18
CERTIFICATE.....	19
AFFIDAVIT FOR CERTIFICATION OF NATIONALITY	20

PRE-QUALIFICATION FORM

NOTES TO APPLICANTS

1. Please answer all questions.
2. Supplementary pages may be inserted if required.
3. Please number each additional page at the top of each page.
4. Please retain a copy of your completed submission.
5. If a Joint Venture is proposed, all Firms comprising the Joint Venture are to complete separate Pre-qualification Forms.
6. Project financial data is to be given in TT dollars.

PLEASE LIST BELOW ANY ADDITIONAL PAGES ATTACHED TO EACH STANDARD PAGE.

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.....
.....
.....
.....
.....

PRE-QUALIFIATION FORM

A. GENERAL BACKGROUND AND ORGANISATION
GENERAL

1. **NAME OF FIRM:**

.....

BUSINESS ADDRESS:.....

.....

TELEPHONE NUMBER:.....

TELEX NUMBER:

FAX NUMBER:.....

REGISTERED OFFICE ADDRESS (If different from above)

.....

.....

.....

2. **NATURE OF BUSINESS:**

.....

.....

.....

.....

PRE-QUALIFICATION FORM

PROGRAMME:.....

FIRM:.....

A. GENERAL BACKGROUND AND ORGANISATION
GENERAL

3. Number of years experience as a Consultant

In own Country:.....

In Trinidad and Tobago:

Other Caribbean Islands:

Internationally:.....

List Countries

Own Country :

Caribbean Islands:

Internationally:.....

PRE-QUALIFICATION FORM

A. GENERAL BACKGROUND AND ORGANISATION GENERAL

3. Nature of consultancies undertaken:
- In own country:
- In Trinidad and Tobago:
- Other Caribbean Islands:.....
- Internationally:
4. Years of establishment of the firm¹ :
5. Type of Organisation²
- (a) Sole proprietor
 - (b) Patnership
 - (c) Limited Liability Company or Corporation
 - (d) Private Company
 - (e) Consortium
 - (f) Joint Venture
 - (g) Other (Specify) :.....

¹ Attach sworn affidavit as shown in Annex

² Attach certificate of incorporation of firm and/or other documentary evidence certifying the existence of your organization.

PRE-QUALIFICATION FORM

**A. GENERAL BACKGROUND AND ORGANISATION
GENERAL**

6. I wish to prequalify for
- (i)
-
- (ii).....
-
- (iii)
-

7. Names and addresses of associated firms to be involved in the programme and whether parent/subsidiary/other:
-
-
-
-

8. If the Firm is subsidiary, what involvement, if any, will the parent firm have in the programme?
-
-
-

PRE-QUALIFICATION FORM

**A. GENERAL BACKGROUND AND ORGANISATION
GENERAL**

9. Names and addresses of any associates the Firm has in the country of the programme, knowledgeable in the procedures of customs, immigration,

.....
.....
.....

10. (i) Please attach an Organisation Chart of your Firm.

(ii) Number of Staff (Key Personnel)

Technical

Administrative

Supervisory

(iii) Please list present Directors:

.....
.....
.....

(iv) Please list names and record addresses of principal shareholders:

.....
.....
.....

PRE-QUALIFICATION FORM

A. GENERAL BACKGROUND AND ORGANISATION AVAILABLE MANPOWER

11. (iii) List information about other Key Personnel below:

Name:

Present Position:

Years of experience with the Firm:.....

Major works for which responsible (type and value):

.....
.....
.....

Competence in the English Language:

.....
.....

Name:.....

Present Position:

Years of experience with the Firm:.....

Major works for which responsible (type and value):.....

.....
.....

Competence in the English Language:

.....

(iv) Curriculum Vitae's for each person named must be included.

PRE-QUALIFICATION FORM

B. FINANCIAL CAPACITY

1. Capital:
- Authorised:.....
- Issued:

2. Annual value of consultancy work undertaken for each of the last five years and projected for the current year:

YEAR	19.....	19	20....	20.....	20.....	Current
Home						
Abroad						

3. Approximate value of work in hand:
-
4. Please attach copies of the Firm's Audited Income and Expenditure Statements and Balance Sheets for the past three years and other financial data which you consider to be useful. List all attachments below:
-
-
4. Last date of return submitted to Registrar of Companies.
-

PRE-QUALIFICATION FORM

C. PREVIOUS WORK EXPERIENCE

1. Give information about all projects executed in the last five (5) years and those now in progress, including those for which the firm has received a letter of intent, but a formal contract has not yet been awarded.

Employer	Location and Description of the Work	Percentage Participation of Company in the Project	Value of Contract	Value Completed and Certified	Percentage of Practical Completion	Schedule Date of Completion of Work	Actual Date of Completion

PRE-QUALIFICATION FORM

C. PREVIOUS WORK EXPERIENCE

2. Has the Firm (or any equivalent part) ever been liable for failing to comply with the fulfillment of a contract?

YES **NO**

If yes, give details:

.....
.....
.....

3. List any legal or financial claims pending for or against the Firm:

CLAIMS FOR:

CLAIMS AGAINST

1.....
2.....
3.....
4.....

1.....
2.....
3.....
4.....

4. List any additional relevant information which is being required.

.....
.....
.....

PRE-QUALIFICATION FORM

ADDITIONAL INFORMATION

Overview of the Scope of Consulting Services and period for individual projects

Description of the Consulting Services

The Government of Trinidad and Tobago in the pursuit of the achieving the twin goals of economic diversification and sustainable development of the economy, has targeted the Food and Beverage Industry as one of the key industries targeted for industrial development. For this reason the Government through the Prime Minister's Standing Committee on Business Developed established a Food and Beverage Industry Team (FBIT) to develop a strategic plan to guide the long-term development and increase overall competitiveness of this sector. This plan was completed in August 2005, and a Food and Beverage Industry Development Committee has been established to oversee the implementation of the strategic plan. These consultancies represent key areas intervention as outline in the strategic plan, with accompanying projects to increase the overall competitiveness and sustainability of the industry.

There are four key strategic areas, for which projects will be developed and implemented to drive the competitiveness and growth of the food and beverage industry (See outlined below).

Area of Specialty	Project Number	Sub-component project	Project outline	Expected maximum time period
Market Development	1.1	Developing workshops and training modules to increase Market Intelligence capability among firms	<ul style="list-style-type: none"> The key objective of the project will be to enhance awareness and Market Intelligence capability among the stakeholders in the agro processing industry of Trinidad and Tobago. By this we mean that we are seeking to enhance the ability of firms to, collect market data in a systematic and objective fashion, analyze and interpret this information, and apply it in order to develop strategic recommendations and action plans. The workshop will therefore seek to firstly orient participants (CEO's and technical staff) to the many advantages and benefits in the use of market intelligence. Additionally, we will seek to building capability in market intelligence techniques, this will include but not be limited to exploratory market research and analysis, identifying target markets and market segments, pursuing new business opportunities, developing and marketing new products based on this information. 	2 months
Increasing Competitiveness	2.1	Developing workshops and training modules in area of manufacturing excellence	<ul style="list-style-type: none"> The key objective of this project will be to enhance awareness and capability among the stakeholders in the agro processing industry of Trinidad and Tobago, on techniques and innovations in manufacturing excellence. This will include but not be limited to such areas as total quality management, supply chain management, total people involvement, production for customer satisfaction and lean manufacturing. The goal is to increase competitiveness and efficiency among processors operating in the industry. 	2 months

	2.2	Increasing Research, Development and Innovation capability among firms and other relevant agencies	<ul style="list-style-type: none"> The key objective of projects included in this area will be to encourage the use of modern research and innovation techniques among firms operating in the food and beverage industry. Additionally, we will seek to foster closer collaboration among firms and research institutions. Both of these objectives are expected to be achieved through the use of workshops or the creation of a collaborative research cluster, all with the aim of increasing the level of innovation and competitiveness within the Food and Beverage Industry as a whole. 	6 months
	2.3	Human Resource Development and training	<ul style="list-style-type: none"> The key objective of the project will be to examine internship programs which supply labor or interns to firms operating in the Food and Beverage sector with a view of making recommendations to expand or improve the effectiveness of these programs. 	3 months
Developing Linkages	3.1	Deepening Linkages and Creating Cooperative Clusters among stakeholders in the industry, which include but is not limited to Primary Producers, Other Suppliers, Processors and Higher Value- Added Services	<ul style="list-style-type: none"> The key objective of the project will be to increase and deepen linkages across the agro-processing value chain, from primary producers to marketing and packaging. This is expected to be achieved through assistance in the creation of small business clusters or by increasing opportunities for business networking. 	2 months

Minimum qualification and experience of the consultants

Qualifications:

- Postgraduate training with a minimum of a Masters Degree
- At least 8 years experience in the area of specialty
- Participation in research and/or other consultancy's as evidenced

Site and other Data

The Ministry of Trade and Industry will act as the secretariat of the FBIDC, until an official secretariat is established at the Business Development Company.

Information about the strategic plan developed for the Food and Beverage Industry can be obtained from the website of the Ministry of Trade and Industry at <http://www.tradeind.gov.tt/projectsandprograms/businessdevelopment>

For any further information or questions you can contact us at info@tradeind.gov.tt

For further information or clarification please contact

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Industry Specialist

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or via e-mail rramsawak@tradeind.gov.tt

PRE-QUALIFICATION FORM

SIGNATURE AND STAMP

SIGNATURE

NAME OF PERSONNEL (BLOCK LETTERS)

DATE

POSITION IN THE FIRM

FIRM'S SEAL OR STAMP

CERTIFICATE

We certify that the information supplied in this questionnaire is true and correct. We further acknowledge the right of the Central Tenders Board or its representatives to verify any information given and to disqualify this firm if information supplied, in whole or in part, is incorrect.

Managing Director (Please Print)

Company Secretary (Please Print)

Signature

Signature

Date

Date

PRE-QUALIFICATION FORM

ANNEX

AFFIDAVIT FOR CERTIFICATION OF NATIONALITY

I,, Chairman of

..... solemnly affirm that:

(Name of Firm)

(a) The Firm is incorporated and/or legally organized in a member country of the Bank (.....

(Country)

(b) The principal place of business of the Firm is located in a member country of the Bank

(Country)

(c) (i) More than 50% of the Firm is beneficially owned by a Firm or Firms of a member country or countries of the Bank

(Country/Countries)

(II) The Is an integral part of the economy of the member country in which the Firm is located.

(d) There is no arrangement whereby and substantial part of the profit or tangible benefits of the firm, will accrue or be paid to persons not citizens or bona fide residents of such member country or countries.

PRE-QUALIFICATION FORM

ANNEX

- (e) At least 80% of all persons who will perform services under the consultancy contract are bona fide residents of the Bank member countries.

Signature of Principal

Name of Firm

Address of Firm

Date

I hereby certify that the above information is correct.

Signature of Firm's Secretary

Date

This Affidavit must be sworn to and signed before a Notary Public or Commissioner of Affidavits.

N.B. Any question as to eligibility with respect to nationality will be referred to the Inter-American Development Bank whose decision shall be final in such matters.