

# Ministry of Trade and Industry

## Supplier Registration

### General Instructions

In accordance with the Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations, 2024, the Ministry of Trade and Industry (MTI) is seeking to establish a register of suppliers and service providers capable of providing goods and services whose value does not exceed seventy-five thousand dollars, inclusive of taxes, duties and other charges.

In order to be considered registered, suppliers and service providers are required to complete forms REG-01, REG-02 and REG-03. All forms are to be completed in English, and must be submitted with the following supporting documents:

- Certificate of Registration, Incorporation or Continuance (as applicable)

Any questions on the process must be sent by electronic mail to [MTI-Registration@gov.tt](mailto:MTI-Registration@gov.tt) with the heading **Registration - Request for Clarification**.

The registration forms must be addressed to the Permanent Secretary of the Ministry of Trade and Industry. Completed forms together with the supporting information must be submitted to [MTI-Registration@gov.tt](mailto:MTI-Registration@gov.tt).

The MTI will review the forms submitted and may seek clarification as needed to complete the registration process.

# Ministry of Trade and Industry

## Supplier/Contractor Registration Form

### Form REG-01 –Submission Declaration

[Location, date]

To: The Permanent Secretary  
Ministry of Trade and Industry  
Levels 11-17  
Nicholas Tower  
63-65 Independence Square  
Port of Spain

Dear Permanent Secretary,

We [insert name of supplier/contractor], declare that all the information and statements made in our submission are true and we accept that any errors contained in the forms could result in our removal from the MTI's list of registered suppliers/contractors.

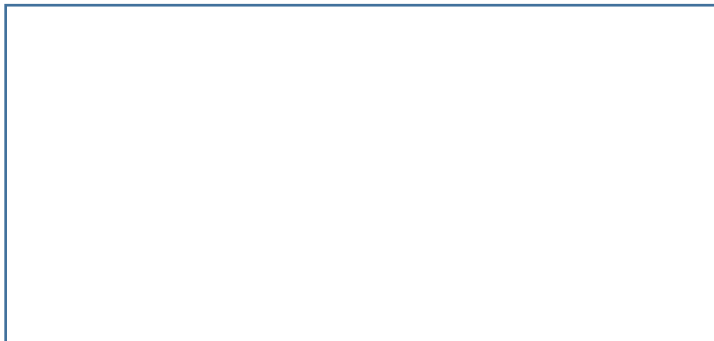
**Authorized Signature:** \_\_\_\_\_

**Name and Title of Signatory:** \_\_\_\_\_

**Contact information (phone and e-mail):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Stamp:**



# The Ministry of Trade and Industry

## Supplier/Contractor Registration Form

### Form REG-02 – Registration Details

Please complete each section of this form with the requested information. **Incomplete submissions will not be accepted.**

### General Information

Supplier name (As shown on the certificate of registration/incorporation)	
National identification number ( <i>individuals</i> )	
Registered Address	
Contact number(s)	
Email Address	
Type of business	
Description of goods, works or services	
Registered with the Office of Procurement Regulation (OPR)'s Procurement Depository (Y or N)	
VAT Registered (Y or N)	

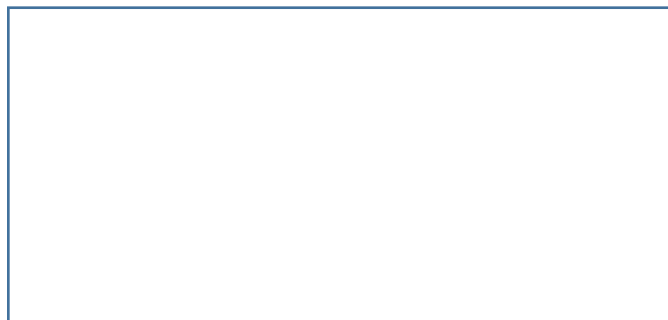
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**Contact information (phone and e-mail):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Stamp:**



# Ministry of Trade and Industry

## Supplier/Contractor Registration Form

### Form REG-03 – Specific Line of Business

Please place an X next to the relevant Line of Business (LOB) for which you are requesting registration.

No.	Line of Business	UNSPS Code	Please place an [x ] for the LOB for registration
1.	Air Conditioners	40101701	
2.	Airline ticket or boarding pass	43212111	
3.	Audio visual equipment accessories	52161600	
4.	Back-up/Archival Software	43233415	
5.	Blinds and Shades	52131600	
6.	Bottle Water Dispensers or accessories	48101711	
7.	Carpet Laying service	72152503	
8.	Catering services	90101603	
9.	Cleaning and janitorial services	76110000	
10.	Computer Accessories	43211600	
11.	Computer hardware maintenance and support	81112300	
12.	Computer software licensing rental or leasing service	81112500	
13.	Computer Software Licensing Service	81112501	
14.	Conference Centers	90111601	
15.	Data services	81112000	
16.	Database information retrieval	81111901	
17.	Domestic Kitchen Appliances	52141500	
18.	Economic Development Consultancy	81121505	

<b>No.</b>	<b>Line of Business</b>	<b>UNSPS Code</b>	<b>Please place an [x] for the LOB for registration</b>
19.	Electrical equipment maintenance and repair service	73152108	
20.	Electrical Plugs	39121402	
21.	Food and Beverage Products	50000000	
22.	Graphic design	82140000	
23.	Heating and Cooling and Air Conditioning (HVAC) Construction and Maintenance Services	72151200	
24.	Hotels and motels and inns	90111500	
25.	Information Technology Broadcasting and Telecommunications	43000000	
26.	Interior Plant Landscaping Services Rental	76111506	
27.	Labelling machines	44102400	
28.	Lamps and lightbulbs	39101600	
29.	Legal review and inquiry services	80122000	
30.	Liquid crystal display LCD panels or monitors	43211902	
31.	Locksmith services	72101505	
32.	Mobile Phones	43191501	
33.	National Postal Delivery Service	78102201	
34.	Network Switches	43222612	
35.	Network Service Equipment	43222600	
36.	News and publicity services	82111900	
37.	Newspapers	55101504	
38.	Notebook Computers	43211503	
39.	Odour control equipment	47101530	

<b>No.</b>	<b>Line of Business</b>	<b>UNSPS Code</b>	<b>Please place an [x ] for the LOB for registration</b>
40.	Office Equipment and Accessories and Supplies	44000000	
41.	OSS Wireless access network equipment and components	43223112	
42.	Paints and primers	31211500	
43.	Photocopier rental or leasing service	80161801	
44.	Photocopier Toner	44103127	
45.	Plumbing system maintenance or repair	72101510	
46.	Press release services	82111901	
47.	Printing Equipment Maintenance	81101707	
48.	Promotional Merchandise	80141605	
49.	Promotional or Advertising Printing	52121505	
50.	Public relations and professional communications services	80170000	
51.	Radio Placement	82101901	
52.	Recruitment services	93141802	
53.	Restaurants and catering	90100000	
54.	Safety Apparel	46181500	
55.	Sanitary waste receptacles	47131703	
56.	Security Guard Services	92121504	
57.	Shoes	53111600	
58.	Tablet Computers	43211509	
59.	Telephone Support Service	81161708	
60.	Trade shows and exhibits	80141900	
61.	Trade statistics	93171803	

No.	Line of Business	UNSPS Code	Please place an [x] for the LOB for registration
62.	Training Planning and Development Consultancy Service	86132102	
63.	Transport arranging services	78141500	
64.	Uninterruptable power supply (UPS)	39121011	
65.	Uniforms	53102700	
66.	Vehicle maintenance and repair services	78181500	
67.	Video production services	82131603	
68.	Voltage Regulator	39121635	
69.	Wireless Access Network Equipment (WLAN)	43223108	
70.	Workstations and office packages	56111500	
71.	World Wide Web – WWW site operation host services	81112105	
Additional:			

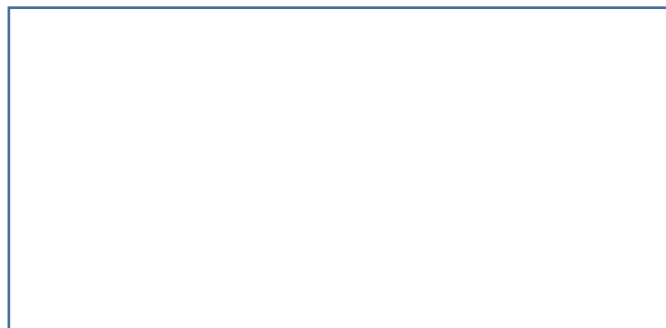
**Authorized Signature:** \_\_\_\_\_

**Name and Title of Signatory:** \_\_\_\_\_

**Contact information (phone and e-mail):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Stamp:**



# **The Ministry of Trade and Industry**

## **Supplier/Contractor Registration Form**

### **Documents to be Submitted**

- Completed registration forms REG-01, REG-02 and REG-03 duly signed by the authorised authority
- Certificate of Registration, Incorporation or Continuance (as applicable)