

INVITATION TO PRE-QUALIFY

NON-OPERATIONAL SERVICES

The National Gas Company of Trinidad and Tobago Limited (NGC) is desirous of updating its list of pre-qualified contractors in the service areas described below:

EVENT MANAGEMENT - CORPORATE EVENTS (FULL SERVICES)

- Planning event – concept design/programme flow
- Organizing event – coordinating all aspects: venue, catering, equipment, securing speakers, talent, decorator
- Designing, writing and branding event material
- Developing promotional & marketing material for event
- Attaining & compiling satisfaction and attendance metrics
- Dismantling event

EVENT MANAGEMENT – CORPORATE EVENTS (DECORATING SERVICES ONLY)

- Developing theme concept
- Provision of decorating materials in keeping with design
- Provision of labour & transport for installation & dismantling

GENERAL INSURANCE BROKERAGE SERVICES

- General Insurance Brokerage (Property, Motor, Marine, Liability, Accident and Group Life and Group Health Insurance)
- Must have experience with oil production and refinery, natural gas production and transportation, or downstream energy businesses such as Ammonia, Methanol, Urea, DRI or Iron and Steel Manufacturing, etc.
- Must have a recognized and formal relationship with a top ten International and Lloyd's Insurance Broker

PRE-QUALIFICATION CRITERIA

Pre-qualification will be based on meeting the minimum criteria regarding the following headings:

- o General Statutory/Regulatory Requirements
- o Financial Integrity
- o Organizational Capability
 - Personnel
 - Experience
 - Equipment and Assets
- o Scope of Service Capability
- o Environmental, Health and Safety (EHS) Systems and Performance

Note: The application for pre-qualification will provide appropriate guidance for completing the questionnaire with respect to the EHS requirements.

INVITATION DOCUMENTS

Pre-qualification packages can be collected upon payment of a non-refundable fee of \$100 from:

Contracts Administration Services

The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Couva

Monday to Friday from the date of this ad, during the hours of 8am to 12noon and 1pm to 3pm (Cashier closes: 12pm-1pm).

CLOSING DATE

The closing date for the collection of pre-qualification application packages is Friday 10th October, 2014.

CONTRACTOR INSTRUCTIONS

Submit the completed pre-qualification questionnaire and associated documents in the envelope labeled as follows:

Head, Contracts Administration Services Procurement and Contract Management

The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Couva

**Deadline date for submission of response is
Friday 24th October, 2014.**

**Respondents are encouraged to collect packages
and submit responses in a timely manner.**