



## PARIA FUEL TRADING COMPANY LIMITED

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**Registered Office:** 5th Floor, Newtown Centre, 30-36 Maraval Road, Newtown, Port of Spain, Trinidad

Telephone (868) 612-2463

### Application -Checklist

Your application package requests three types of information as follows:

- 1) Corporate
- 2) Technical
- 3) Financial

*Note that it is important to respond to all sections of the form. An application, which does not contain the following mandatory information, will not be accepted.*

#### 1) CORPORATE INFORMATION

- Company Registration Certificate or Certificate of Incorporation
- Certificate of Continuance (if applicable)
- Certified copy of Memorandum and Articles of Association or Bye-Laws
- Copy of Partnership Agreement (if any)
- BIR Registration Certificate **and** BIR Clearance Certificate
- VAT Registration Certificate **and** VAT Clearance Certificate (if applicable)
- NIB Registration Certificate **and** NIB Compliance Certificate
- Latest Annual Return Filed (Form 28)
- Copy of Insurance Policies for Workmen' s Compensation and Public Liability
- List of Owners/Partners/Shareholders and Directors (Attachment A) (**FULL NAMES** should be printed in **BLOCK LETTERS**)
- Related Parties working or doing business at/with Paria Fuel Trading Company Limited

#### 2) TECHNICAL INFORMATION

- List of Key Personnel
- Original Letter of Accreditation from Manufacturer/ Customer References/Quality assurance
- Safety Information
- Previous Experience
- Material Group Listing for Supply of material
- Service Codes for Service Vendors

#### 3) FINANCIAL INFORMATION

- Audited financial statements for the last three (3) years Balance Sheet **and** Income & Expenditure Statements (Statements must be audited by a qualified practicing auditor registered with the Institute of Chartered Accountants of Trinidad and Tobago.)

# PARIA FUEL TRADING COMPANY LIMITED



## VENDOR APPLICATION FORM

### NOTES TO APPLICANTS

**1 Please answer ALL questions and provide copies of ALL support documents requested.**

**Incomplete applications will not be accepted.**

**2 Supplementary pages may be inserted if required.**

**3 Eligibility:**

**(a)**

**If the applicant is a local company, it must be registered under the Laws of the Republic of Trinidad and Tobago**

**(b)**

**Only one Affiliate Company will be eligible for prequalification/ registration in the same material and/or service group.**

**'Affiliate' means a Subsidiary Company, Parent Company or a Sister Company of a Vendor registered in Paria or another Vendor simultaneously applying for prequalification/registration.**

**For the purposes of the foregoing definition:**

**(i) A subsidiary Company is a Company controlled by the Vendor**

**(ii) A Parent Company is a Company that 'controls' the Vendor.**

**'Control' means the direct or indirect ownership of at least 50% of the voting rights in an entity, or where there are mutual directors who either singly or jointly hold the controlling vote in a company or directly influence the company's operations.**

**(iii) A Sister Company is a Company that is controlled by the same company as the Vendor.**

**(c)**

**Paria Fuel Trading Company Limited reserves the sole right to register Vendors deemed suitable to meet its vending requirements.**

VENDOR APPLICATION FORM

FOR OFFICIAL USE ONLY	
VENDOR REG. NO.	

SECTION 1 : CORPORATE DATA

1 Name Of Business

Business Address

Postal Address

(if different from business address)

Telephone :

E Mail:

Telefax:

2 Type of Business

Sole Proprietor or Individual

Partnership

Corporation

Other

(Please state)

3 Names of Owners, Partners, Shareholders, Directors. (Refer page 5)

4 Any Affiliate Companies registered in Paria Fuel Trading Company Limited ?

Yes :

No :

Any relationship or association with any other Vendor registered or applying for registration in Paria Fuel Trading Company Limited?

Yes :

No :

If yes, please indicate names of the Companies:

\_\_\_\_\_

\_\_\_\_\_

5 Statutory Registrations

( Provide copies of Certificate of Registration /

Incorporation / Continuance, and Memorandum

& Articles of Association where applicable)

BIR Reg. No. :

VAT Reg. No. :

NIB Reg. No. :

Certificate of Incorporation No. :

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6 Contact Name

Telephone No

Email Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7 Name Of Bankers

\_\_\_\_\_

\_\_\_\_\_

8 Banking Information

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\_\_\_\_\_

# PARIA FUEL TRADING COMPANY LIMITED



## VENDOR APPLICATION FORM

### SECTION 2 : FINANCIAL DATA, REGISTRATION and EXPERIENCE

1) **Financial and Corporate Information to be provided as follows:**

- Certification of Incorporation/Continuance
- Memorandum and Articles of Association
- Annual Return
- Bank/Financial Institution Reference indicating financial ability to supply simultaneous orders if necessary
- Level of Overdraft Facility if applicable
- Clearance/Compliance and Registration Certificates for Income Tax (BIR), Value Added Tax (VAT) and National Insurance (NIB)
- Audited Financial Statements

*NOTE:*

- i) Financial Statements must be audited by a qualified practising auditor registered with the Institute of Chartered Accountants of Trinidad and Tobago (ICATT)*
- ii) Applicants whose Annual Gross Revenue exceeds \$500,000 must be VAT registered.*

2) **Are there any registered judgements and/or pending claims or arbitration proceedings in Trinidad and Tobago or abroad involving your company?**

Yes :  No :

If Yes, give brief details.

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3) **Is the Business currently registered in Paria Fuel Trading Company limited ?**

Yes :  No :

If Yes, please indicate Registration Number

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Tick which ever applicable      Supplier            Contractor     

4) **Provide details of major materials and service supplied by your company to customers.**

Refer Section 2 on page 5. Use supplementary pages if required.

5) **Was the Business previously registered in Paria Fuel Trading Company Limited or any of its predecessor Companies, under the current name or any other name?**

Yes :  No :

If Yes, please indicate Registration Number, Name of Predecessor Company and if applicable, reason for termination of registration.

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6) **Has the Business, while registered in Paria Fuel Trading Company Limited or any of its predecessor Companies, ever been suspended from carrying out its business as a Vendor?**

Yes :  No :

If Yes, give brief details indicating period of suspension.

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**PARIA FUEL TRADING COMPANY LIMITED**



**VENDOR APPLICATION FORM**

**RELATED PARTIES WORKING OR DOING BUSINESS AT OR WITH PARIA FUEL TRADING COMPANY LIMITED**

Please input information on relationships with other companies and /or employees, contractors, sole traders, partnerships and consultants working for and/or registered with Paria Fuel Trading Company Limited.

	<b>ENTITY TYPE</b>	<b>RELATIONSHIP</b>	<b>DESIGNATION IN PARIA</b>	<b>COMMENTS</b>
<b>*<sup>1</sup>RELATED PARTY (State name)</b>	Individual, corporation, partnership, association, limited liability company or any other form of business association or other entity whatsoever	e.g Director, Owner, Wife, Brother, Parent / Subsidiary etc	Registered Contractor/Supplier, Director, Employee, Other (Specify). (If employee, state job title)	State any other other relevant information

NOTE: \*1 - Related Party - Means a party, whether an individual, corporation, partnership, association, limited liability company or any other form of business association or other entity whatsoever related to any Contractor ( Vendor) by blood, marriage, ownership or contract through which the party has a relationship of ownership, or other interest with the Contractor (Vendor) ,which may result in the receipt of a benefit, profit or other consideration ( so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a Vendor contract with the party receiving an amount.)

**LIST KEY FIRMS BUYING FROM YOUR COMPANY IN THE LAST THREE YEARS :**

**Provide details of Projects in which Materials and or Services were supplied by the Vendor.**

<b>Client</b>	<b>Location (Address)</b>	<b>Material Group Refer Appendix A)</b>	<b>Service Code (Refer Appendix B)</b>

**NOTE: SELECT THE MATERIAL AND/OR SERVICE GROUP (S) AND/ SERVICE CODE (S) IN APPENDICES A AND B FOR WHICH YOU ARE NOW APPLYING FOR.**



**PARIA FUEL TRADING COMPANY LIMITED**



**VENDOR APPLICATION FORM**

**LIST OF OWNERS/PARTNERS/SHAREHOLDERS AND DIRECTORS**

**NAMES OF OWNERS/PARTNERS/SHAREHOLDERS**

* (NAME IN FULL)		I.D CARD No.	Position In Company (Where Applicable)	Address	Paria Employee (Yes/No)	Position
Last Name	First Name					

**NAMES OF DIRECTORS**

* (NAME IN FULL)		I.D CARD No.	Position In Company (Where Applicable)	Address	Paria Employee (Yes/No)	Association
Last Name	First Name					

\* Initials Not Acceptable

**Declaration :**

I hereby certify that the information provided herein is true and correct to the best of my judgement and belief. It is expressly understood that, if any of the information provided herein is found to be false or misleading, it may result in disqualification of the applicant and/or termination or suspension of the Vendor.

\_\_\_\_\_  
Name Of Official  
(Block Letters)

\_\_\_\_\_  
Position In Company  
(Block Letters)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PARIA FUEL TRADING COMPANY LIMITED



MATERIAL GROUPS

Place an ✓ next to the Material Group(s) being applied for.

Appendix A

Plant and Machinery		
17	ENGINES, GAS & OIL (CONTINENT)	
18	ENGINES, GAS & OIL (UK)	
19	ENGINES, GAS & OIL (U.S.A)	
20	GAS TURBINES	
22	COMPRESSORS AND VACUUM PUMPS (CONTINENT)	
23	COMPRESSORS AND VACUUM PUMPS (UK)	
24	COMPRESSOR AND VACUUM PMP(USA)	
28	PUMPS, RECIPROCATING.(UK)	
29	PUMPS,RECIPROCATING.(USA)	
30	PUMPS, CENTRIFUGAL AND ROTARY (NOS)	
31	PUMPS,CENTRIFUGAL AND ROTARY(CONTINENT)	
32	PUMPS,CENTRIFUGAL AND ROTARY(UK)	
33	PUMPS,CENTRIFUGAL AND ROTARY(USA)	
34	PUMPS, MISCELLANEOUS (OTHER TYPES)	
36	HOISTING AND LIFTING EQUIPMENT	
41	CHEMICAL INDUSTRIAL EQUIPMENT	
42	AUXILIARY PLANTS AND COMPONENTS	
43	PLANTS ELEMENTS & PARTS	
44	PACKING PLANT AND APPARATUS	
Transportation		
52	MARINE SMALL CRAFT	
53	MARINE AND OFFSHORE INSTALLATIONS	
54	TRANSPORT AND SHIPPING SERVICES	
Machinery Accessories and Instruments		
58	MACHINERY ACCESSORIES TRANSMISSIONS	
59	PROCESS INSTRUMENTATION: PARTS	
60	PROCESS INSTRUMENTATION	
Buildings, Tanks and Shop Equipment		
61	BUILDING,STRUCTURES & TANKS	
62	MACHINE TOOLS/ATTACHMENTS & ACCESSORIES	
63	PNEUMATIC TOOLS & ACCESSORIES	
64	GENERAL SHOP EQUIPMENT (INCLUDING WELDING)	

Electrical		
65	ELECTRIC POWER SOURCES	
66	ELECTRIC MOTORS, ACCESSORIES & PARTS	
67	SWITCH/ CONTROL GEAR & ELECTRICAL INSTRUMENTS	
68	WIRES, CABLES & ACCESSORIES	
69	LAMPS, LIGHTING FITTINGS & ACCESSORIES	
70	CONDUIT & FITTINGS, FUSES & HOSE INSTALLATION MATERIAL	
71	TELECOMMUNICATION, ALARM & ELECTRONIC EQUIPMENT & PARTS	
72	COMPUTERS, COMPUTERS PERIPHERALS, ACCESSORIES 7 SOFTWARE	
Tubular Goods, Valves and Fittings		
73	HOSES AND CONNECTORS	
74	TUBULAR GOODS	
75	COCKS & VALVES	
76	FITTINGS & FLANGES	
77	VALVES AND ACCESSORIES	
Buildings Materials, Metal and Hardware		
78	METALS & NON-METALS IN BARS, PLATES, SHEETS, WIRE PRODUCTS	
79	WIRE ROPES, CORDAGE, CHAIN & TACKLE	
80	BUILDING MATERIAL AND BUILDER'S HARDWARE	
81	GENERAL HARDWARE - FASTENERS, ETC	
Tools and Packing		
83	SMALL TOOLS	
85	JOINTINGS (GASKETS) PACKING / INSULATING MATERIALS	
Paints, Oils, Chemicals and Laboratory		
86	PAINTS, VARNISHES, ETC.	
87	OILS & OIL PRODUCT	
88	ABRASIVES,POLISHES & COMPOUNDS GENERAL	
89	CHEMICALS	
90	LABORATORY REQUISITES & APPARATUS	
Household, Office, Fire and Safety		
92	FURNITURE, HOUSEHOLD & CLUB REQUISITES	
93	OFFICE & WAREHOUSE EQUIPMENT & MATERIALS	
94	TOILETRIES	
95	TEXTILES / FABRICS / CLOTHING & LEATHER GOODS	
96	FIRE,SAFETY & ENVIRONMENTAL CONSERVATION EQUIPMENT	



**PARIA FUEL TRADING COMPANY LIMITED  
SERVICE CODES**



Place an ✓ next to the Service codes being applied for.

Appendix B

<b>40</b>	<b>CIVIL WORKS</b>	<b>80</b>	<b>ENVIRONMENTAL</b>
4001	Fabrication and Welding-Non Industrial	8004	Environmental Sampling, Analysis and Interpretation of Environmental Data
4006	Hauled Sewage Services	8005	Hauled Services for Liquid Industrial Waste
4007	Sanitary Cleaning	8006	Hazardous Oily Waste Treatment and Disposal
4008	Garbage Collection / Disposal	8007	Non-Hazardous Oily Waste Treatment and Disposal
4009	Grass Cutting	8008	Oil Recovery and Refinery Plant Facilities - General Clean Up
4010	Grounds Maintenance	8009	Oil Spill Response and Clean -Up
4011	External Civil Works	8011	Treating Services for Oil, Water and Gas
4012	Industrial Painting Including Blasting	8012	Waste Recycling Services
4101	Building Maintenance	8013	Asbestos Abatement
4102	Janitorial	8014	Other Hazardous Material Handling, Loading, Removal and Disposal Services
4201	Facility Maintenance and Upgrade Services	8015	Nitrogen Supply Services
4303	Pest & Weed Control	<b>81</b>	<b>MARINE</b>
4503	Roof / Surface Sealants	8101	Diving and Underwater Service
4504	Specialist Protective Coatings	8102	Craft Maintenance
4513	Reinforced Concrete Works	8103	Ship Agency Services
4514	Earthworks	8104	Dry-Docking
4515	Road and Location Construction	8105	Stevedoring
4600	Piling (Onshore)	8106	Marine Survey/Inspection
4601	Wood, Steel and Reinforced Concrete Bridges	8107	Marine Installation - Maintenance
4602	Dredging (Inland)	8108	Piling (Offshore)
4603	Building Construction	8109	Dredging (Offshore)
4604	Boring / Tunneling	8110	Crane Barge/Pipelay Barge Services
4605	Hygienic Services	8112	Platform Maintenance - Marine
<b>50</b>	<b>MECHANICAL SERVICES</b>	8113	Offshore Gas Compressor Stations - Plant Fitting Services
5001	Plant Fitting	<b>82</b>	<b>PROJECT</b>
5003	Tanks - Isolation , Venting and Cleaning (Leaded/Unleaded)	8210	Turnaround Services
5004	Fabrication and Welding Process Piping and Plate-Carbon Steel	<b>83</b>	<b>PLANT TECHNICAL SERVICES</b>
5005	Fabrication and Welding Process Piping and Plate-Carbon and Alloy Steels	8301	Cathodic Protection
5101	Rigging	8302	Offshore Firefighting Systems - Inspection and Maintenance Services
5102	Valve Servicing - On Site	8303	Platform Technical Services
5105	Chemical Cleaning and Treatment	8304	Draughting Services
5106	Pressure Leak Repair - Pressure Sealing	8305	Infra-Red Scanning Services
5107	High Pressure Water/Steam Cleaning	8307	Tank Calibration Services
5108	Pipeline Pigging	8308	Inspection Services - General Plant
5109	Metallocking - On/Off Site	8309	Inspection Services - NDT/NDE
5110	Hot Tapping	8310	Surveying (Marine) Services
5111	Equipment Grouting	8312	Coating and Painting Inspection Services
5333	Submarine Pipeline Services	8315	Air Conditioning and Refrigeration Services - Domestic/Small Commercial
5334	Fixed Equipment (Unfired) Maintenance	8316	Air Conditioning and Refrigeration Services - Industrial/Large Commercial
5335	Pressure Vessel Repairs	<b>84</b>	<b>TRANSPORT AND LIFTING</b>
5336	Pressure Vessel Fabrication	8401	Personnel Carriers and Taxis
5337	Tank Construction and Repairs	8402	General Trucking Services
	<b>MECHANICAL WORKSHOP SERVICES</b>	8403	Containers, Tank Wagons and Articulated Units
5507	Automatic Valve Repairs	8404	Helicopter/Air Transport Services
5508	Relief and Block Valve Repairs	8405	Work Boat and Launch Transport Services
5514	General Welding Shop Services	8421	Cranes and Hoists-Light and Medium
<b>60</b>	<b>ELECTRICAL/INSTRUMENT SERVICES</b>	8422	Cranes and Hoists-Heavy
6001	Cable Installation, Jointing and Terminating	<b>85</b>	<b>EQUIPMENT RENTAL SERVICES</b>
6002	Electrical Installation & Maintenance-Industrial	8501	Mobile Air Compressor Rentals
6003	Motor/Alternator Overhauls	8502	Generator Rentals
6004	Overhead Lines (Up to 12 KV)	8503	Marine Craft Rentals
6005	Sub Sea Cable Installation, Jointing/Repairs and Terminating	8504	Portable Toilet Rentals
6006	Electrical Testing Services	8505	Pump Rentals
6101	Elevator Installation and Maintenance	8506	Vacuum Tank Truck Rentals (Fluids)
6102	Industrial Power Systems Protection	8507	Welding Set Rentals
6103	Motor/Alternator and Transformer Rewinding-Up to 600V	8508	Vacuum Tank Truck Rentals (Solids)
6104	Motor/Alternator and Transformer Rewinding-Up to 12KV	8509	Air Conditioner Rentals - Window and Split Units
6105	Uninterruptible Power Supply Systems	8510	Water Cooler Rentals
6601	Instrumentation	8511	Ice maker Rentals
6702	Laboratory Equipment-Maintenance & Repair	8512	Environmental Equipment Rentals
6703	Medical Equipment-Maintenance & Repair	8513	Motor Vehicle (Light) Fleet Rental Service
6704	Process Analysers	8530	Earth Moving Equipment Rental Services
6705	Safety, Fire and Security Protection	8590	Scaffolding-Rental Services
6706	Scales/Weighbridges	<b>90</b>	<b>CORPORATE SERVICES</b>
6707	Telecommunications Systems	9103	Office Equipment Services
	<b>OTHER SERVICES</b>	9801	Security Services
	Laboratory Services		Cargo Inspection
	Operational Services		Catering
	Plant & Machinery Services		Training
	Engineering Services		Consultancy