



**JANITORIAL ASSOCIATION OF TRINIDAD AND TOBAGO (JATT)**

**E.A.S.T**

**Educate .Advocate .Standardize. Train**

**Pre-Qualification**

**Questionnaire**

**JATT-PQ-2021**

Welcome to **Janitorial Association of Trinidad and Tobago (JATT)** simple pre-qualification process. We value all our members within the industry and it is our aim to ensure all our members are legally sound and operating within the laws of Trinidad and Tobago. Pre-qualification with JATT ensures you are abiding by the laws as enacted by the Companies Registration Act and the Companies Registration of Business Name Act, 1995.

Prequalification with JATT verifies you are a legally registered company with the Registrar General of Trinidad and Tobago. However, it doesn’t amount to being a member of JATT. Your prequalification must be followed up by you application for membership to enjoy the full suite of privileges and benefits offered to JATT’s members. Appearing on our membership directory gives you access to enormous opportunities. Join us today and be amongst the first to qualify for JATT’s Silver membership soon to be announced.

As part of your prequalification submission, you are kindly asked to provide the following:

* Company profile
* Copy of Business Registration/Incorporation Certificate
* Copy of NIS, BIR, VAT
* Notice of Directors

Your documents are confidential and will be treated as such. However, JATT is bound to provide your information to a government agency or enterprise, private enterprise or any person seeking information to verify the legitimacy of your operation.

This pre-qualification questionnaire is submitted to you in Microsoft Word format so you can easily type your information directly into it. When you are completed filling out your questionnaire, please email it to info@jatt.co.tt .

Thank you for participating in our Prequalification process. Looking forward to you joining the Janitorial Association of Trinidad and Tobago. **There is no better place to be for those involved in the Janitorial industry. Be a member of JATT today!!!**

1. **GENERAL INFORMATION**

**Date:**

**Name of Company/Business:**

**Date of Registration/Incorporation:**

**LOCATION:**

**North**

**South**

**East**

**West**

**Central**

**Company Registration/Incorporation #:**

**Company Registered Address:**

**Telephone #: Mobile # 1 Mobile # 2**

 **Email Address:**

**Name of Key Respondent:**

**DIRECTORS (Incorporation) / OWNER (Sole Trader)**

NAMES CONTACT #

1. **How many years’ experience do you possess in your Company/Business?**

Additional comment:

20 Years +

10 – 15 Years

5 – 9 Years

1. – 4 Years
2. **How many employees do you currently have?**
3. **BANKING INFORMATION**

**Bank’s Name**

**Branch**

**Bank’s Address**

**Bank’s contact number**

**Name of Personal Banker/Bank Contact (if available)**

1. **OTHER INQUIRIES**
2. **Have you or any of your directors ever been charged for any criminal offenses?** Yes No

**If yes, please provide details**

1. **Do you use your business to conduct money laundering and other financial illegal activities?** Yes No
2. **Have you or any member of your staff ever been investigated by law enforcement or other agencies for fraud, money laundering and other illegal activities in the course of your business operations?** Yes No
3. **Do you have any matters pending in the court that involves you, your directors or your business operations?**

 Yes No

1. **Do you support any local, regional or international terrorist organization?**

 Yes No

1. **Do you possess any special licenses that are critical to your business operations? If yes, please give details?** Yes No

Provide Details

1. **CERTIFICATION –** List any certificates you possess in the table below

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Certificate** | **Year of Issue** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |

1. **HISTORY OF MAJOR JOBS DONE IN THE PAST THREE (3) YEARS**

If you are a new registered entity and do not have any history of past jobs done, please type NEW ENTITY in the Table below.

|  |  |  |
| --- | --- | --- |
| **No.** | **Jobs/Services/Supplies** | **Value** |
| 1 |  |  |
| 2  |  |  |
| 3 |  |  |
| 4 |  |  |

1. **LIST OF REFERRALS (Written testimonials will also be an asset)**

|  |  |
| --- | --- |
| **Name** | **Contact information** |
|  | **Tel. #:****Mobile:****Email Address:** |
|  | **Tel. #:****Mobile:****Email Address:** |
|  | **Tel. #:****Mobile:****Email Address** |

1. **LIST OF EQUIPMENT –** JATT reserves the right to verify the list of equipment provided

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name** | **Quantity** | **Model/Serial #** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |
| 21 |  |  |  |
| 22 |  |  |  |
| 23 |  |  |  |
| 24 |  |  |  |
| 25 |  |  |  |
| 26 |  |  |  |
| 27 |  |  |  |
| 28 |  |  |  |
| 29 |  |  |  |
| 30 |  |  |  |

**DECLARATION OF TRUTH**

ANY MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR REJECTION OF PREQUALIFICATION DOCUMENTS, REVOCATION OF A PRIOR APPROVAL, INITIATION OF SUSPENSION OR DEBARMENT PROCEEDINGS WITHIN THE CONTEXT OF THIS PREQUALIFICATION.

 I (full name), swear to affirm that I am an authorized representative of the business/company

(name of company)

and that I have read and understood all of the questions in this pre-qualification instruction and questionnaire and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are **true** and **correct** to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information.

I recognize that the information submitted in this application is for the purpose of pre-qualifying my business/company into the Janitorial Association of Trinidad and Tobago. I understand that JATT may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named business’ eligibility.

I affirm that my business/company (name) or any of its directors/officers are not insolvent, in receivership, bankrupt or being wound up. Our affairs are not being administered by a court or judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the forgoing. I attest that the qualifications attached are made to be true. I agree to provide written notice to JATT of any material change in the information contained in the original application within 30 calendar days of such change. I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for denial or immediate revocation of pre-qualification. I declare, under penalty of perjury, that the information provided in this application and supporting documents are true and correct.

**Name Position**

BLOCK LETTERS BLOCK LETTERS