

PRE-QUALIFICATION INSTRUCTIONS INTERNATIONAL SUPPLIERS

APPLICATION PROCESS:

The University of Trinidad and Tobago (UTT) pre-qualification process for international suppliers requires applicants to follow the processes listed below.

1. Make payment to account and keep evidence of payment
2. Send pre-paid envelope to UTT via courier or registered mail, with copy of evidence of payment.
3. UTT will place application form(s) in prepaid envelope and mail/courier to applicant.
4. Applicant to prepare and label three packages (i.e. one [1] original and two [2] copies) in accordance to the instructions contained therein.
5. Applicant to post or courier application packages to UTT in accordance with the instructions and to meet deadline of 12 noon on May 24, 2010.
6. Courier will place envelop in Tender Box.
7. UTT will confirm receipt of packages, once they have been opened¹.

FINANCIAL INFORMATION:

Package Cost: US\$ 32.00 per category of service.

Wire Transfer/Bank information:

Name of Bank Account:	The University of Trinidad & Tobago
Account Number:	3684-7027
Beneficiary Bank:	CITIBANK, N.A. (Branch# 99940)
Beneficiary Bank Address:	111 Wall Street, New York, NY 10043, USA.
ABA Code:	021000089

¹ Applicants are advised to submit their documents five (5) days before the closing date to facilitate verification of receipt of packages by UTT.