

# **RUBiS ENERGY JAMAICA LIMITED**



## **SUPPLIER INFORMATION REQUEST FORM**

**NAME OF COMPANY:** \_\_\_\_\_

**CATEGORY (Please indicate):** \_\_\_\_\_

## **IMPORTANT NOTES FOR SUPPLIERS**

The purpose of this document is to assist Rubis Energy Jamaica Limited (REJL) in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods/service within the specified category.

Please read through this document carefully and provide the requested information together with all required supporting documents.

Please answer ALL questions. If the question does not apply to you please write N/A. You may be asked to clarify your answers or provide more details

Where necessary and where insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.

The completed document shall be signed off and initialed by a senior officer of the organization, and stamped on each page, and signed on the last page in the space provided.

REJL will examine the documents to determine completeness and sufficiency of response. Respondents are expected to meet the minimum criteria regarding their legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the form.

Rubis Energy Jamaica Limited reserves the discretion of visiting suppliers' premises to confirm existence and capability to deliver goods/services.

Suppliers will meet all costs associated with preparation and submission of their application.

## 1.0 GENERAL COMPANY INFORMATION

No.	PARTICULARS	RESPONSE
1.1	Full name of organization	
1.2	Full Address	
1.3	Telephone Number	
1.4	Fax number	
1.5	Email address	
1.6	Website address (if any)	
1.7	Company TRN number	
1.9	Associated companies (if any)	

## 2.0 ORGANIZATION STRUCTURE & ACTIVITIES

No.	PARTICULARS	RESPONSE	
2.1	What is the business Structure (please tick one)	Corporation? Yes, please attach copy of certificate of incorporation.	
		Partnership	
		Sole proprietor	
		Private limited company	
		Other (please specify)	
2.2	Date of Registration		
2.3	Is your company a: (please tick)	Manufacturer	Service Company
		Distributor	Other, (please specify)
2.4	How long has your company been in business?		
2.5	How many people do you employ		
2.6	Please provide an organizational structure for the top three levels in your company.		
2.7	Please provide a short profile such as name, title experience and education level for the personnel at the top two levels in (2.6)		
2.8	Please describe the experience and expertise your organization possesses and indicate the specific area or category for which you wish to be pre- qualified.		
2.9	Detail and provide copies of any relevant certificate or accreditation or license the organization may have. Such certification must be relevant to the key skills for the service or goods you propose to provide		
2.10	List associated companies (if any)		
2.11	Please provide a list of products produced/ carried/represented and services provided (Line Card)		

2.12	Please provide list of equipment owned.		
<b>No.</b>	<b>PARTICULARS</b>	<b>RESPONSE</b>	
2.13	If you are not a new supplier state what percentage of your sales represents your business with REJL.		
2.14	Is there a succession plan currently in place in your company?	Yes	No
2.15	Does your company have a mission statement? If yes, please provide copy	Yes	No
2.16	Is your operation computerized? If yes, give brief profile of the application software in use.	Yes	No
2.17	Are there any unsettled legal liability cases pending against your company at this time? If yes provide explanation.		
2.18	Please provide copies of : a) Certificate of Incorporation b) Certificate of Good Standing c) Tax Compliance Certificate d) General Consumption Tax Certificate of Registration	(To be provided by all Service Providers)	

### 3.0 CONTACTS

No.	PARTICULARS		
3.1	Contact person within the organization to whom enquires about bids should be directed	NAME:	
		TITLE:	
		TEL:	
		EMAIL:	
3.2	Sales Contact	NAME:	
		TITLE:	
		TEL:	
		EMAIL:	
3.3	Technical Contact	NAME:	
		TITLE:	
		TEL:	
		EMAIL:	

#### 4.0 FINANCIAL INFORMATION

No.	PARTICULARS	
4.1	Please provide: Audited financial statements for the last three (3) years	
4.2	Please provide copy of company's Tax Compliance Certificate	
4.3	Bank Reference	

#### 5.0 INSURANCE

Please provide details of your current insurance cover		Value
A	Public Liability	
B	Employers' Liability	
C	Worker's Compensation	

**NOTE:** Prior to being awarded a contract, supplier will be required to provide proof of insurance coverage in the amounts stipulated by Rubis for the duration of the contract naming Rubis Energy Jamaica Limited as an additional insured.

**6.0 HEALTH/SAFETY/ENVIRONMENT (Yes answers: please provide documented evidence)**

No.	PARTICULARS	RESPONSE	
6.1	Do you have a Health, Safety and Environment (HSE) Management System in place?	YES	NO
6.2	If yes, please provide your HSE Management System		
6.3	Does company have a programme to provide training to new employees?	YES	NO
6.4	Does your company have a written risk assessment for high risk tasks?	YES	NO
6.5	Does your company has a record of documented HSE training programmes provided to its employees involved in a new contract(s) ?	YES	NO



## 7.0 REFERENCES

Please provide in the table below details of at least five (5) projects you have undertaken over the past five (5) years relevant to the discipline(s) you wish to be pre-qualified for. (For material suppliers, kindly provide the names of five (5) customers who we may contact for reference.

No.	Customer/Organization & Address	Contact Name & Phone Number	Contract title and brief description	Date of contract award	Value of contract
1.					
2.					
3.					
4.					
5.					

## 8.0 EVALUATION

Mandatory requirements for Pre-Qualification – You are required to provide the following mandatory documents where applicable.

- i. Certificate of Incorporation/Partnership Deed/Business Registration for sole proprietorship
- ii. Certificates/licenses from relevant authorities where applicable
- iii. Tax Compliance Certificate
- iv. Certificate of Good Standing
- v. Financial Statements

Suppliers will be evaluated based on supplier eligibility, supplier capability, financial capability and past performance/technical capability.

## 9.0 DECLARATION

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Rubis Energy Jamaica Limited.

FORM COMPLETED BY	
Name:	
Position/Job Title:	
Date:	
Telephone Number:	
Email:	
Signature:	
Stamp/Seal:	

