

Application for  
inclusion in the caricom secretariAt’s vendors database

Please supply requested information, which will assist the CARICOM Secretariat to asses you/your company (i.e. the entity making this application) suitability to be listed in the Secretariat’s database of approved vendors of goods and services. You may also provide additional documentation (brochures, letters etc) in support of your application.

Please be assured that all information provided will be treated confidentially, and will be used solely for the purpose for which it is intended.

**1 SUBMITTED by (i.e. the identity of the Applicant)**

|  |  |
| --- | --- |
|  | **Name of the individual[[1]](#endnote-1)/legal entity[[2]](#endnote-2)( for e.g. a company) making application** |
| **Name** |  |
|  |  |

**2 CONTACT PERSON**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 STAFF**

Please provide the following statistics on staff(driver(s) for the current year.

|  |  |
| --- | --- |
| **Staff** | **This Year**  **Overall** |
| Permanent staff[[3]](#endnote-3) |  |
| Other staff [[4]](#endnote-4) |  |
| Total |  |

5. Please fill in the table below to summarise similar services that you have successfully provided during the past 5 years. The number of references to be provided must not exceed 10 for the entire application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details of services provided** | **Years of experience in providing this item/service** | **Overall contract/ purchase order value [insert currency]** | **Date of award of contract /purchase order and Name of client** | **Dates** | **Comments** |
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**6. DETAILED SPECIFICATIONS OF VEHICLE(S)**

Please use the table below to provide the  **relevant information to this contract** by using the column headings.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expression of Interest for VIP Cars** | | | | | | | | | | |
| **Item No.** | **Type of Vehicle(s)**  **Saloon type or SUV)** | **Manufacturer Type** | **Seating Capacity** | **Model** | **Year of Vehicle(s)** | **Colour of Vehicle(s)** | **Rate/ cost of rental**  **(G$)** | | | |
|  |  |  |  |  |  |  | **Hourly rate** | **Ogle to Georgetown** | **Timehri to Georgetown** |
| **1** |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |

**7. EXCLUSION CRITERIA**

1. A conflict of interest occurs when the impartial and objective exercise of the functions of the CARICOM Secretariat, or observance of the principles of competition, non-discrimination against or equality of treatment of Suppliers/Contractors is compromised for reasons involving family, emotional life, political or national affinity, and economic interest. Participants in this process who might be in a situation of conflict of interest, direct or indirect, actual or potential will be excluded from this process.
2. Participants will not be considered if persons found guilty of misrepresentation in supplying information required by the CARICOM Secretariat as a condition of participating in the process.

**8. STATEMENT**

I, the undersigned, the authorised signatory of the above Application, hereby declare that the information provided is accurate and complete at the time of submission.

Signed on behalf of the Applicant:

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |



Name and position of authorised representative

1. Applicant must submit a form of identification, for example an ID card or passport. [↑](#endnote-ref-1)
2. Applications submitted by a company must complete the Legal Entity form, which is attached [↑](#endnote-ref-2)
3. Staff directlyemployed by the candidate on a permanent basis (i.e., under indefinite contracts). [↑](#endnote-ref-3)
4. Other staff not directlyemployed by the candidate on a permanent basis (i.e., under fixed-term contracts). [↑](#endnote-ref-4)