APPENDIX 2

ELIGIBILITY FORM FOR SERVICE PROVIDERS/SUPPLIERS[1,2]

Consultancy for the Environmentally Sound Disposal of Hazardous Waste Stockpiles in 11 Caribbean Countries
(Reference Number: BCRC_ISLANDS+_2026_004)

[1] *Not required for Individuals and Consulting Firms* ***pre-qualified in the last three years (2020-2023****). However, pre-qualified bidders may be approached by the BCRC-Caribbean for updated records, on an as needed basis.*
[2] *Newly Qualified Consultants and Firms shall remain on the BCRC-Caribbean's list of eligible service providers for a period of three (3) years from the date of first registration.*

DOCUMENTATION PACKAGE

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1. ELIGIBILITY CHECKLIST (To Be Submitted by Bidder)

- ☐ Key Personnel Resumes
- ☐ Work Experience References
- ☐ List of Directors (only applicable to Limited Liability, Unlimited Liability and Not-for-Profit Companies)
- ☐ Audited Financial Statements for the last three (3) years OR Banker's Report
- ☐ Copies of Certificates
- ☐ Signature in the 'Statement of Submission'

Failure to submit the above will result in your application for pre-qualification being automatically rejected.

2. INTRODUCTION

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) is an autonomous corporate body, established by Act #2 of 2008, Chapter 35:49 of the Laws of the Republic of Trinidad & Tobago. Its primary mandate is to assist countries in the Caribbean to comply with and implement the provisions of the Basel Convention on the Transboundary Movement of Hazardous Wastes and their Disposal, as well as the other wastes and chemicals conventions. The organisation is a regional office of the United Nations Environment that is hosted by the Government of the Republic of Trinidad and Tobago, through the Ministry of Planning, Economic Affairs and Development, under a Framework Agreement entered between the Government and the Secretariat of the Basel Convention in 2004. The core functions of the BCRC-Caribbean are to develop and conduct training programmes, workshops, seminars and associated projects in the field of the environmentally sound management of hazardous wastes and chemicals within the Caribbean region.

These activities may be funded by the BCRC-Caribbean, the individual countries served by the BCRC-Caribbean or through donor funding received by the BCRC-Caribbean to support project execution.

The objective of this Eligibility Form is for the BCRC-Caribbean to screen the operational and financial capabilities of bidders and to update our Register of Vendors with the requisite capabilities and resources to provide suitable consultancy services for this and future activities of the BCRC-Caribbean. The BCRC-Caribbean would normally invite applications for tender by sending our requests directly to registered vendors and service providers but may also invite tenders through an open advertising process.

3. INFORMATION TO APPLICANTS

a. Applicants are required to answer **all** questions in this package and provide **all** requested supplemental information in as much detail as possible.
b. One (1) original of the completed Eligibility form should be submitted.
c. Applicants are required to attach the relevant supporting documentation to the application, requested in the questionnaire as follows:

   Annex I: Schedule of Key Personnel (using format provided). Completed CVs of Key Personnel must be submitted.

   Annex II: Listing of Directors (if applicable).

   Annex III: Schedule of Work Experience, contact information and references (using format provided).

   Annex IV: Audited Financial Statements for the last 3 Years (Limited Liability Companies- LLC) OR Banker's Report (Individuals). Individual consultants are not required to produce audited Financial Statements but are required to produce Banker's reference letters for the last 3 years or at least a reference letter for every year of operation if it is less than 3 years. The letter must speak to credit worthiness and should not be older than 1 month from the date of submission.

   Annex V: Business registration documents and/or necessary certification in your local territory (e.g. National Tax clearance certificates, National Insurance clearance certificates)
d. This Eligibility form must be completed in **English**.
e. The audited financial or banker's reports may be presented in your local currency.
f. The BCRC-Caribbean will not be responsible for any costs incurred by any Applicant in preparation of the Eligibility Form and requisite documents.
g. It is the responsibility of the Applicant to inform the BCRC-Caribbean of any change of contact information (address, telephone number, email) or other relevant information that may have occurred subsequent to the submission of this document. This can be done by letter with supporting attachments.
h. The Applicant is asked to retain a copy of the completed Eligibility Form for their records. The BCRC-Caribbean is not obligated to provide same to the Applicant upon request after the fact.
i. All Applicants will be advised in writing of whether they have been included in the BCRC-Caribbean's Register of Vendors.

j. Failure to comply with requirements may result in your application not being considered.
k. The BCRC-Caribbean reserves the right to reject any application if any information provided is found to be a misrepresentation, exaggeration or complete falsification.
l. Submission of an Eligibility Form does not guarantee inclusion on the BCRC-Caribbean's Register of Vendors.

4. EVALUATION CRITERIA

The eligibility of Applicants will be based on the following criteria:

CRITERIA	DESCRIPTION	POINTS	MINIMUM
Work experience/ References	General working experience • One (1) reference for Hazardous waste project executed in a SIDS in the past 5 years Three (3) references for working for international donor organizations in the past 7 years	5	3.75
	Two (2) references for the collection, repackaging, cross-border transport of obsolete pesticides • Contract executed as main contractor • Minimum project size 50 tons of destroyed wastes • Includes cross border transport of the wastes Executed in the past 5 years	15	11.25
	Two (2) references for the collection, repackaging, cross border transport of PCB wastes • Contract executed as main contractor • Minimum project size 30 tons of destroyed wastes • Includes cross border transport of the wastes • Executed in the past 7 years	10	7.5
	Sub-contractors from Cuba involved: Minimum one (sub)contractor, registered in Cuba.	5	3.75
Personnel: adequacy, suitability and availability of the human resources Local Content	Team Manager	15	11.25
	Health and Safety Expert	5	3.75
	International Transport Coordinator	5	3.75
	Chemical Expert	2	1.5
	On-site manager 1	10	7.5

	On-site manager 2	3	2.25
Project Proposal	Clear and precise methodology, sufficiently highlighting the expected issues at hand, as detailed in Section 14.	25	18.75
	TOTAL SCORING	**100**	
	Minimum required for eligibility		**75**

5. INFORMATION ON FIRM/ CONSULTANT [3]

GENERAL INFORMATION				
a) Name of Individual /Applicant/Firm:				
b) Address: (Registered) **(Mailing (if different from above))** **(Subsidiary Office (if applicable))**				
c) Telephone Contact: (Mobile)				**(Landline)**
d) Email Contacts:				
e) Type of Organisation*: (***please indicate by checking the appropriate box***)		Sole Proprietor		Partnership/Consortium
		Public LLC		Private LLC
		Other (**please specify**):		
f) Date of Registration: (Year)		**(Country)**		**(Reg. Number)**
PERSONNEL				
g) Key Personnel: (List all key personnel relevant to the proposed project ***with their respective CVs in Annex I)***				
h) Directors/Partners: (If applicable, list ALL current Director/Partners and ***provide details as required in Annex II***)				
WORK EXPERIENCE				
i) Major Contracts: List the major relevant contract(s) executed over the past three (3) years (including current/ongoing) and ***provide details as required in Annex III.***				

[3] Please fill in all sections

* *if applicable*

FINANCIAL CAPABILITY				
j) Audited Financials OR Banker's Report: Please provide Audited Financial Statements for the last three (3) years (*Limited Liability, Unlimited Liability and Not-for-Profit Companies*) **OR** a Banker's Report (*Individual consultants/ Sole Proprietors, and Partnerships*) which details your business relationship for the last three (3) years or for each year of operation, if less than three (3) years. The report should indicate credit worthiness and should not be older than three (3) months from the date of submission of this prequalification package. ***Please include the requisite documents as Annex IV to this package.***				
k) Name and Address of Bank/Financial Institution:				
l) Name and Address of Insurers/Brokers/Agents (please specify type of coverage):				
BREACH OF CONTRACT				
m) Previous Involvement: ***Has your Company or any of its affiliates ever been liable for Breach of Contract)*** (*please indicate by checking the appropriate box*)		**YES**		**NO**
If yes, please specify and provide details (submitting relevant documents as evidence of same):				
n) Do you have any judgments or liens currently outstanding?		**YES**		**NO**
If yes, please specify and provide details on rectification (submitting relevant documents as evidence of same):				
STATEMENT OF SUBMISSION				

I hereby certify that the information submitted in this document is true and correct to the best of my knowledge and belief. I understand and agree that if any of the information provided herein is found to be false or misleading, we may be disqualified or suspended.

This information will be used to screen us/our company/firm with the Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean Region. However, proven eligibility does not guarantee the award of any contract.

Name in Block Letters: _____

Signature: _____

Position: _____

Date: _____

Affix Company Seal \ or Stamp here (if applicable):

ANNEX I: SCHEDULE OF KEY PERSONNEL

NAME	QUALIFICATIONS	POSITION	PERIOD OF EMPLOYMENT WITH FIRM OR AS SOLE TRADER

ANNEX II: LIST OF DIRECTORS/ PARTNERS/SHAREHOLDERS

Name	Position	Address

ANNEX III: SCHEDULE OF WORK EXPERIENCE, CONTACT INFORMATION AND REFERENCES

Using the format, list the major contracts (s) executed over the past three (3) years, including current contracts.

Description of Contract (s)	Client	Reference Name & Telephone Contact	Total Value of Contract	Final Contract Cost	Contracted Delivery Date	Actual Delivery Date	Comments on Time/Cost over runs

ANNEX IV: AUDITED FINANCIAL STATEMENTS FOR THE LAST THREE (3) YEARS OR BANKER'S REPORT

ANNEX V: COPIES OF CERTIFICATES