



# TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION

## CONTRACTOR REGISTRATION FORM (CRF)

INSTRUCTIONS: *(Print or Type)*

This form must be completed and submitted when a new contractor is being added to the contractor database

### Company Information

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

### Contact Information

Given Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Surname: \_\_\_\_\_ Fax: \_\_\_\_\_  
Position/Title: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

### Business Information

In Business Since: \_\_\_\_\_

What size projects do you feel your organization can undertake at any point in time?

Single job (\$): \_\_\_\_\_  
Total Work Program (\$) \_\_\_\_\_

Number of Employees:

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

### Class of Contractor

Civil Works/Infrastructure       Water & Sewer       General Building

If other, please specify \_\_\_\_\_

What portion (%) of work is for:

Government Agencies: \_\_\_\_\_ Private Owners: \_\_\_\_\_

### Type of Work

What type of work do you normally undertake?

CW – Civil Works     B – Building     P- Plumbing     E – Electrical     R – Roofing  
 J – Joinery     Pa – Painting     W – Welding     G – Glazing     T – Tiling

If Miscellaneous, please specify: \_\_\_\_\_

What type of work will you be bidding on?  Civil Works/Infrastructure     Housing (1 – 20 Units)

Housing (21 – 50 Units)     Housing (50 Units)

### Litigation

Is your organization currently involved in any litigation?     Yes     No

If yes, please explain fully:

**Liens**

Do you have any construction liens currently outstanding?  Yes  No

If yes, please explain fully:

**Owner(s) Key Personnel**

(New applicants, or if a change occurs in the Company, must attach a resume for each individual listed)

| Name | Position/Title | Expertise | Years |
|------|----------------|-----------|-------|
|      |                |           |       |
|      |                |           |       |
|      |                |           |       |
|      |                |           |       |

**Details of Contract Receivables and Work in Progress**

Show full details for each contract with the Trinidad and Tobago Housing Development Corporation. Show full details of each contract with other owners where the award value is over \$100,000. Group all others on one line.

| Contract# | Award By (owner) | Award Date | End Date | Award Value | Progress Billings | Amount Receivable Other than Retentions | Retentions | Work in Progress Inventory (unbilled) |
|-----------|------------------|------------|----------|-------------|-------------------|-----------------------------------------|------------|---------------------------------------|
|           |                  |            |          |             |                   |                                         |            |                                       |
|           |                  |            |          |             |                   |                                         |            |                                       |
|           |                  |            |          |             |                   |                                         |            |                                       |
|           |                  |            |          |             |                   |                                         |            |                                       |
|           |                  |            |          |             |                   |                                         |            |                                       |
|           |                  |            |          |             |                   |                                         |            |                                       |
| Total     |                  |            |          |             |                   |                                         |            |                                       |

**Equipment Information**

Do you have the necessary equipment to perform anticipated job/total work program?

Yes  No

**Contractor's Statement**

We hereby certify that we are fully informed as to the affairs of \_\_\_\_\_  
And the information contained in this form is complete and accurate.

I understand that this information will be used to register this company with the Trinidad and Tobago Housing Development Corporation. I also understand that registration in this system does not guarantee the availability of award of any contracts and hereby waive all claims resulting from errors or omissions.

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

Company Stamp: \_\_\_\_\_