



CONTRACTORS REGISTRATION PROCESS

The Land Settlement Agency (LSA) contractor's registration process is governed by the *LSA's Guidelines for the Procurement of Goods, Services, and Works & Asset Disposal*. The registration process for Civil and or Maintenance Works is as follows:-

- Step 1:** The Payment of a Registration Fee of **TT\$300.00** per company must be made via a certified cheque in favor of the **Land Settlement Agency**.
- Step 2:** To make a payment, company representatives must schedule an appointment with the LSA Procurement personnel at 299-0795 Ext. 3367, 3509, 3516, or 3376.
- Step 3:** Appointments are held at the Land Settlement Agency, Head Office Orange Grove Estate, Tacarigua to remit payment. (Please ensure that an official receipt is received)
- Step 4:** Upon presentation of your receipt to the Procurement personnel, a Registration package Will be issued (Companies may register for Civil and or Maintenance Works).
- Step 5:** Complete the Registration Application Form/s and submit it to the Procurement Unit together with all required documentation as stipulated in the Application Form
- Step 6:** The LSA will evaluate each application in accordance with the following criteria:

Criteria	Percentage
General Information	10
Financial Capabilities	30
Experience and References	30
Personnel and Equipment	30
TOTAL	100

- Step 7:** Approval of successful Applicants by the Land Settlement Committee
- Step 8:** Placement of successful Contractors on the List of Registered Contractors
- Step 9:** Issue of notification to successful and unsuccessful Applicants