

## PROCEDURE FOR OBTAINING A BID ROUND DATA PACKAGE

When a decision has been made to acquire a data package the following procedure applies:

- (i) Via e-mail or letter, please indicate the blocks of interest. *Please allow at least two business days for package preparation.*
- (ii) A signed copy of the data use agreement must be completed and returned to the Ministry. This data use agreement may be downloaded from the Ministry's website.
- (iii) Payment of the pre-bid fee must be made before transmittal of the data package. It may be effected by either of the following:
  - 1) Bank Draft or Money Order, payable and forwarded to:  
The Permanent Secretary  
Ministry of Energy and Energy Industries,  
Level 26, Tower C - Energy Trinidad and Tobago  
International Waterfront Centre  
#1 Wrightson Road  
Port of Spain  
Trinidad and Tobago
  - 2) A deposit to the Federal Reserve Bank, U.S.A, using the following information and stating the reason for the payment as "Pre Bid Application Fee for Block .....":

**Intermediary Bank country:** **United States**

Intermediary Bank: Federal Reserve Bank of New York

Intermediary Bank SWIFT code: FRNYUS33

Beneficiary Bank country: Trinidad and Tobago

Beneficiary Bank: Central Bank of Trinidad and Tobago

Beneficiary Bank account: 021.085.978

Beneficiary Bank SWIFT code: CBTTTTPS

Beneficiary: Government of Trinidad and Tobago  
Ministry of Energy and Energy Industries

Beneficiary account: 20201 040 00 00 00

(iv) Companies are asked to arrange for the collection of their data packages from the Ministry's offices at Ministry of Energy and Energy Industries, Level 26, Tower C - Energy Trinidad and Tobago, International Waterfront Centre, #1 Wrightson Road, Port of Spain, Trinidad and Tobago, by whichever is their preferred courier. All of the major international couriers have branches in Trinidad and Tobago.

We trust that this information would assist in navigating smoothly through the process. Should you require any further information, please visit the Ministry's website or you may contact:

The Permanent Secretary  
Ministry of Energy and Energy Industries  
P.O Box 96  
Port of Spain  
Republic of Trinidad and Tobago  
West Indies

Telefax 868 625 0306

E-mail [bidround@energy.gov.tt](mailto:bidround@energy.gov.tt)