**TRINIDAD AND TOBAGO DEEPWATER BID ROUND 2013**

**PROCEDURE FOR OBTAINING A BID ROUND DATA PACKAGE**

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

1. Via e-mail or letter, please indicate your interest in paying the pre-bid application fee and in obtaining a data package. *Please allow at least two (2) business days for package preparation.*
2. 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.
3. Payment of the pre-bid fee must be made before transmittal of the data package, it may be effected by either of the following:
4. **Bank Draft or Money Order**, payable and forwarded to:

The Permanent Secretary

Ministry of Energy and Energy Affairs

Level 26, Tower C

International Waterfront Centre

#1 Wrightson Road

Port of Spain

Trinidad and Tobago

West Indies

1. **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 Trinidad Deepwater Bid Round 2013”:

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| **Intermediary Bank Country:**  | **United States** |
| Intermediary Bank Location: | New York |
| Intermediary Bank: | Federal Reserve Bank of New York |
| Intermediary Bank SWIFT Code:  | FRNYUS33 |
|  |  |
| **Beneficiary Bank Country:**  | **Trinidad and Tobago** |
| Beneficiary Bank Location: | Trinidad |
| 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 Affairs |
| Beneficiary Account:  | 20201 040 00 00 00 |

1. Companies are asked to arrange for the collection of their data packages from the Ministry’s offices at Level 26, Tower C, 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.
2. 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:

Ministry of Energy and Energy Affairs

Levels 15 & 22-26, Tower C

International Waterfront Centre

#1 Wrightson Road

Port of Spain

Trinidad and Tobago

West Indies

*Re: Trinidad and Tobago Deepwater Bid Round 2013*

Telephone: (868) 626-6334 / (868) 623-6708

Fax: (868) 625-0306

E-mail: bidround@energy.gov.tt

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| **Name** | **Extension** | **E-mail** |
| Penelope Bradshaw-Niles | 2360/(868)724-6038 | pbradshaw-niles@energy.gov.tt |
| Kimberlee London | 2364 | klondon@energy.gov.tt |
| Sherezz Grant | 2362 | sgrant@energy.gov.tt |