

# SUPPLIERS & CONTRACTORS...

WISHING TO DO BUSINESS WITH PUBLIC BODIES ARE ENCOURAGED TO REGISTER ON THE DEPOSITORY ESTABLISHED BY THE OFFICE OF PROCUREMENT REGULATION



## Pursuant to Regulation No. 8 of the Public Procurement and Disposal of Public Property (Pre-Qualification & Pre-Selection) Regulations, 2021

All suppliers and contractors wishing to do business with Public Bodies are encouraged to register on the Procurement Depository

### What

is the Procurement Depository?

Pursuant to Section 13(1)(q) of the Public Procurement and Disposal of Public Property Act, 2015, (as amended) ("the Act"), the Office is required to prepare and maintain a database of pre-qualified contractors and suppliers.

Additionally, pursuant to Section 26(1) of the Act, the Office shall establish a database, to be known as "the Procurement Depository", to which suppliers or contractors can submit information with respect to, among other things, their qualifications and experience.

### What

Public Bodies require of Suppliers & Contractors?

Section 29(1) of the Act states that

A procuring entity shall ensure that suppliers and contractors -

(a) have the legal capacity to enter into the procurement contract;

### What

Public Bodies require of Suppliers & Contractors? (Cont'd)

- (b) are not insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by a court or a judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing;
- (c) have not been convicted within the past ten years of corruption or fraud related offences locally or internationally (i) as individuals or (ii) as directors or officers of a company;
- (d) have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
- (e) have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capacity, reliability, experience and personnel to perform the procurement contract; and
- (f) meet relevant industry standards.

### How

to get registered on the Procurement Depository?

- 1 The Office recommends that you first view the recordings of our webinars on our website prior to attempting registration on our Depository.
- 2 Watch webinar #1 which advises on our Code of Conduct for Suppliers and Contractors and the Codes for the lines of business which will be utilised on the Depository.
- 3 Watch webinar #2 which explains the registration process and documents required for registration in greater detail.
- 4 Proceed to begin the registration on the Depository by visiting <https://depository.oprtt.org/>
- 5 Click on the 'Publishing' and 'Request Pre-Qualification' buttons to complete this process.

Visit the OPR's website <https://oprtt.org/procurement-depository> for more information on these steps.

Suppliers and Contractors are encouraged to contact the Office via email to [support@opr.org.tt](mailto:support@opr.org.tt) for any issues you may encounter or questions you may have pertaining to the Depository.

# OPR™

THE OFFICE OF  
PROCUREMENT REGULATION

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The Office of Procurement Regulation is an independent body corporate, established under the Public Procurement and Disposal of Public Property Act of 2015 (as amended).