



**DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT
D COLOSSEUM BUILDING 2, CORNER BYPASS AND MILFORD ROAD
CROWN POINT, TOBAGO**

**INVITATION TO PRE-QUALIFY ON THE
PROCUREMENT DEPOSITORY**

In accordance with the Public Procurement and Disposal of Public Property (Pre-qualification and Pre-selection) Regulations, 2021; Regulations 4(1)(b) & 5(1).

1. The DSPURD hereby invites suitably qualified Suppliers to register and submit documentary evidence of their qualifications and experience into the Procurement Depository for the specific service category (Lines of Business):

No.	UNSPSC	Description
1.	95140600	Pre-Fabricated Residential Buildings and Structures
2.	95141601	House
3.	72101516	Fire Extinguishers Inspection Maintenance and Repair Services
4.	72102902	Landscaping
5.	95111600	Open Traffic Thoroughfares
6.	80101604	Project Administration and Planning
7.	72101510	Plumbing System Maintenance or Repair

2. Interested Suppliers are required to register in the Procurement Depository, publish their profile and request prequalification. Submissions must be made in English Language.
3. Only Suppliers requesting prequalification for the Lines of Business in one (1) above will be considered for prequalification at this time.
4. Information on the Supplier Code of Ethics for Public Procurement and guidance for navigating the Procurement Depository Solution are available via the following links: Stage 1: first webinar session; <https://bit.ly/3psfxZZ> / Stage 2: second webinar session; <https://bit.ly/3olwNi3> / Supplier Resources: <https://oprtd.org/procurement-depository/>
5. The minimum level of documentation required to facilitate the pre-qualification process shall be as follows:
- (a) Name, address, telephone number and email of the individual or firm
 - (b) Line of Business (area of speciality)
 - (c) Company Profile
 - (d) Detailed curriculum vitae of key professionals
 - (e) Certificate of Registration or Incorporation
 - (f) Value Added Tax Clearance Certificate or Letter of Exemption
 - (g) Income Tax Clearance Certificate or Letter of Exemption
 - (h) National Insurance Board Compliance or Letter of Exemption
6. Eligibility to be deemed pre-qualified will be determined on a pass/ fail basis as follows:
- (a) the submission of all required information and documentation as listed in five (5) above
 - (b) The company profile which should include demonstrable experience in providing installation and configuration of hardware & software
 - (c) Employee resumes should include demonstrable experience in providing installation and configuration of hardware & software
 - (d) Value Added Tax Clearance Certificate or Letter of Exemption **valid** at the time of upload or in the case of an exemption letter, no older than three (3) months
 - (e) Income Tax Clearance Certificate or Letter of Exemption **valid** at the time of upload or in the case of an exemption letter, no older than three (3) months
 - (f) National Insurance Board Compliance or Letter of Exemption **valid** at the time of upload or in the case of an exemption letter, no older than three (3) months.
7. Submissions made for prequalification **outside of the procurement depository would not be accepted.**

Administrator
DSPURD