

INVITATION TO PRE-QUALIFY ON THE PROCUREMENT DEPOSITORY

1.0 GENERAL INFORMATION

1. The National Information and Communication Technology Company Limited branded “iGovTT” is inviting suitably qualified Suppliers to register and apply for pre-qualification in the Office of Procurement Regulation’s (OPR) Procurement Depository for the provision of the following Lines of Business:
 - 81111707 – Systems Planning Services
 - 45111902 – Video-Conferencing Systems
 - 80161506 – Data Archiving Services
 - 81112005 – Document Scanning Services
 - 80161509 – Vendor Management Services

2. Only pre-qualified Suppliers for the listed Lines of Business will be considered for pre-qualification and the subsequent procurement activities as listed below:

81111707 – Systems Planning Services	iGov/RFP/002/23 - The Implementation of a Judicial Case Management Solution, for the Tax Appeal Board
45111902 – Video-Conferencing Systems	iGov/RFP/003/23 - The Procurement of a Turnkey Video-Conferencing Solution, for the Outfitting of the Tax Appeal Board
80161506 – Data Archiving Services	iGov/RFP/004/23 - Design, Installation, Implementation and Commissioning of an Integrated Archival and Digital Preservation Information System, for the National Archives of Trinidad and Tobago
81112005 – Document Scanning Services	iGov/RFP/005/23 - Digitisation of Video, Audio and Photographic Archives, for the National Archives of Trinidad and Tobago
80161509 – Vendor Management Services	iGov/RFP/006/23 - Design, Installation, Implementation and Commissioning of a Contract Management System, for the National Information and Communication Technology Company Limited

3. Interested Suppliers are required to do the following:

- i. Register in the OPR's Procurement Depository
- ii. Publish their Profile
- iii. Request pre-qualification

Submissions must be made in the English Language.

4. Applicants shall be pre-qualified into the value-categories based on the Lines of Businesses above in accordance with the following values:

- LEVEL 2 (\$100,000.01 - \$2,000,000.00)
- LEVEL 3 (\$2,000,000.01 - \$10,000,000.00)

5. Submissions made for pre-qualification outside of the procurement depository would not be accepted

6. Information with respect to the Registration and Pre-Qualification on the OPR's Supplier Depository is available on the OPR's website at: <https://oprtd.org/procurement-depository/>

7. A prospective applicant requiring clarification of the pre-qualification requirement, shall contact iGovTT in writing via e-mail to tenders@igovtt.tt

8. iGovTT will respond in writing to requests for clarification and shall forward copies of its response to all applicants who are participants of the pre-qualification exercise

9. Applicants are advised that being pre-qualified is not a guarantee to the award of a contract

10. The deadline for Submission of Clarification Questions is **August 25, 2023 at 4:00 p.m. (Trinidad Local Time)**

2.0 SUBMISSION REQUIREMENTS

1. iGovTT recognises that there are various types of applicants with different competencies and skill sets. In order to effectively assess the application, it is important that the required fields are filled out, as it applies to the organisation. "Not Applicable" should be stated where a particular question does not apply with a brief explanation.

2. 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 firm
- (b) Line of Business (area of specialty)

- (c) Company Profile which should include demonstrable experience in the Line of Business being applied for as represented by:
 - i. 3 projects completed within the last 5 years
 - ii. 3 client references for the projects listed in (i) above
 - (d) Certificate of Registration or Incorporation
 - (e) Value Added Tax Clearance Certificate valid at the time of upload or Letter of Exemption (no older than 3 months)
 - (f) Income Tax Clearance Certificate valid at the time of upload or Letter of Exemption (no older than 3 months)
 - (g) National Insurance Board Compliance valid at the time of upload or Letter of Exemption (no older than 3 months)
3. The pre-qualification fields and the relevant uploaded data must be completed by an authorised member of the Applicant's organisation with the level of authority to act on behalf of the organisation.
 4. In the case of an applicant applying as part of a Joint Venture ("JV"), the application shall be signed by an authorised representative of the JV and submitted on behalf of the JV. The JV shall be legally binding on all the members as evidenced by a power of attorney signed by their legally authorised signatories.
 5. Applicants are allowed to pre-qualify for more than one (1) Line of Business by following the online requirements.

3.0 EVALUATION PROCEDURES AND CRITERIA

1. In accordance with Section 29(7) of the Act a *"procuring entity may disqualify a supplier or contractor if the information submitted concerning the qualifications of the supplier or contractor was inaccurate or incomplete in any respect and the supplier or contractor fails to promptly remedy the inaccuracy or incompleteness upon the request of the procuring entity"*.
2. Section 29(9): *"a procuring entity shall disqualify any supplier or contractor who, without reasonable cause, fails to demonstrate his qualifications when requested to do so."*
3. iGovTT reserves the right to make inquiries of references, past or present clients indicated in the online application, to determine performance levels and capacity of the organisation. iGovTT will assess submissions on a pass/fail basis based on the following criteria.
 - a) Submission of the aforementioned documents:
 - i. Name, address, telephone number and email of the individual firm
 - ii. Line of Business (area of specialty)
 - iii. Company Profile which should include demonstrable experience in the Line of Business being applied for as represented by:
 - a.3 projects completed within the last 5 years

b.3 client references for the projects listed in (i) above

- iv. Certificate of Registration or Incorporation
 - v. Value Added Tax Clearance Certificate valid at the time of upload or Letter of Exemption (no older than 3 months)
 - vi. Income Tax Clearance Certificate valid at the time of upload or Letter of Exemption (no older than 3 months)
 - vii. National Insurance Board Compliance valid at the time of upload or Letter of Exemption (no older than 3 months)
4. iGovTT reserves the right to accept or reject any application, and to cancel the pre-qualification process and reject all applications at any time, without incurring any liability. iGovTT shall promptly notify each supplier or contractor, who presented an application to pre-qualify, of its decision.
5. All applicants who have met or exceeded the specified criteria shall be pre-qualified.
6. In considering any applications delivered:
- i. iGovTT shall disqualify a supplier or contractor if the information submitted concerning the qualifications of the supplier or contractor, was materially inaccurate or materially incomplete so as to constitute a misrepresentation.
 - ii. iGovTT shall disqualify any supplier or contractor who, without reasonable cause, fails to demonstrate his qualifications when requested to do so.
7. iGovTT shall promptly notify each supplier or contractor who is requested to demonstrate its qualifications again as to whether or not he has done so to the satisfaction of iGovTT.
8. iGovTT may require a supplier or contractor that was pre-qualified in accordance to this Act, to demonstrate his qualifications again in accordance with the same criteria used to pre-qualify such supplier or contractor.
9. The Deadline for Submissions is **September 4, 2023 at 4:00 p.m. (Trinidad Local Time)**