

INVITATION TO PRE-QUALIFY ON THE PROCUREMENT DEPOSITORY FOR:

SUPPLY AND DELIVERY OF INTERACTIVE SMART DISPLAYS

UNSPSC: 44111911 – INTERACTIVE WHITEBOARDS OR ACCESSORIES

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 Line of Business:

- **44111911 – Interactive Whiteboards or Accessories**

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

44111911 – Interactive Whiteboards or Accessories	iGOV/ITB/018/23 – Supply and Delivery of Interactive Smart Displays to 61 Community Access Centers on behalf of the Ministry of Digital Transformation
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3. Interested Suppliers are required to Register, Publish their profile and Request Pre-Qualification in the OPR’s Procurement Depository. Submissions must be made in the English Language.

4. Applicants shall be pre-qualified into the value-categories based on the type of activity listed in paragraph (2) above in accordance with the following values:

- 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. If clarification with regards to the Pre-Qualification is required, please 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.

2.0 SUBMISSION AND EVALUATION REQUIREMENTS

10. 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.
11. The minimum level of documentation required to facilitate the pre-qualification process shall be as follows:
 - i. Name, address, telephone number and email of the individual firm
 - ii. Line of Business – 44111911 – Interactive Whiteboards or Accessories
 - iii. Organisational Profile which should include demonstrable experience (as evidenced by 3 projects completed within the past 7 years) in the Line of Business being applied for
 - iv. Detailed CVs of key professionals which should include demonstrable experience in providing the goods and related services in the Line of Business being applied for
 - v. Certificate of Incorporation or Registration
 - vi. Value Added Tax Clearance Certificate valid at the time of upload or Letter of Exemption (no older than 3 months) or equivalent for foreign companies
 - vii. Income Tax Clearance Certificate valid at the time of upload or Letter of Exemption (no older than 3 months) or equivalent for foreign companies
 - viii. National Insurance Board Compliance valid at the time of upload or Letter of Exemption (no older than 3 months) or equivalent for foreign companies
 - ix. 3 years most recently audited financial statements or Management Accounts. *If Audited Financial Statements or Management Accounts are not available, then proponents will be required to provide Three (3) years most recently Unaudited Financial Statements or Management Accounts signed by the Company's directors for the financial years accompanied with a Banker's Reference Letter*
- 12. Eligibility to be deemed Pre-Qualified will be determined on a pass/fail criterion based on the review of the submitted documents required in paragraph 11 above.**
13. 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.
14. 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.

15. 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”*.
16. 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.”*
17. 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.
18. All applicants who have met or exceeded the specified criteria shall be pre-qualified.
19. 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.
20. The Deadline for Submissions for Registration and Pre-qualification on the Office of the Procurement Regulation’s Procurement Depository is **September 27, 2023 at 4:00 p.m. (Trinidad Local Time)**