INSTRUCTIONS & REQUIREMENTS FOR PRE-QUALIFICATION

INVITATION TO PRE-QUALIFY IN THE PROCUREMENT DEPOSITORY FOR THE PROVISION OF WAREHOUSE LEASING OR RENTAL SERVICES FOR A PERIOD OF ONE YEAR

LOT 1 – THE MINISTRY OF PUBLIC ADMINISTRATION AND ARTIFICIAL INTELLIGENCE – 20,000 sq. ft
LOT 2 – NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED – 2,800 sq. ft

The National Information and Communication Technology Company Limited (iGovTT) invites qualified suppliers to register and submit evidence of their qualifications and experience for Pre-Qualification in the Line of Business - 80131507 in the Office of the Procurement Regulation (OPR) Procurement Depository.

In keeping with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), all suppliers wishing to conduct business with iGovTT must be registered and prequalified in the OPR Procurement Depository. Registration guidelines and requirements are available on the OPR website at https://oprtt.org/procurement-depository/.

Instructions to Pre-Qualify:

Interested Suppliers are required to:

1. Register under the following Line of Business and Value Category:

    - **Line of Business: 80131507 – Warehouse Leasing or Rental Services**
    - **Value Category: Level 2 – ($100,000.01 - $2,000,000.00)**

2. Upload all documents listed in **Appendix I – Pre-qualification** to the OPR's Procurement Depository at https://oprtt.org/procurement-depository/.

3. a) Interested Suppliers **must** notify the **Tenders Secretary** at tenders@igovtt.tt of successful Registration and Request for Pre-Qualification.

    b) Suppliers who are already prequalified **must** ensure that their documents are updated on the OPR's Procurement Depository and advise the Tenders Secretary accordingly.

DEADLINE FOR SUBMISSION:

All documentation and Request for Pre-Qualification **must** be submitted to the OPR's Procurement Depository on or before **06 May 2026, at 2:00 p.m**.

Note: Only Suppliers pre-qualified in the requested Line of Business and Value Category will be selected to participate in the subsequent procurement activity.

PRE-QUALIFICATION CHECKLIST

Line of Business:	**80131507 – Warehouse Leasing or Rental Services**
Supplier Dollar Value Level Bidders are required to seek prequalification in the Levels 2 and 3 Value Category	• LEVEL 2 ($100,000.01 - $2,000,000.00) • LEVEL 3 (2,000,000.00 - $10,000,00.00)

SUBMISSION AND EVALUATION REQUIREMENTS

The minimum level of document required to facilitate the prequalification process, along with the evaluation criteria, is detailed in Table 1 below:

PRIORITISATION

M	MANDATORY - the requirement is mandatory and non-negotiable, and MUST be submitted

Table 1 – Minimum Level of Required Documents by Supplier Level

No	REQUIREMENTS	LEVEL 2	LEVEL 3	Evaluation criteria
	GENERAL BACKGROUND & ORGANIZATION OF THE FIRM			
1	Name, address, telephone number, and email of the individual firm	M	M	Pass/Fail
2	Line of Business - **8013150**	M	M	Pass/Fail
3	Organisational Profile	M	M	Pass/Fail
4	CVs and qualification certificates	M	M	Pass/Fail
	LEGAL CAPACITY			
5	Certificate of Incorporation and, where applicable, Continuance pursuant to the Companies Act 1995, as amended	M	M	Pass/Fail
	STATUTORY DOCUMENTS			
6	Income Tax Clearance certificate valid as at the deadline date for submission of proposals, or a letter of exemption from the Board of Inland Revenue (**or Equivalent for International Firms)**	M	M	Pass/Fail

7	Value Added Tax Clearance valid as at the deadline date for submission of proposals, or a letter of exemption from the Board of Inland Revenue **(or Equivalent for International Firms)**	M	M	Pass/Fail
8	Copy of National Insurance Scheme Compliance Certificate valid as at the deadline date for submission of Proposals, or a letter of exemption from the National Insurance Board **(or Equivalent for International Firms)**	M	M	Pass/Fail
		FINANCIAL CAPABILITY		
9	Three (3) years most recently Audited Financial Statements signed by the Company's Directors **OR**		M	Pass/Fail
10	Three (3) years most recently Unaudited Financial Statements signed by the Company's Directors for the financial years accompanied with a Bank Reference Letter.		M	Pass/Fail

NOTE:

To complete the pre-qualification process, the following MUST be done on the OPR's Supplier Depository:
*All documents are to be **uploaded, assigned, and attached** to the relevant sections of the **OPR's Depository.***

The OPR has a Supplier Guideline along with webinars on their website, which provide step-by-step instructions for the completion of this process. The link to the OPR's Procurement Depository is https://oprtt.org/procurement-depository/

Once the documents have been assigned and attached, Suppliers **MUST** then:

1. Click the **"PUBLISH YOUR INFORMATION" button.**
2. Once the information is published, click the **"PREQUALIFY HERE" button.**