

The logo for the Office of Procurement Regulation (OPR) features the letters 'OPR' in a large, blue, serif font. Below the letters, the full name 'THE OFFICE OF PROCUREMENT REGULATION' is written in a smaller, blue, sans-serif font. At the bottom of the logo, a blue horizontal bar contains the words 'ACCOUNTABILITY | INTEGRITY | TRANSPARENCY | VALUE FOR MONEY' in white, uppercase, sans-serif font, separated by vertical bars.

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**Accountability**

**Integrity**

**Transparency**

**Value for Money**

# Procurement Depository Public Body Sensitisation Session

**Presenters:** Mr. Aleem Baksh  
Mr. Devraj Ramdeen

**Date:** 23<sup>rd</sup> – 25<sup>th</sup> March 2022

# Learning Objectives

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1. Key aspects of the PPDPP Act
2. Key aspects of related Regulations
3. UNSPS Codes
4. Public Body Details & Changes
5. Pre-qualification of Suppliers
6. Supplier Ineligibility
7. Tender Management
8. Contract Management
9. Disposals
10. Reports
11. Release of New Features
12. User Support

The background of the slide is a low-angle photograph of a modern building with a glass facade, looking up towards the sky. The building's structure is composed of a grid of metal and glass, creating a complex geometric pattern. The sky is a clear, bright blue. The OPR logo is prominently displayed in the upper left quadrant, with the letters 'OPR' in a large, blue, serif font. Below the logo, the text 'THE OFFICE OF PROCUREMENT REGULATION' is written in a smaller, blue, sans-serif font. At the bottom of the logo, a thin blue bar contains the words 'ACCOUNTABILITY | INTEGRITY | TRANSPARENCY | VALUE FOR MONEY' in a small, white, sans-serif font.

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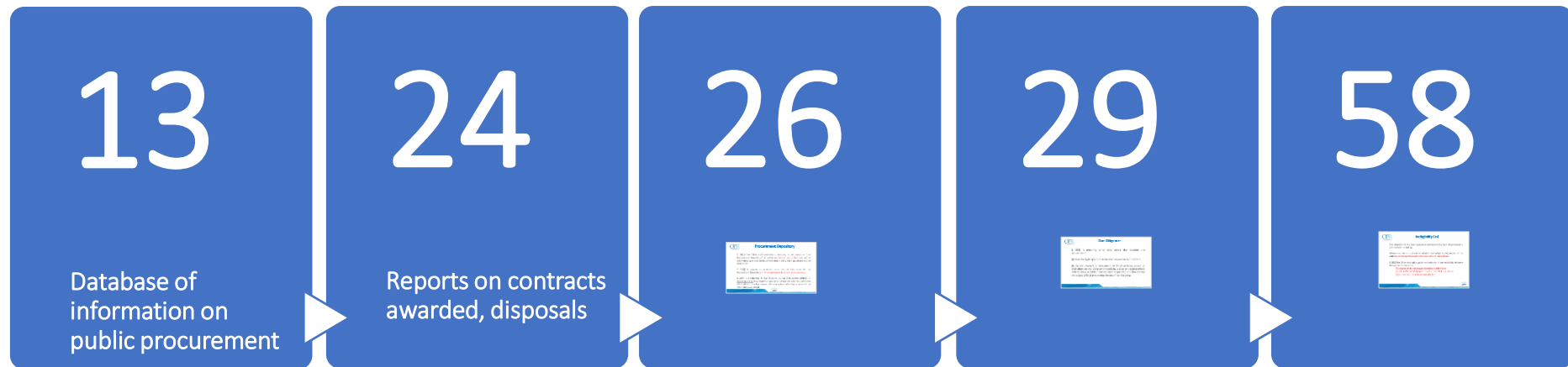
**Transparency**

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# The Act & Regulations

# The Procurement Depository Rooted in the Act

The system will manage, capture and report information as described in Sections 13, 24, 26, 29 and 58 of the Act.



# The Act

## Pre-qualification & Pre-selection

- **S.4 Pre-qualification:** the procedure to identify, prior to solicitation, suppliers or contractors who are qualified
- **S.4 Pre-selection:** the procedure to identify, prior to solicitation, a limited number of suppliers or contractors who best meet the qualification criteria for the procurement concerned

# Regulations

## Pre-qualification & Pre-selection

*The Public Procurement and Disposal of Public Property (Pre-qualification and Pre-Selection) (No.2) Regulations, 2021.*

3. (1) A supplier or contractor shall register in the Procurement Depository and upload the required information and supporting documents, to enable a procuring entity to determine whether or not it meets the criteria for pre-qualification.
- (2) A supplier or contractor shall ensure that the information submitted in the Procurement Depository is complete and accurate.
- (3) Registration and pre-qualification in the Procurement Depository shall be on an ongoing basis.

# Regulations

## Pre-qualification & Pre-selection

4. (1) A supplier or contractor may be pre-qualified by a procuring entity for the line(s) of business and value category of goods, works and services that the procuring entity may procure where:
- (a) the supplier or contractor has registered in the Procurement Depository and submitted a request for pre-qualification; or
  - (b) the procuring entity has issued an invitation to pre-qualify for a specified procurement proceeding pursuant to sub-regulation (4) and the supplier or contractor has made a submission in the Procurement Depository in response to the invitation.

# Regulations

## Pre-qualification & Pre-selection

4 (2) The procuring entity shall ensure that a supplier or contractor that is pre-qualified meets the requirements set out in section 29(1) of the Act in relation to each line of business and value category of the goods, works or services offered by the supplier or contractor.

8. A procuring entity shall only invite suppliers or contractors who are pre-qualified in the Procurement Depository to participate in procurement proceedings.



# Regulations

## Retention & Disposal

*The Public Procurement and Disposal of Public Property (Retention and Disposal of Personal Property) (No. 2) Regulations, 2021*

5 (h) the Office is notified of all disposals within six (6) weeks of its completion; including details of the stores or equipment disposed of and the supporting documents requested by the Office.

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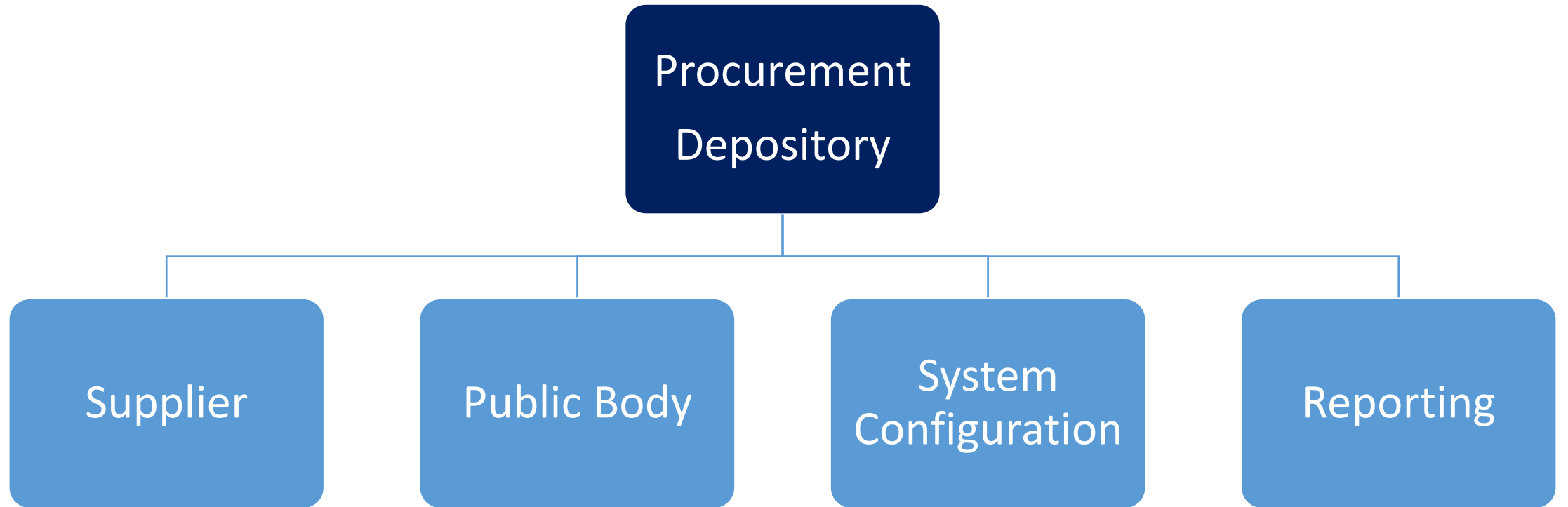
**Accountability**

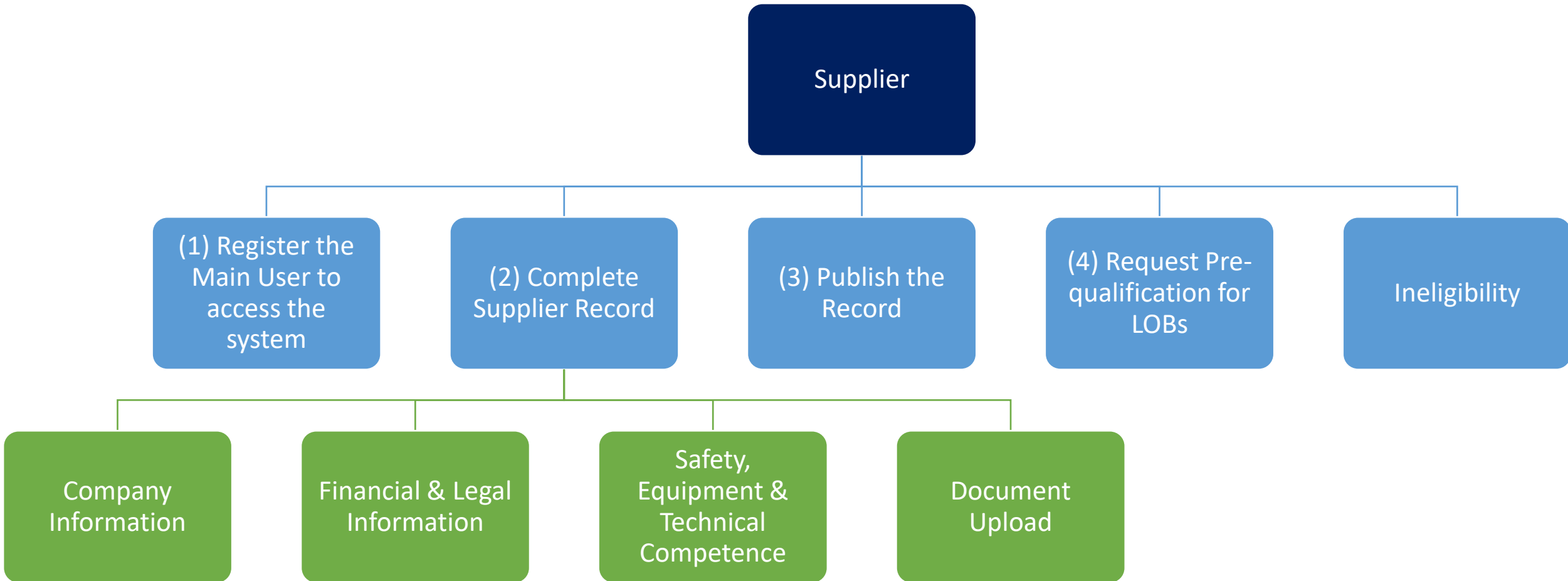
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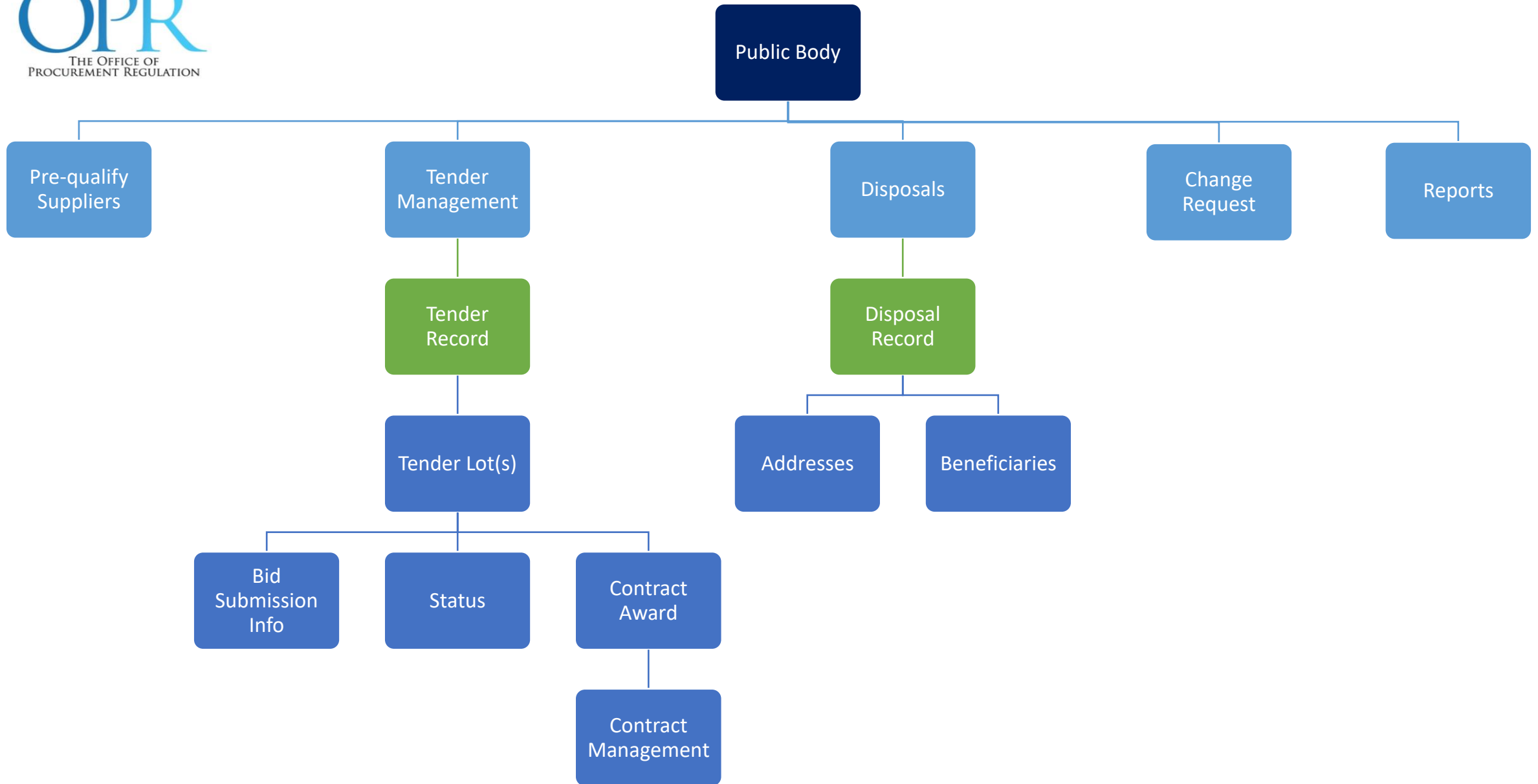
**Transparency**

**Value for Money**

# System Overview









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# UNSPS Codes

# What is the UNSPSC?

- United Nations Standard Products and Services Code
- Jointly developed by the United Nations Development Programme and Dun & Bradstreet Corporation in 1998
- Is an open, global, multi-sector standard for efficient, and accurate classification of products and services

# How is the UNSPSC Used Generally?

Aids in identifying the particular goods, works or services that:

- are being requested by a public or private entity
- suppliers or contractors can provide

It is considered an efficient, accurate and flexible classification system used for:

- achieving organisation-wide visibility of spend analysis
- enabling procurement to deliver on cost-effectiveness demands
- allowing full exploitation of electronic commerce capabilities



# Applying the UNSPS Code

- Categorized as a four (4)- level hierarchical structure:
  1. Segment
  2. Family
  3. Class
  4. Commodity
  
- Each level gives a two (2) digit code, which will give a complete code of eight (8) digits

# Applying the UNSPS Code (Cont'd)

Segment **43000000**      *Information Technology Broadcasting and Telecommunications*

Family **43210000**      *Computer Equipment and Accessories*

Class **43211500**      *Computers*

Commodity **43211507**      *Desktop computers*

**43211507** = *Desktop computers*

The image features a vertical banner on the left side with a background of a modern building's glass facade. The banner contains the OPR logo and its core values. The logo 'OPR' is in a large, blue, serif font. Below it, 'THE OFFICE OF PROCUREMENT REGULATION' is written in a smaller, blue, sans-serif font. At the bottom of the banner, four core values are listed in white text on blue horizontal bars: Accountability, Integrity, Transparency, and Value for Money.

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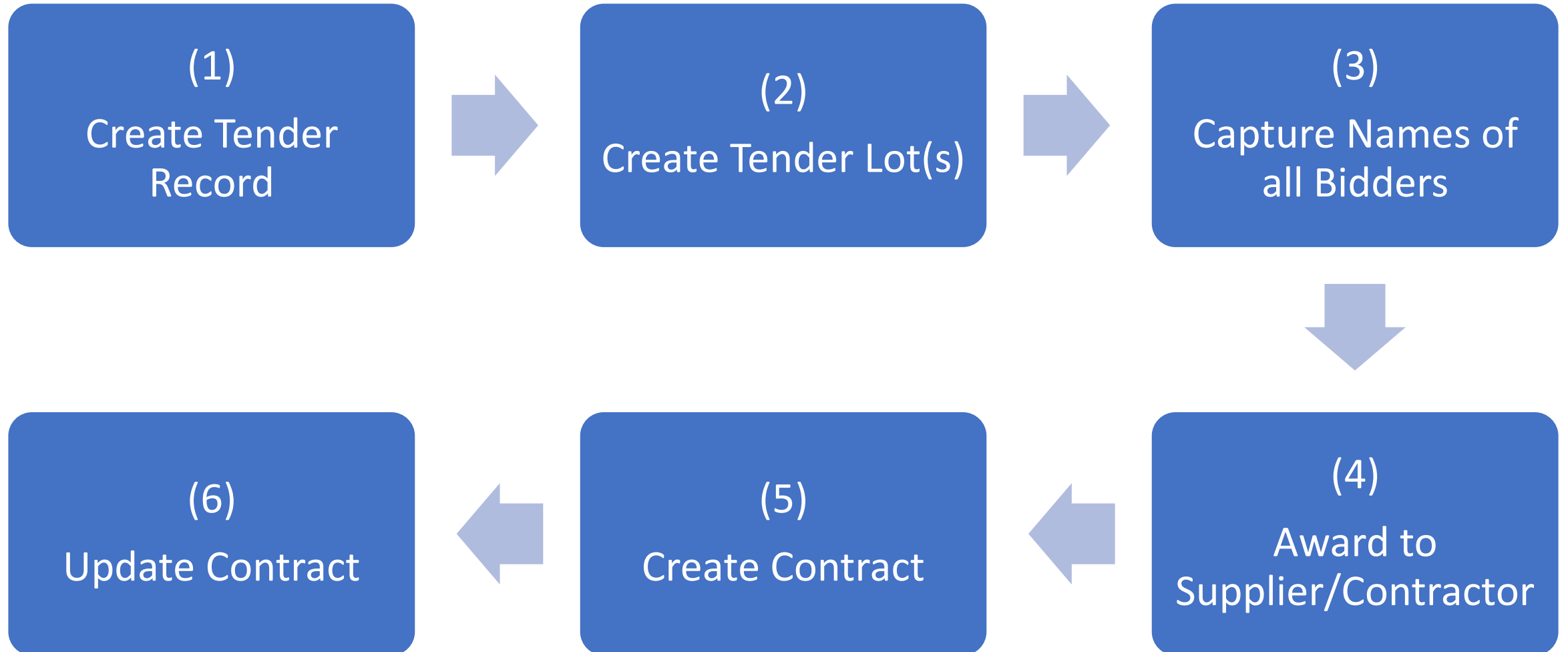
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**Transparency**

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# Procurement Depository

# Tenders & Contract



# Tender - Scenario

ITB (ref:05 2020/2021) was issued for the Provision of janitorial services for a period of one (1) year, renewable for two (2) additional years.

- i. Public Tender advertised on local newspaper
- ii. ITB Issue Date: 4<sup>th</sup> January 2021
- iii. Bid Submission Date & Time: 2<sup>nd</sup> February 2021, 1pm
  - Bid Extension Date & Time: 9<sup>th</sup> February 2021, 1pm
- iv. There were three (3) bid submissions
- v. Contract Awarded to ACE General Maintenance:
  - Contract Period: 9<sup>th</sup> March 2021 – 8<sup>th</sup> March 2022
  - Contract Extended: 9<sup>th</sup> March 2022 – 8<sup>th</sup> March 2024

# Contract Updates

Information required to be reported for each active contract in the quarter.

Contract Reference	Fiscal Year	Start Date	End Date	Reporting Period Quarter	Value of Work Completed for Period	Value of Work Paid for Period	Adjustment - Value of Work Completed	Adjustment - Value of Work Paid	Reason for Adjustment	Variation	Reason for Variation
CR 001	2019-2020	01 July 2020	30 September 2020	Q4	500.00						
CR 002	2019-2020	01 July 2020	30 September 2020	Q4							
CR 003	2019-2020	01 July 2020	30 September 2020	Q4	10,000.00	50,000.00					
CR 004	2019-2020	01 July 2020	30 September 2020	Q4	100,000.00						
CR 005	2019-2020	01 July 2020	30 September 2020	Q4	40,000.00	40,000.00					

# Contract Updates

Contract Ref- CR001

Contract Period: 1<sup>st</sup> August 2020 – 31<sup>st</sup> July 2022

Contract Value: \$400,000

Fiscal Year	Start Date	End Date	Reporting Period Qtr	Value of Work Completed for Period	Value of Work Paid for Period	Adjustment - Value of Work Completed	Adjustment - Value of Work Paid	Reason for Adjustment	Variation	Reason for Variation
2019-2020	01 July 2020	30 September 2020	Q4	500.00						
2020-2021	01 October 2020	31 December 2020	Q1							
2020-2021	01 January 2021	31 March 2021	Q2	-	-					
2020-2021	01 April 2021	30 June 2021	Q3	50,000.00	30,000.00	50,000.00		Did not report VWC for Q2 2021		
2020-2021	01 July 2021	30 September 2021	Q4	20,000.00	15,000.00					
2021-2022	01 October 2021	31 December 2021	Q1	50,000.00	10,000.00				5,000.00	Change Request CR001
<b>Inception to Date Total</b>				<b>120,500.00</b>	<b>55,000.00</b>	<b>50,000.00</b>	<b>-</b>		<b>5,000.00</b>	
<b>Year to Date Total FY 2019 - 2020</b>				<b>500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	
<b>Year to Date Total FY 2020-2021</b>				<b>70,000.00</b>	<b>45,000.00</b>	<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Year to Date Total FY 2021-2022</b>				<b>50,000.00</b>	<b>10,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000.00</b>	

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# System Enhancements

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- Periodic review and updated
- Release notes will be emailed to all registered users



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**User Support**

# Key Links

1. Depository: <https://depository.oprptt.org>
2. OPR's Website: <https://oprptt.org>
  - Resources → The Act, Regulations, Handbooks & Guidelines
  - Portals → Procurement Depository Training Documents, Templates, Policies
3. UNSPSC Website: <https://www.unspsc.org/>

# User Support

- Email questions to [support@opr.org.tt](mailto:support@opr.org.tt)
- Call 226-4OPR (4677) or 627-4OPR (4677)

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**Next Steps**

# Next Steps

1. Obtain login credentials for NPO and AO
2. NPO to login to system and setup the various Lines of Business
3. Pre-qualify Supplier Lines of Business
4. Current Access

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Thank you for your kind  
attention!

Level 19, Tower D,  
Port of Spain International Waterfront Centre,  
1A Wrightson Road, Port of Spain  
Tel: 1 868 627 4677 or 1 868 226 4677  
Website: [www.oprptt.org](http://www.oprptt.org)



# Procurement Depository

S. 26(1) 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.

S. 26(3) A supplier or contractor who submits information to the Procurement Depository **shall be responsible for ensuring its accuracy.**

S. 26(4) In conducting its due diligence, pursuant to section **29(1)(e)**, a procuring entity may require a supplier or contractor who has submitted information to the Procurement Depository to confirm the accuracy of the information submitted.



# Due Diligence

**S. 29(1)** A procuring entity shall ensure that suppliers and contractors—

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

**(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;

# Due Diligence

**(c)** per Amendment Act No. 27 of 2020: 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;

# Due Diligence

(e) have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and

(f) meet relevant industry standards.

**S. 29(3)** Any requirement established pursuant to this section shall be set out in the pre-qualification or pre-selection documents, if any, and in the solicitation documents and **shall apply equally to all suppliers or contractors.**

# Ineligibility List

The ineligibility list is a list of suppliers or contractors who shall not participate in procurement proceedings

Where a supplier or contractor is added to the ineligibility list, the fact of this addition **shall be published and communicated to all public bodies.**

**S. 58(3)** The Office may add a supplier or contractor to the ineligibility list where the supplier or contractor-

- (a) consistently fails to provide satisfactory performance**
- (b) is found to be indulging in corrupt or fraudulent practices; or**
- (c) is convicted of an offence under this Act**