

THE OFFICE OF PROCUREMENT REGULATION

Level 19, Tower D

International Waterfront Centre

1A Wrightson Road, Port of Spain

REQUEST FOR INFORMATION

1. The Office of Procurement Regulation (OPR) invites suitably qualified Firms to submit Information in response to the following:

No.	RFI Title and Reference #	RFI Issue Date	Pre-Submission Meeting Date & Time	Submission Deadline Date & Time
1.	Request for Information for the Provision of a Human Resource Database Subscription and Human Resource Advisory Services for the Office of Procurement Regulation – RFI # 001-2021/2022	17 th May 2022	25 th May 2022 – 10:00 a.m. (AST)	22 nd June 2022 – 1:00 p.m. (AST)

2. The Request for Information (RFI) is open to suitably qualified and experienced providers of the services described in the above table.
3. Interested Firms are required to send an email request for the RFI document. An electronic copy of the complete RFI document will be provided via email from procurement@opr.org.tt. The request should contain the following information:
- the Firm's /Agency's business name, address, telephone number and email; and
 - the name, designation, email address and direct contact number of the designated representative for the purpose of the RFI
4. The Firm's representatives are encouraged to attend a virtual pre-submission meeting, as indicated in the table above. A meeting invitation will be issued via email only to Firms that communicated interest in keeping with item 3. above.
5. Information must be completed and submitted in accordance with the instructions outlined in the RFI documents inclusive of the requirement to Register and upload documents to the OPR's Procurement Depository.
6. Firms are strongly advised to ensure Information is submitted well in advance of the deadline, to mitigate the risk of the Information being rejected.
7. Information delivered in accordance with the instructions in the RFI documents will be opened and reviewed shortly after the submission deadline.
- 8. LATE submissions will not be considered under any circumstances.**
9. The Office reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their Information.
10. Failure to comply with any of these instructions or failure to submit any mandatory documents will result in Information not being considered.

Moonilal Lalchan
Procurement Regulator