

Level 19, Tower D, Port of Spain International Waterfront Centre,
 1A Wrightson Road, Port of Spain, Trinidad and Tobago
 Tel: 1 868 627 4677 (4OPR) or 1 868 226 4677 (4OPR)
 Website: www.oprtt.org

REQUEST FOR BIDS

1. The Office of Procurement Regulation (OPR) invites suitably qualified Suppliers to submit Bids for the following:

No.	RFB Title and Reference #	RFB Issue Date	Pre-Submission Meeting Date & Time	Submission Deadline Date & Time
1.	Supply and Delivery of Laptops and Peripherals with After Sales Support for the Office of Procurement Regulation – RFB # 002-2021/2022	10 th May 2022	17 th May 2022 – 10:00am (AST)	22 nd June 2022 – 1:00 p.m. (AST)

2. The Request for Bids (RFB) is open to suitably Authorised and experienced providers of the goods and services described above.
3. Interested Bidders are required to send an email request to procurement@opr.org.tt to be issued the RFB Document. An electronic copy of the RFB document will be provided via email from procurement@opr.org.tt. The request should contain the following information:
 - i. the Supplier’s business name, address, telephone number and email; and
 - ii. the name, designation, email address and direct contact number of the Supplier’s designated representative for the purpose of the RFB.
4. Representatives are encouraged to attend a virtual pre-submission meeting, on the date and time indicated in the table above. An electronic meeting invitation will be issued to all Suppliers requesting the RFB documents.
5. The contract will be awarded in accordance with the pre-defined evaluation methodology outlined in the RFB documents. The services to be provided will be governed by the terms and conditions outlined in the draft contract include in the RFB Document.
6. Bids must be completed and submitted in accordance with the instructions outlined in the RFB documents. Bidders are strongly advised to ensure Bids are submitted well in advance of the deadline, to mitigate the risk of Bids being rejected.
7. Bids delivered in accordance with the instructions in the RFB documents will be opened publicly on the same day, shortly after the submission deadline.
8. **LATE Bids will not be considered under any circumstances.**
9. The Office does not bind itself to accept the lowest or any Bid.
10. The Office reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any Supplier in submitting their Bids.
11. Failure to comply with any of these instructions or submit any mandatory documents will result in bids not being considered.