

THE OFFICE OF PROCUREMENT REGULATION
Level 19, Tower D
International Waterfront Centre
1A Wrightson Road, Port of Spain

INVITATION TO REGISTER FOR THE PROVISION OF LEGAL SERVICES ON THE PROCUREMENT DEPOSITORY

1. The OPR hereby invites suitably qualified, certified, and experienced legal practitioners, law firms or chambers of legal practitioners to register on the OPR's Procurement Depository for inclusion on the OPR's List of Approved Practitioners to provide Legal Services. The service categories/ broad areas of expertise (Lines of Business) on the said Depository include:
 - 80121500 - Criminal law services
 - 80121600 - Business law services
 - 80121700 - Civil liability services
 - 80121800 - Family law services
 - 80121900 - Compensated legal participation services
 - 80122000 - Legal review and inquiry services
 - 80122100 - Administrative law services
 - 80122200 - Constitutional law services
 - 80122300 - International law services

Each of these broad categories may be found in Line of Business 80000000 - Management and Business Professionals and Administrative Services. Please note that the 9 broad areas of expertise listed above are further sub-divided into specific areas of expertise and interested individuals and firms are invited to select as many areas as are applicable.

2. The scope of services to be provided to the OPR will include, but not be limited to:
 - **Dispute Resolution:**
 - Represent the OPR in litigation;
 - Assist in disciplinary proceedings;
 - Represent the OPR in arbitration, mediation and negotiation;
 - Assist in negotiations on a variety of agreements.
 - **Investigation support:**
 - Provide advice and draft documents in relation to regulatory investigations and inquisitorial proceedings;
 - Provide advice and draft documents in relation to internal investigations;
 - Provide expert testimony and advice.
 - **Legal Advice & Drafting services:**
 - Draft legal documents (policies, guidelines, contracts, pleadings, statutory instruments, etc.)
 - Provide oral and written legal advice and opinions on, inter alia, matters that may have legal implications for the OPR or on specific legal issues as needed in relation to public procurement, retention and disposal of public property.
 - **Other legal services as needed.**
3. Interested individuals and firms are invited to register and submit documentary evidence of their qualifications and experience into the Procurement Depository at <https://oprtd.org/procurement-depository/>

4. Information on the Supplier Code of Ethics for Public Procurement and guidance for navigating the Procurement Depository Solution is available via the following links:

Stage 1: first webinar session; <https://bit.ly/3psfxZZ>
Stage 2: second webinar session; <https://bit.ly/3olwNi3>
Supplier Resources: <https://oprtd.org/procurement-depository/>
5. The minimum level of documentation required to facilitate the registration process will be as follows:
 - (a) Name, address, telephone number and email of the individual or firm
 - (b) Line of Business (area of speciality)
 - (c) Company Profile, where applicable, including a portfolio of similar services (provision of subject matter expertise) for a minimum of three (3) assignments within the last five (5) years
 - (d) Detailed curriculum vitae of key professionals, including details of similar services provided (provision of subject matter expertise)
 - (e) Certificate of Registration or Incorporation (if applicable)
 - (f) Evidence of Professional Membership (such as Practising Certificate for Trinidad and Tobago, certifications in specialist areas)
 - (g) Value Added Tax Clearance Certificate (if applicable)
 - (h) Income Tax Clearance Certificate (if applicable)
 - (i) National Insurance Board Compliance (if applicable)
 - (j) Evidence of Professional Indemnity Insurance (if available).
6. Eligibility to be placed on the List of Practitioners will be determined as follows:
 - (a) On a pass/ fail basis that is determined by whether all required minimum information and documentation has been uploaded into the database
 - (b) Qualifications and experience
7. Listed Practitioners will subsequently be invited to submit quotations for the provision of the specific services by the OPR, on an as or when needed basis.
8. The registration process with the OPR on the Procurement Depository shall remain continuous and ongoing.

Moonilal Lalchan
Chairman/Procurement Regulator