THE OFFICE OF PROCUREMENT REGULATION
ACCOUNTABILITY | INTEGRITY | TRANSPARENCY | VALUE FOR MONEY

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

PUBLIC ADVISORY #21

REQUEST FOR SUBMISSION OF CONTRACT INFORMATION PURSUANT TO SECTION 37

Section 37 of the **Public Procurement and Disposal of Public Property Act No. 1 of 2015 as amended by Act No. 5 of 2016, Act No. 3 of 2017 and Act No. 27 of 2020** (collectively referred to as "the Act"), states that

> ***"a procuring entity shall submit to the Office no later than three weeks after the end of each quarter a report of all contracts awarded during the immediately preceding quarter."***

This reporting requirement plays a vital role in promoting transparency and accountability in public procurement practices.

Moreover, Public Bodies are reminded of Section 42 of the Act which provides inter alia,

> "42. (1) Where the Office considers it necessary or desirable for the purposes of performing or exercising its functions, powers, or duties under this Act, it may, by written notice served on any person, require the person—
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> *(a) to supply to the Office, within the time and in the manner specified in the notice, any book, record, document or information specified in the notice;*
> *(b) to produce to the Office, or to a person specified in the notice acting on its behalf in accordance with the notice, any book, record, document or information specified in the notice within the time and in the manner specified in the notice;*
> *(c) if necessary, to reproduce, or assist in reproducing, in usable form, information recorded or stored in any book, record or document within the time and in the manner specified in the notice; or*
> *(d) to appear before the Office, or a specified person, at a time and place specified in the notice to provide information, either orally or in writing, and produce any book, record or document specified in the notice…*
>
> *(6) Where a person who is required to appear before the Office or give information fails or refuses to appear or provide information without lawful justification, the Office may make an application to the High Court to compel the person to do so."*

Therefore, in exercise of its authority under the Act, all Public Bodies are requested to submit via the OPR's Procurement Depository, the following contract information (inclusive of purchase orders):

1. The number, monetary value and details of ALL Contracts awarded between 26th April 2023 to 30th June 2023.
2. The number, monetary value and details of ALL Contracts awarded PRIOR to 26th April 2023 but were OPEN (i.e., contracts that have been awarded but not fully executed or completed) as at 26th April 2023.

The deadline for submission is the **25th of August 2023.**

To assist you in the reporting process, the following resources are provided:

i. Procurement Depository – Public Body User Guide: Tenders and Contracts accessible via LINK: https://oprtt.org/wp-content/uploads/2023/07/Procurement-Depository-User-Guide-Public-Body-Tenders-and-Contracts.pdf
ii. Procurement Depository Sensitisation Sessions for Public Bodies - March 23rd-25th, 2022 accessible via LINK: Procurement Depository Sensitisation Sessions for Public Bodies - March 23rd-25th, 2022 - YouTube

If you encounter any technical difficulties or have queries related to the submission of contract information or the reporting process, please do not hesitate to contact the OPR for assistance using the following support channels:

• Telephone – 627-4677 or 226-4677 • Email – support@opr.org.tt

The public is reminded that the OPR is a body corporate established pursuant to the Act, which aims to provide for public procurement, and for the retention and disposal of public property **in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money.**

Beverly Khan
Procurement Regulator/Chairman
26th July, 2023