

OPRTM

THE OFFICE OF
PROCUREMENT REGULATION

ACCOUNTABILITY | INTEGRITY | TRANSPARENCY | VALUE FOR MONEY

Procurement Depository

Public Body User Guide

Disposals

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1.0 The Procurement Depository

The Procurement Depository (also referred as “the Depository”) is a web application designed to capture, manage and report on information as described in Trinidad and Tobago’s Public Procurement and Disposal of Public Property Act 2015, as amended, (“the Act”).

1.1 Access and Best Use

The Depository can be accessed via <https://depository.oprtt.org/>.

For the best experience using this system, access the Depository using web browsers Microsoft Edge or Google Chrome.

1.2 Getting Started

The Depository is to be used by Public Bodies and Suppliers/Contractors who wish to provide goods, works, and/or services to Public Bodies of Trinidad and Tobago. This document will guide Public Bodies on using the Depository and creating Tenders and Contracts.

Visit the following link to access additional training resources: [Procurement Depository – The Office of Procurement Regulation \(oprtt.org\)](#)

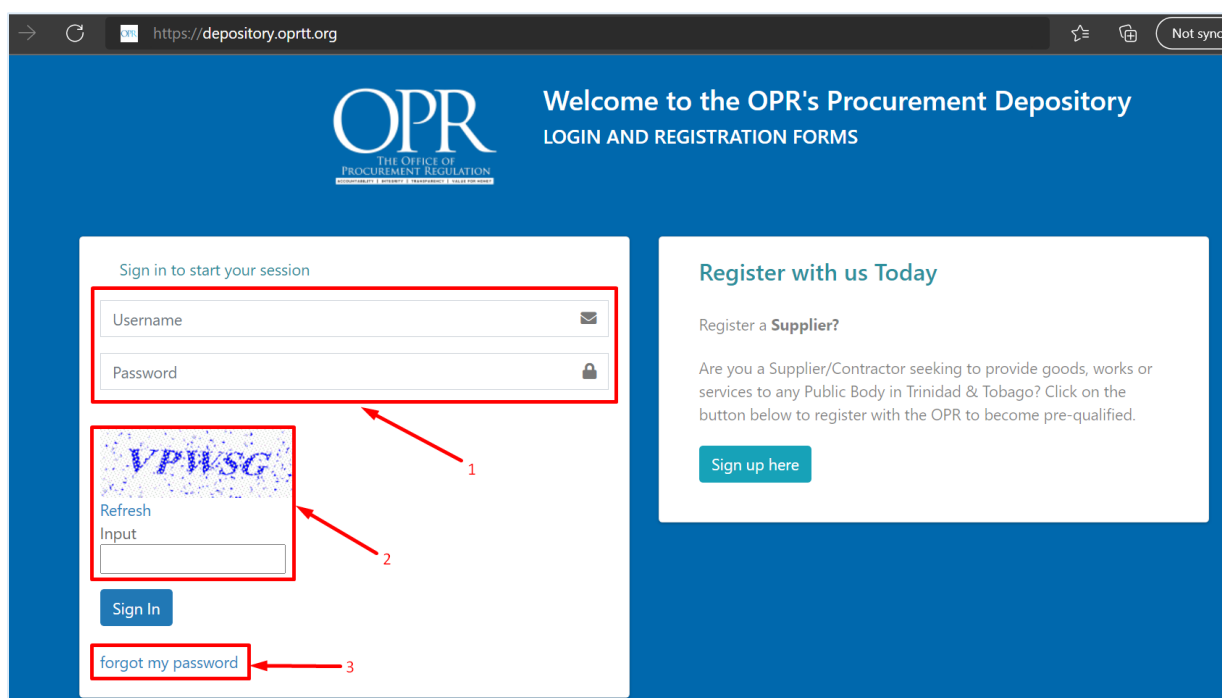


Figure 1.0 Procurement Depository Landing Page

1. Enter credentials here for your account
 - a. Emailed to you by the OPR (if you have not received any account credentials please contact the OPR)
2. Captcha must be entered to sign in
3. If you forgot the password to your account, please click on this link to reset your password

*NOTE: Failure to Sign-In after three (3) unsuccessful attempts will result in your account being temporarily **locked for one (1) hour**. Please contact the OPR via section 1.5 Help and Support for assistance.*

Upon successfully providing valid account credentials and captcha, you will be prompted with one (1) of your three (3) security questions to be answered.

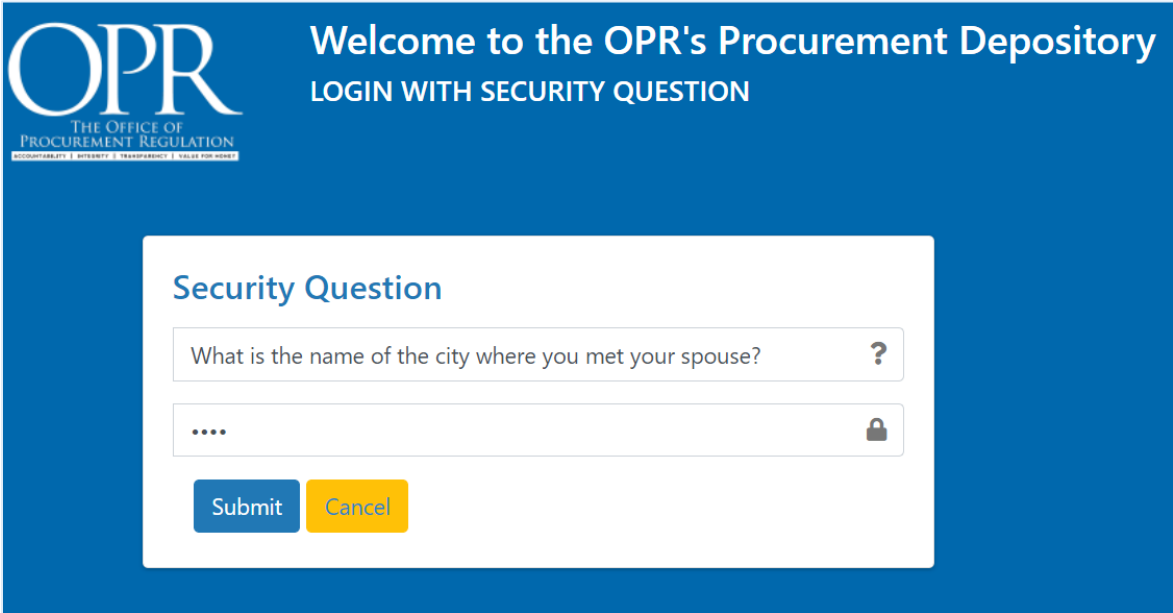


Figure 2.1 Security Questions

You will then be prompted to review & accept all policies listed before you can use the Depository.

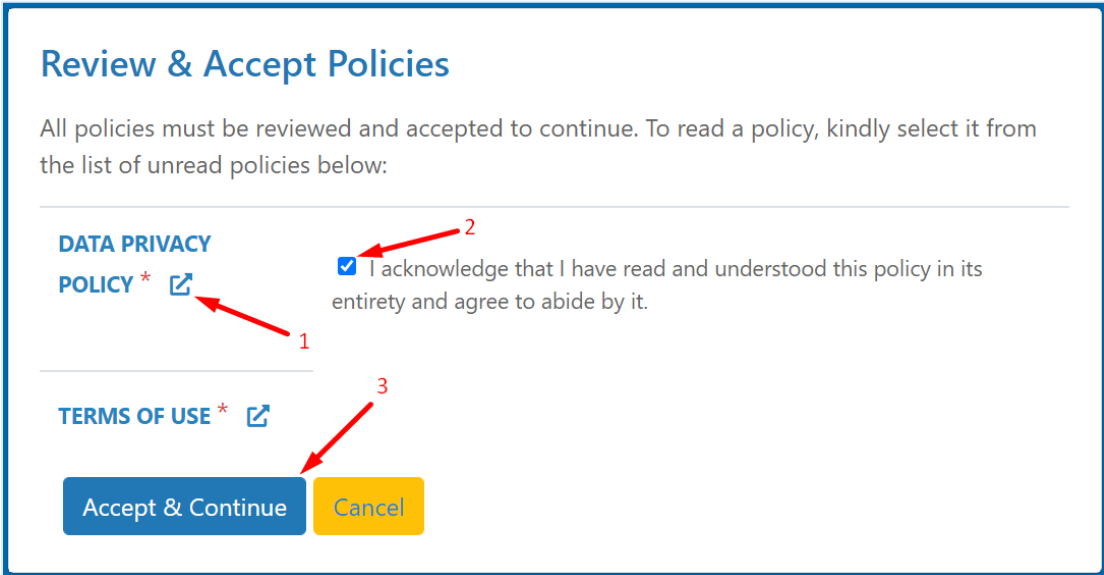


Figure 3.2 System Policies

1. Click here first to open the policy document in a new browser tab, you can review or download from here if you wish
2. This checkbox will then appear and must be checked if you wish to continue to the depository
3. If you have checked all policies and wish to proceed, please click Accept & Continue otherwise click Cancel to return to the login screen.

NOTE: All policies listed must be checked before you are able access the Depository system for use.

1.3 Data Entry Standards

A few data entry standards are inexplicitly expressed in the Depository system, these include:

Phone Number

All contact phone numbers entered in the system should include your country code.

Currency

All instances of monetary values in the system should be in Trinidad and Tobago Dollars (“TTD”). and exclusive of Value Added Tax (“VAT”). In the case where you must convert your currency to TTD, please use the Central Bank rates of exchange. URL: <https://www.central-bank.org.tt/>

Red Asterisk *

Throughout the system, you will encounter red asterisks next to field labels. This indicates that the field is required (data must be provided) to save the record.

List Items (Drop-down Lists)

Throughout the system, you will encounter various pre-populated drop-down list fields that would require you to select an option. These lists are not exhaustive and if you do encounter a list where your preferred option is not available for selection, do contact us at support@opr.org.tt with the name of the list and the option you would like added on. Upon internal review, we will contact you and let you know the outcome.

1.4 Navigating the System

The Depository implements sidebar menu navigation as well as the selection of icons. In various sections of the system, you will be able to view, edit, or delete data via clickable links on the [View | Edit | Delete](#) record:

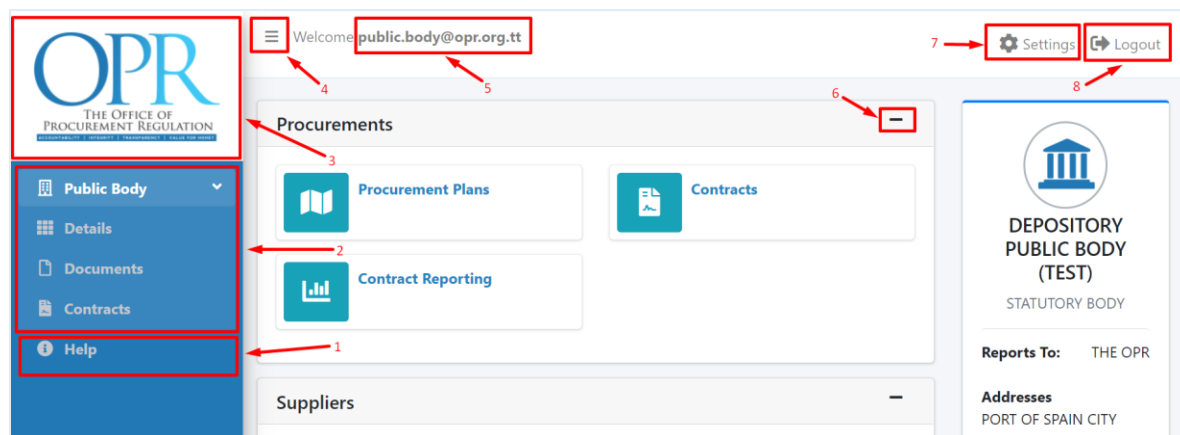


Figure 4.3 Navigation Breakdown

1. Click here to be taken to the OPR website Depository information page [Procurement Depository – The Office of Procurement Regulation \(opr.org\)](http://opr.org.tt)
2. Quick navigation links to various sections of your profile
3. Click on the OPR Logo to go to the Depository page of the OPR’s website
4. Click here to expand and collapse the Sidebar Navigation Pane
5. Username of the user currently logged in to the Depository
6. Click here to expand and collapse sections of the Dashboard
7. Click here to expand and collapse the ‘Settings’ Dashboard
8. Click here to Logout from your session

1.5 Help and Support

For additional help and support on the Depository:

Visit : <https://opr.tt.org/procurement-depository>

Email : support@opr.org.tt


Call : 1-868-627-4677 or 1-868-226-4677

1.1 Disposal

Public bodies must adhere to reporting requirements under the Public Procurement and Disposal of Public Property Act 2015 and related regulations. They must notify the Office of Procurement Regulation within ten days of disposing personal property exceeding \$100,000, providing details of items, prices, and employee names. Additionally, they should report all disposals within six weeks

1.1.1 How to create a Disposal record

Create New Disposal

Property Type	PERSONAL ▼
Disposal Category #1 *	PERSONAL - FIXED ASSET ▼
Disposal Category #2 Description	Vehicle
Property Description	Toyota Prado (2)
Reason For Disposal *	UNSERVICEABLE ▼
Disposal Date *	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>04-October-2021</div> </div>

Disposal Value *	<input type="text" value="80000"/>
Means Of Disposal *	<input type="text" value="SALE"/> ▼
Disposal Approved By Name	<input type="text" value="Mr. John Doe"/>
Valuation Report	<input type="text" value="15 Sep 2020 - B03 - DISPOSAL VALUATION"/> ▼
Consideration Amount	<input type="text" value="80000"/>

Property Type

Select the type of property that was disposed.

Disposal Category #1

Select the category of the property.

Disposal Category #2 Description

Enter a brief description on the category of the property.

Property Description

Enter a brief note describing the property that was disposed.

Reason For Disposal

Select the reason for disposal.

Disposal Date

Select the date the item was disposed.

Disposal Value

Enter the value of the property. This is the 'Book Value' of the item.

Means Of Disposal

Select the method used for the disposal of the property.

Disposal Approved By Name

Enter the name of the person authorising the disposal. Final approval of the disposal strategy is obtained from the Accounting Officer/ CEO/ President or equivalent.

Valuation Report

Upload the Disposal Strategy Development Report which includes disposal forms A to H and any other supporting documentation.

Consideration Amount

Enter the value that the property was disposed for. This is the 'Sale Amount' for the item.

1.1.2 How to add addresses to Disposal record

Once you have created your disposal record, you will be able to add the address of the property to the record:

The screenshot shows a form for a disposal record. At the top, it is labeled 'PERSONAL' with 'Edit', 'Delete', and 'Back' buttons. The 'Property Description' is 'Toyota Prado (2)'. Below this are two boxes: 'Disposal Category' (PERSONAL - FIXED ASSET) and 'Disposal Category #2 Description' (VEHICLE). Further down are three boxes: 'Disposal Value' (80,000.00), 'Consideration Amount' (80,000.00), and 'Disposal Date' (04 Oct 2021). Below these are 'Disposal Reason' (UNSERVICEABLE) and 'Valuation Report' (with a download icon). At the bottom, there is an 'Addresses' section with a table header: Type, Street Address, City Name, Municipality, Telephone No. A red box highlights a '+ create' button in the top right corner of the 'Addresses' section, with a red arrow pointing to it.

Address Type *	PRIMARY
Building Name	Tower D
Street Address #1 *	1A Wrightson Road
Street Address #2	International Waterfront Complex
Street Address #3	Dock Road
City Name *	PORT OF SPAIN
Municipality	PORT OF SPAIN CITY CORPORATION
Postal Code *	00000
Telephone No. *	18686274677

Address Type

Select the type of address being entered.

- PRIMARY – For the main headquarters address
- SECONDARY – Any other addresses that your public body may have
- MAILING – If your mail address is different from your PRIMARY address

NOTE: If multiple addresses exist, there can only be one (1) PRIMARY address.

Street #1 Address

Enter street address 1 information.

Street #2 Address

Enter street address 2 information.

Street #3 Address

Enter street address 3 information

City Name

Enter the city name of the address information.

Municipality

Select the municipal region of the address information.

Country

Select the country of the address information.

Postal Code

Enter the postal code of the address information. If one does not exist, please enter "00000" as the postal code.

Telephone No.

Enter the telephone number of the address information.

1.1.3 [How to add Beneficiaries to Disposal record](#)

Once you have created your disposal record, you will be able to add the beneficiaries of the property to the record:

Disposal Value 80,000.00	Consideration Amount 80,000.00	Disposal Date 04 Oct 2021
Disposal Reason UNSERVICEABLE	Valuation Report ↓	

Addresses + create				
Type	Street Address	City Name	Municipality	Telephone No.

Beneficiaries + create		
Name	Category	Relationship To Public Body

Beneficiary Name	<input type="text" value="Ms. Jane Doe"/>
Category Of Beneficiary	<input type="text" value="MEMBER OF PUBLIC"/> ▾
Relationship To Public Body Description	<input type="text" value="None"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Beneficiary Name

Person or Public Body to whom the property would be disposed to.

Category Of Beneficiary

Select the classification of the person.

Relationship To Public Body Description

Describe the relationship of the person to the public body.