OPR™

THE OFFICE OF PROCUREMENT REGULATION

ACCOUNTABILITY | INTEGRITY | TRANSPARENCY | VALUE FOR MONEY

Procurement Depository

Supplier User Guide

Version 3.0

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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/Contactors who wish to provide goods, works, and/or services to Public Bodies of Trinidad and Tobago. This document will guide Suppliers/Contractors on the process of registering on the Depository, completing and managing their profile information, and requesting Pre-Qualification with Public Bodies. For more information on the General Guideline on Pre-Qualification & Pre-Selection and additional information please visit our Resource Centre (oprtt.org).

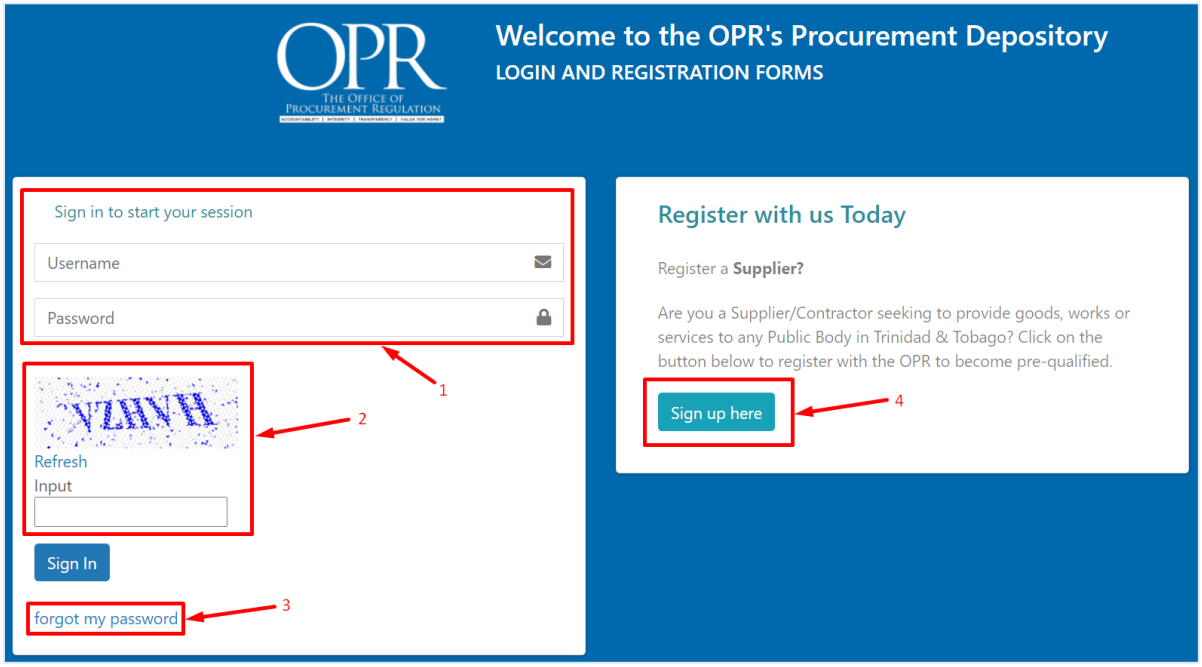

Figure 1.0 Procurement Depository Landing Page

1. Enter credentials here if you have already created an account.
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.
4. If you are a new Supplier/Contractor to the Depository, click here to begin registration.
    a. Once you have completed the 'Sign up here' process, you can freely log in to your account and update your information at your convenience.
    b. Registration of profiles with a 'Supplier Name' that already exists in the system will be put on hold until the account is verified. The OPR will contact the user via email. This is an effort to reduce duplicity in the system.

*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.

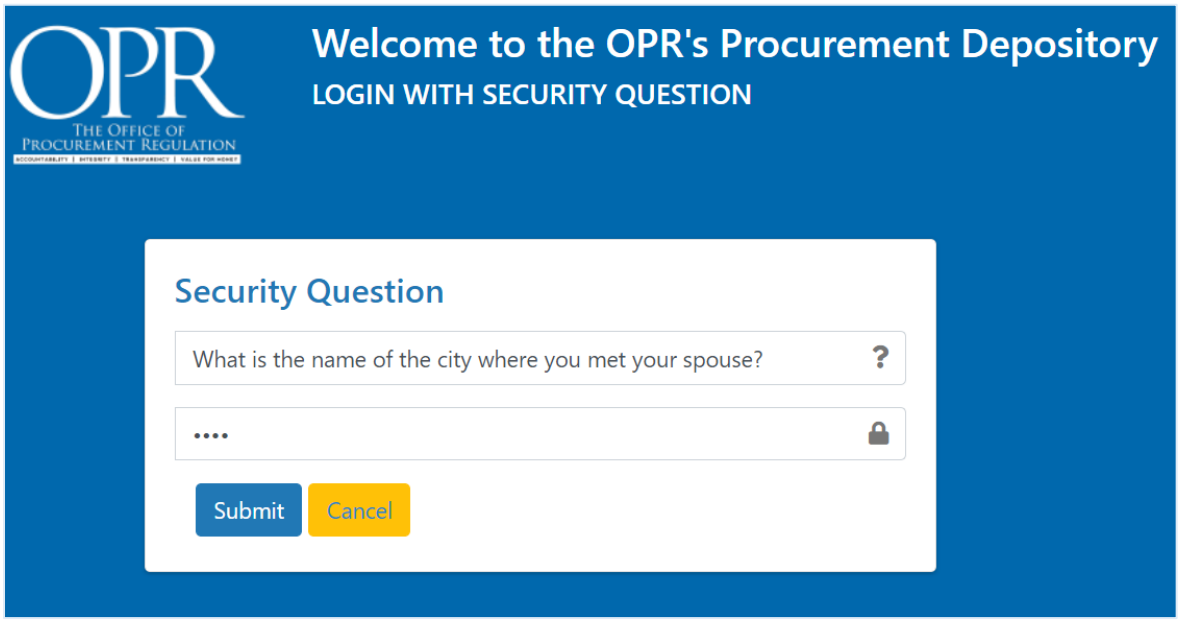

Figure 1.1 Security Questions

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

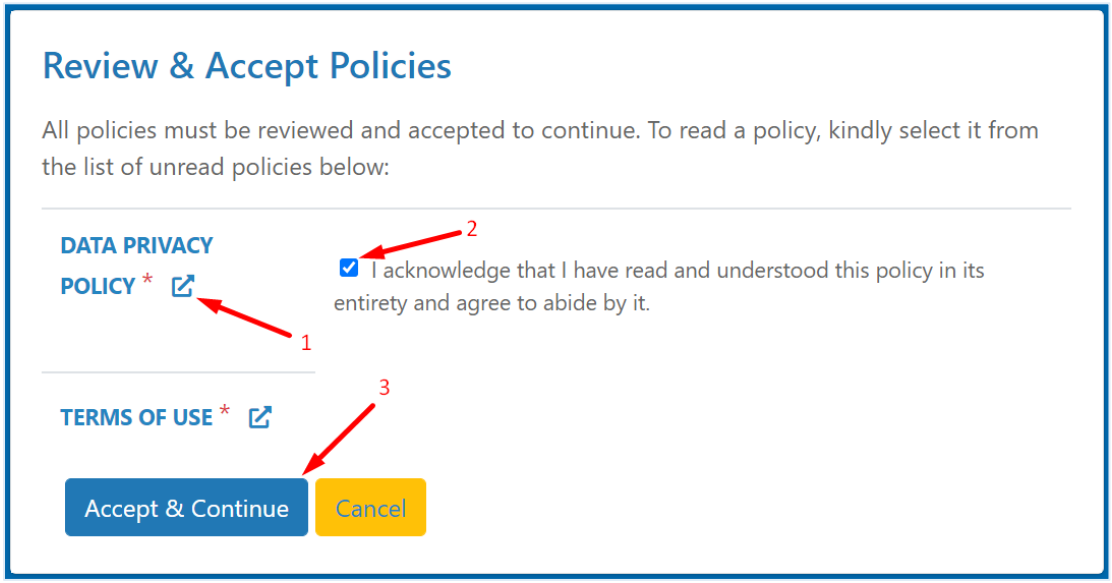

Figure 1.2 System Policies

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

Information entered into the Depository will be reviewed and evaluated during the pre-qualification process by Public Bodies in Trinidad and Tobago, to ensure the data entered is accurate and fulfil the due diligence requirements set out in Section 29(1) of the Act.

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 a record in the section that you are completing.

CARICOM & International Suppliers

Supplier/Contractors who reside outside of Trinidad and Tobago, as it pertains to sections that request location information, particular fields will ask for your municipal or geographical location. In these instances, please select CARICOM or International as it relates to your business location.

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 includes 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:

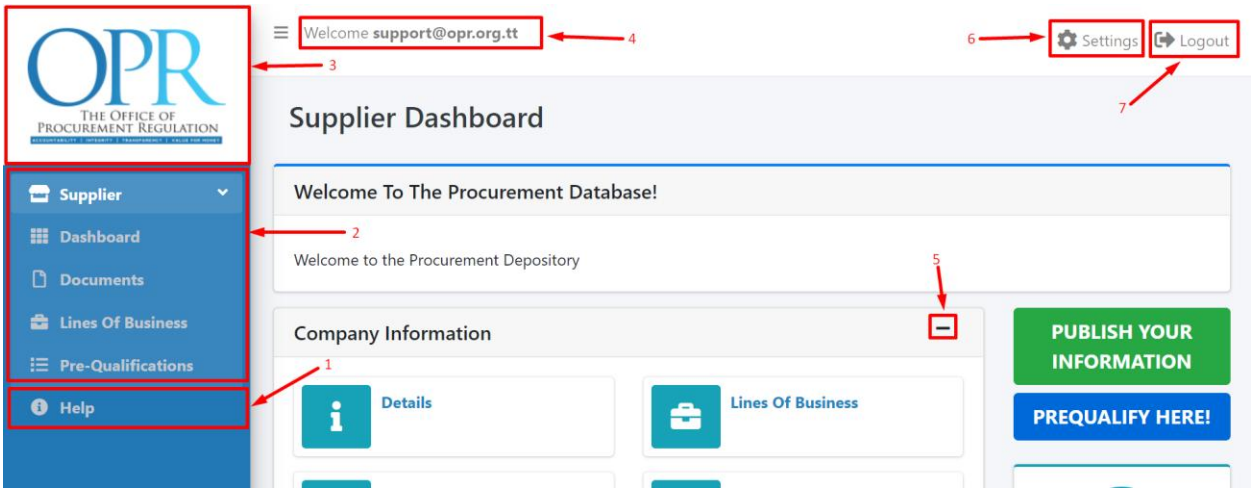

Figure 1.3 Navigation Breakdown

1. Click here to be taken to the OPR website Depository information page.
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. Username of the user currently logged in to the Depository.
5. Click here to expand and collapse sections of the Dashboard.
6. Click here to expand and collapse the 'Settings' Dashboard.
7. Click here to Logout from your session.

1.5 Help and Support

For additional help and support on the Depository:

Visit : https://oprtt.org/procurement-depository

Email : support@opr.org.tt

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

1.0 Company Information

This section captures various information relating to the company's staffing, location, and line(s) of business.

1.1 Details

This section contains the general Profile Information and Company Documents. User(s) can edit the information displayed, remove company documents which were previously uploaded or select newly uploaded company documents.

This section will capture information which generally describes the company.

1.1.1 Profile Information

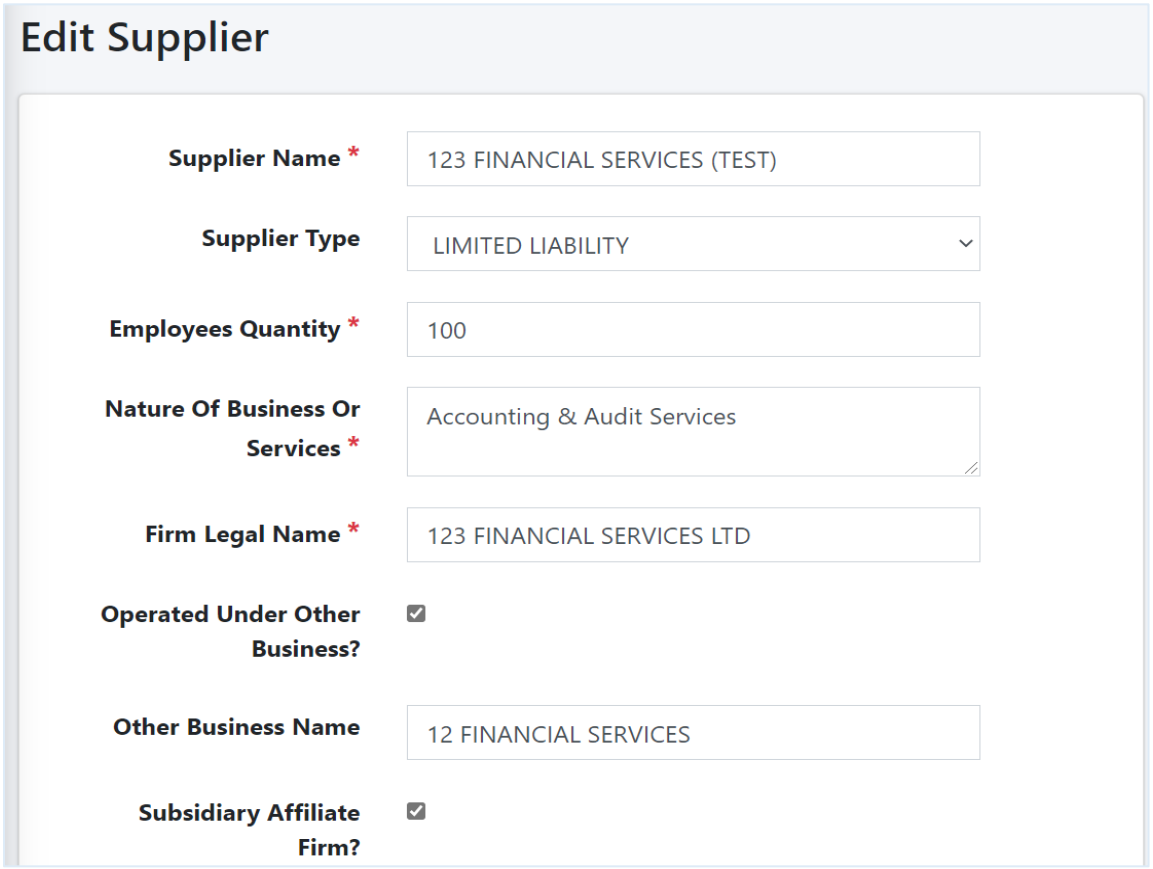

Figure 2.0 Profile Information

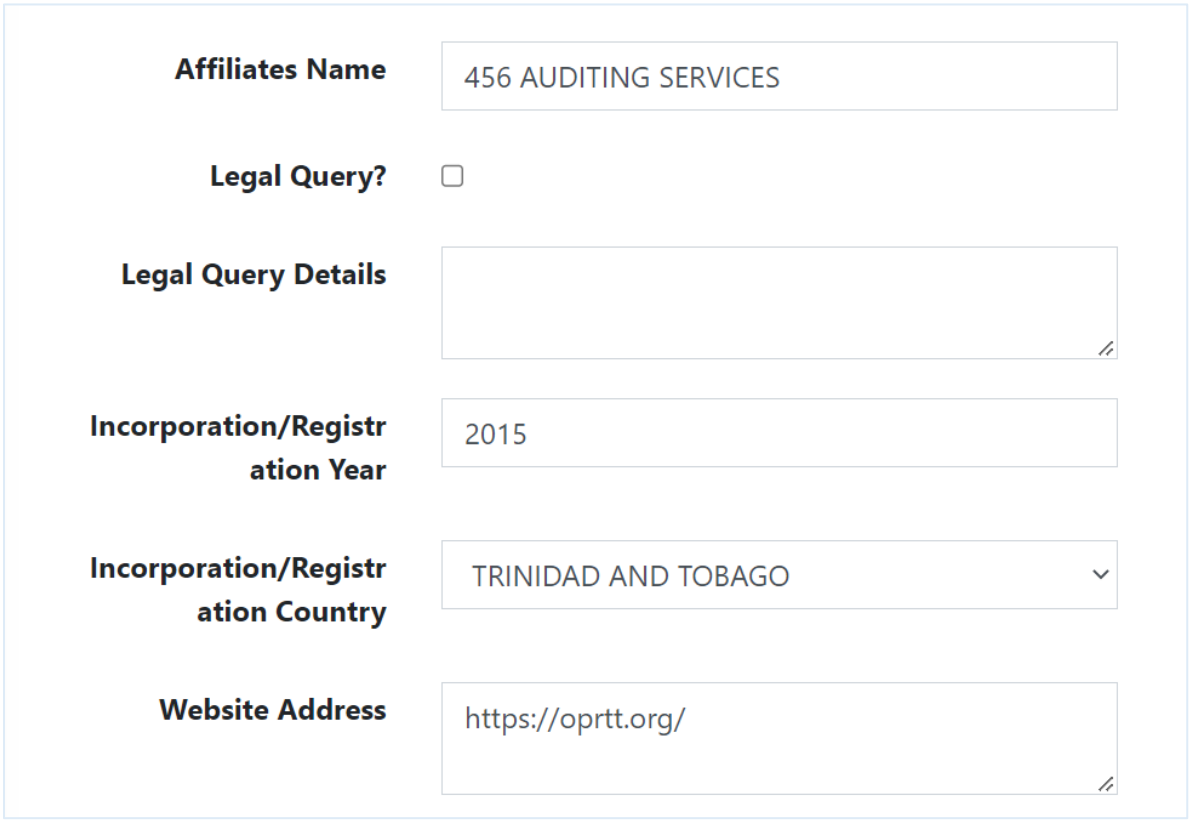

Figure 2.1 Profile Information continued-.

Supplier Name

The name of your business or the describing name of the business or service that is offered if not yet registered.

Supplier Type

The legal structure of your business. E.g. Limited Liability, Sole Proprietorship.

Employees Quantity

The number of employees, including permanent, temporary and contracted employees.

Nature of Business or Services

Briefly detail the nature of goods, works, and services that you provide.

Firm Legal Name
The registered legal name of your business.

Operated Under Other Business?
If you have operated under another business, you can indicate same by checking this box.

Other Business Name
If the business operates under another name, then enter the name here.

Subsidiary Affiliate Firm?
If you are a subsidiary affiliate of another business, please indicate so by checking this box.

Affiliates Name
If the business has any affiliate bodies, the names of those affiliates are to be specified here.

Legal Query?
If you are currently undergoing a legal query, please indicate by checking this box.

Legal Query Details
If you checked the item above, *Legal Query?* then the details which pertain to that legal query need to be briefly specified.

> *NOTE: Maximum character input limit is 2000.*

Incorporation/Registration Year
The year the business was registered.

Incorporation/Registration Country
The country in which the business is registered.

Website Address
The URL to your website, if one exists.

1.1.2 Company Documents

In this section you can select documents that were **uploaded and assigned a document type via the Documents section** (see 2.8 Documents). Documents with a specified Expiry Date will have that date displayed, however, if no expiry date was set for the document, it will be displayed as *Not Available*.

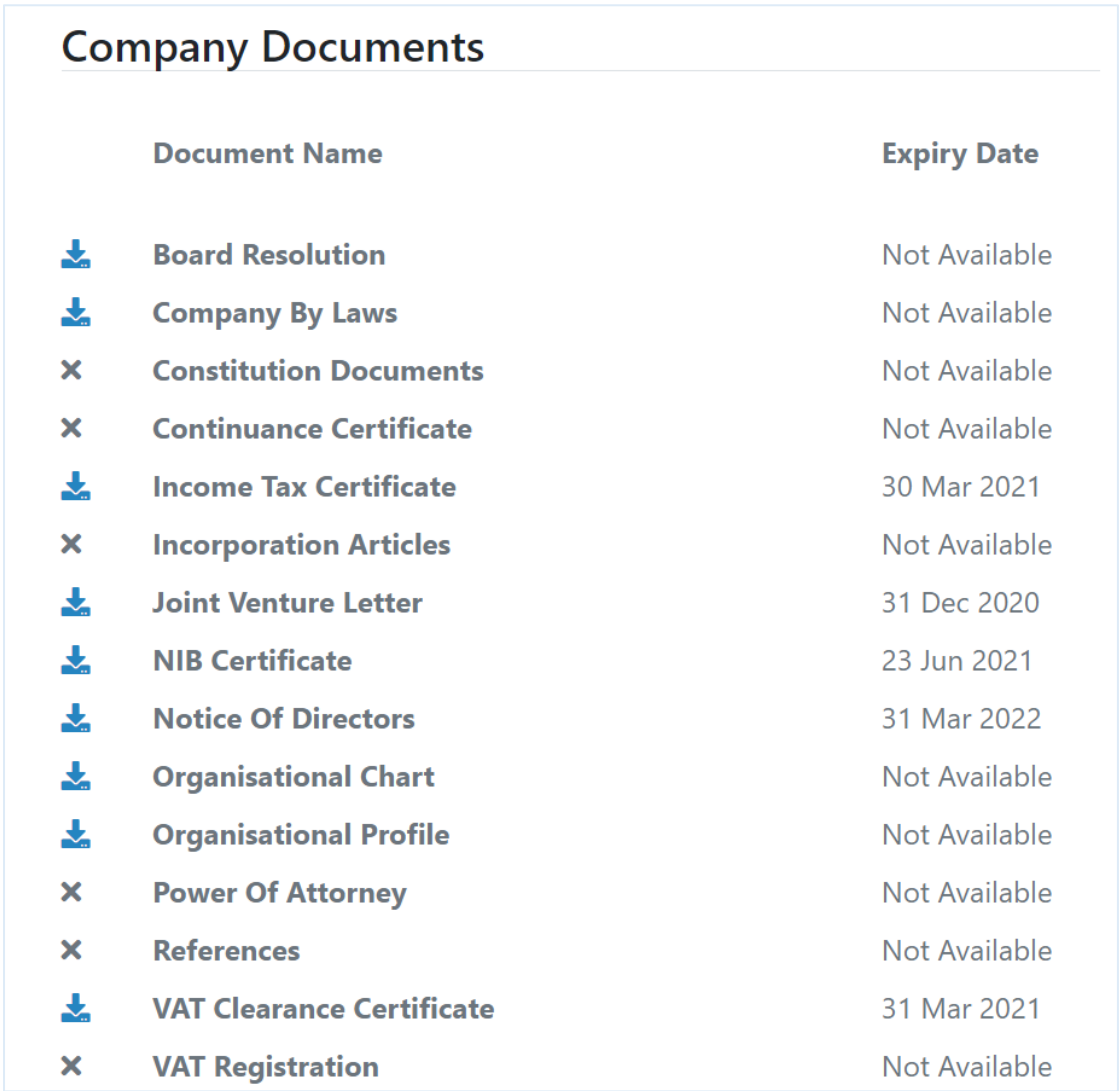

Figure 2.2 Company Documents

1.2 Lines of Business

The Line(s) of Business ("LoB") that you provide can be selected in this section. A LoB refers to any goods, works, and/or services provided by the Supplier/Contractor. You can add as many LoBs that you provide, as well as View/Delete existing Lines of Business. Suppliers/Contractors must specify a Value Category for each Line of Business.

> ***NOTE:*** *Only the Tender Alert notification on a Line of Business can be edited.*

1.2.1 How to Add a Line of Business

You will be presented with the United Nations Standard Products and Services Code ("UNSPSC") found at https://www.unspsc.org/ to select the goods, works, and/or services that you provide. Each LoB consists of four (4) levels. You must traverse the hierarchy until the 4th level, which is referred to as the Commodity for selection. At the Commodity level, you will be able to check one or as many items as you provide, then proceed to save that information along with a Value Category and other information.

Step 1. Click on Create

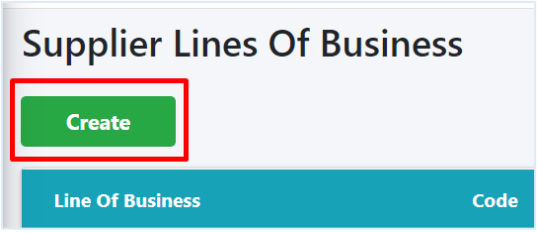

Figure 3.0 Create Line of Business

Step 2. Traverse UNSPSC Listing to the 4th Level

1st Level (Segment)

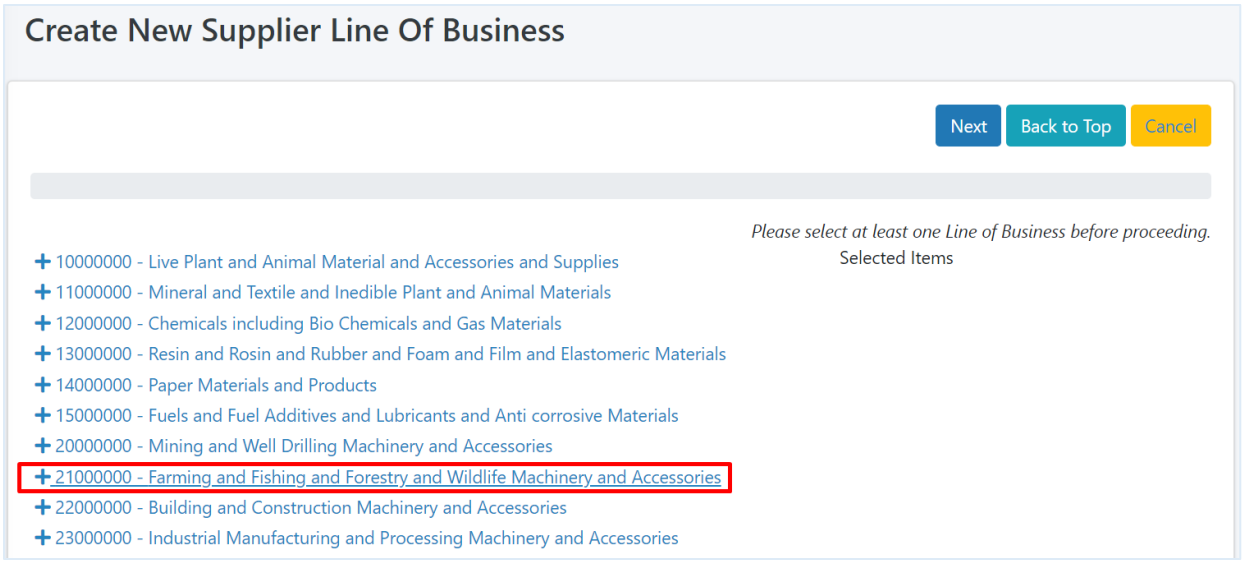

Figure 3.1 Line of Business – Level 1

2nd Level (Family)

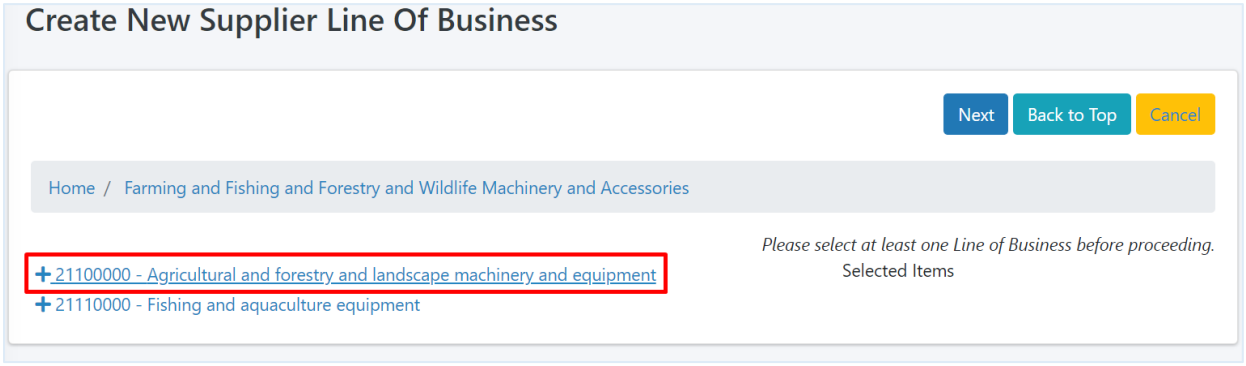

Figure 3.2 Line of Business – Level 2

3rd Level (Class)

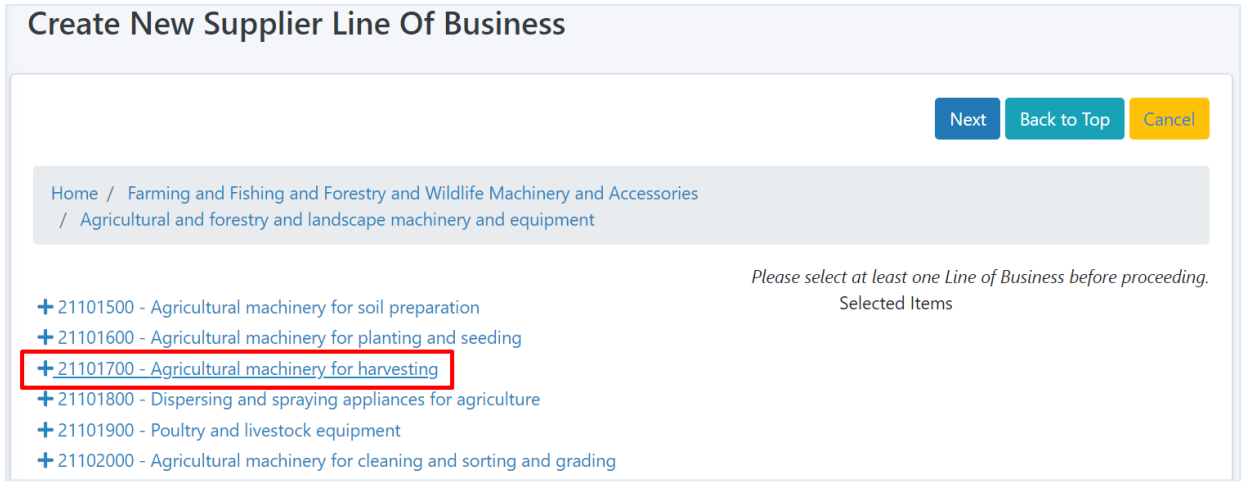

Figure 3.3 Line of Business – Level 3

4th Level (Commodity)

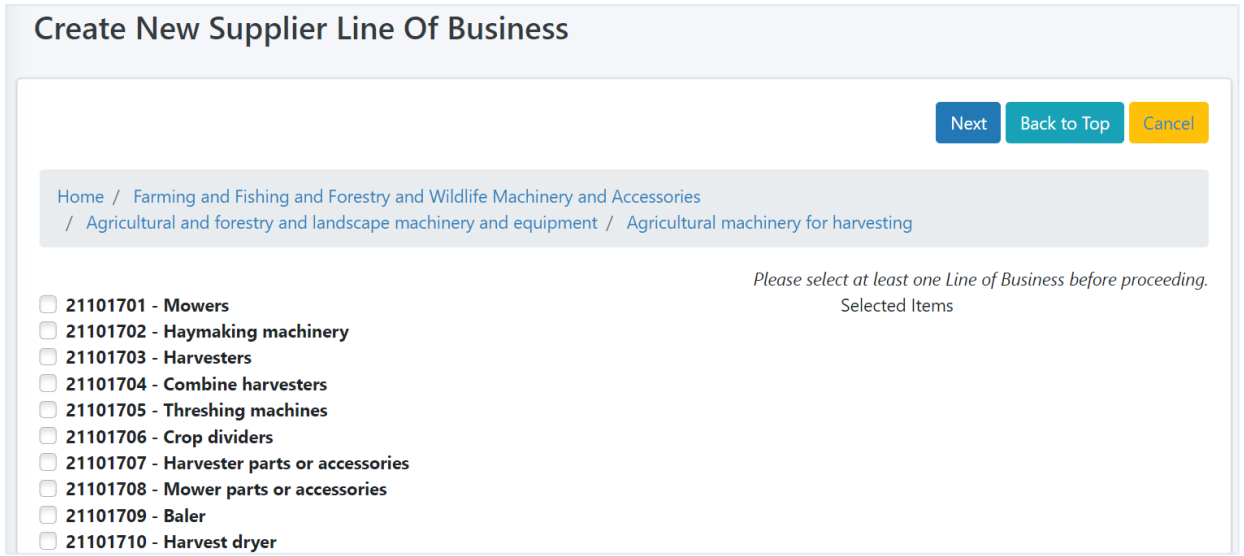

Figure 3.4 Line of Business – Level 4

Step 3. Select and Click Next

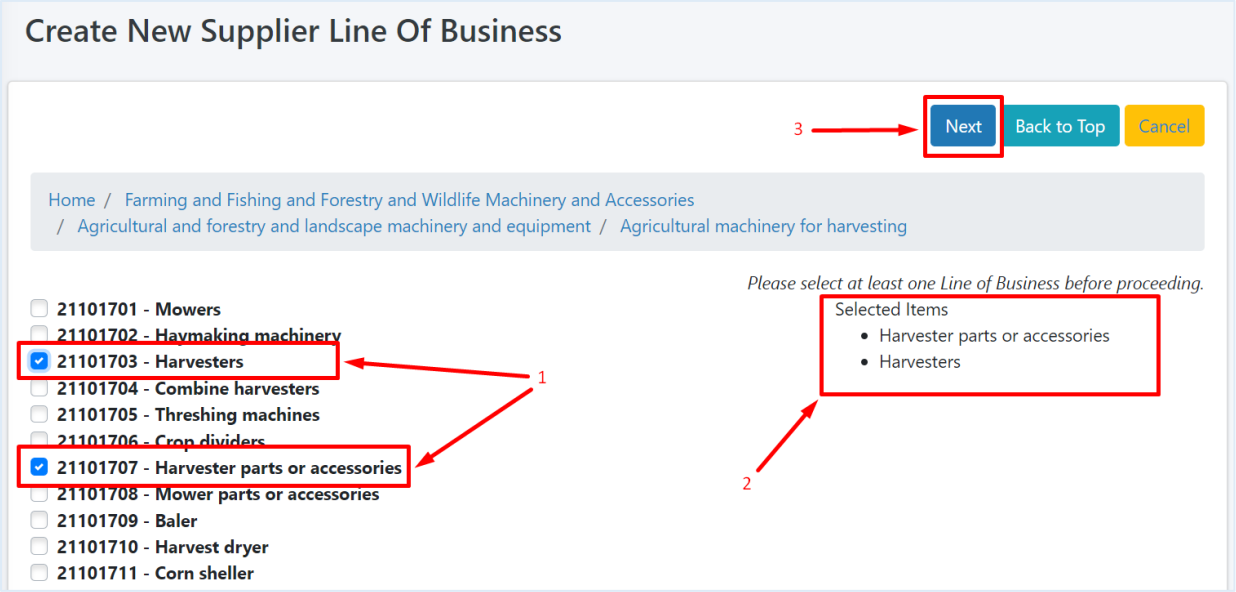

Figure 3.5 Line of Business – Level 4 Breakdown

1. Select the goods, works, and/or services to be added.
2. The options that are selected appear to the right.
3. Click on the Next button to proceed.

Step 4. Proceed to Save

After selecting Pre-Qualification Value Category and optionally filling in the remaining information, proceed to click on the Save button to add the Selected Lines of Business to their record.

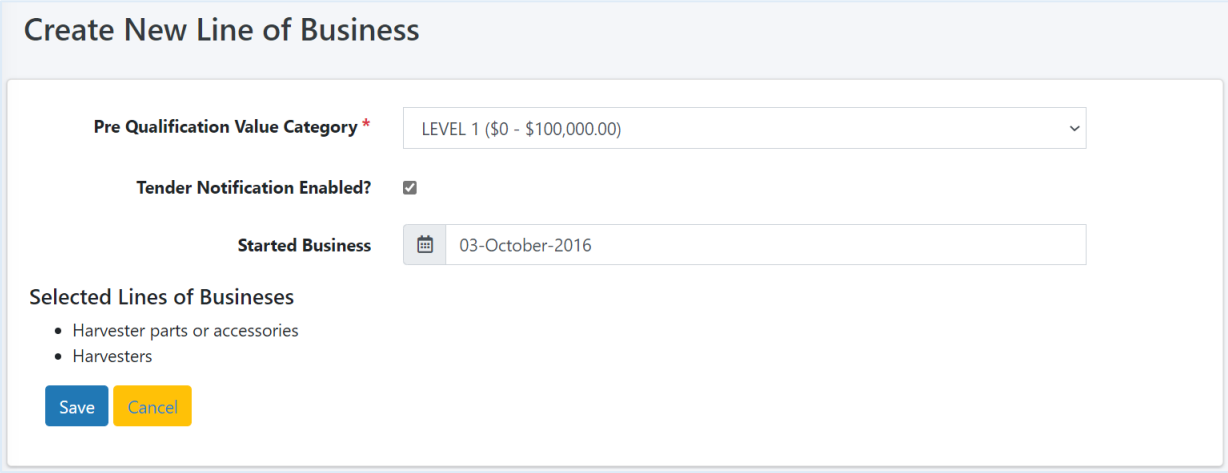

Figure 3.6 Save Line of Business

Pre-Qualification Value Category

Specifies the highest value category range which you can be contracted for the Selected Lines of Business.

There are six (6) value categories from which to select:

1. LEVEL 1 ($0 - $100,000.00)
2. LEVEL 2 ($100,000.01 - $2,000,000.00)
3. LEVEL 3 ($2,000,000.01 - $10,000,000.00)
4. LEVEL 4 ($10,000,000.01 - $50,000,000.00)
5. LEVEL 5 ($50,000,000.01 - $100,000,000.00)
6. LEVEL 6 (>$100,000,000.00)

You can pre-qualify for only one value category for a given Line of Business. Selection of a value category automatically includes all value categories up to and including that level. For instance, if Level 3 is selected, once pre-qualified you can be considered for tenders that range from value category Level 1, Level 2, and Level 3, unless otherwise advised by the procuring entity issuing the solicitation document.

All values are expressed in Trinidad and Tobago Dollars (TTD) and are VAT Exclusive.

Tender Notification Enabled?

If this field is checked, you will receive email notifications for Tenders that match your Selected Lines of Business when open tenders are posted by Public Bodies on the Depository.

Started Business
Specifies when you began providing the Selected Lines of Business.

1.2.2 How to View/Delete a Line of Business

On the Lines of Business page, you will have the options to View and Delete your Line of Business should you wish to do so. Upon clicking the Delete button, you will be prompted with a warning. If you wish to proceed, then click on the Confirm Delete button.

Step 1. Click Delete

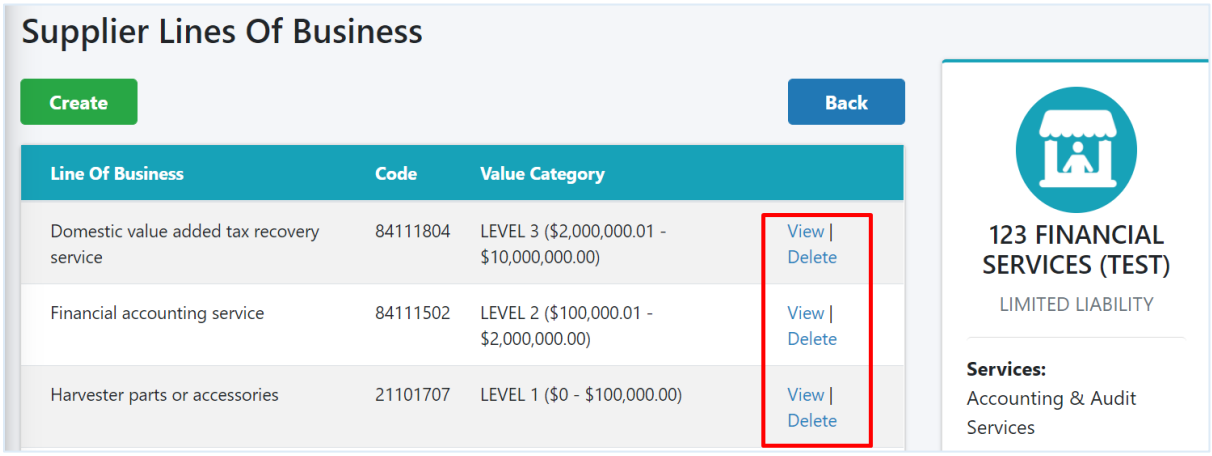

Figure 3.7 View | Delete Line of Business

Step 2. Warning

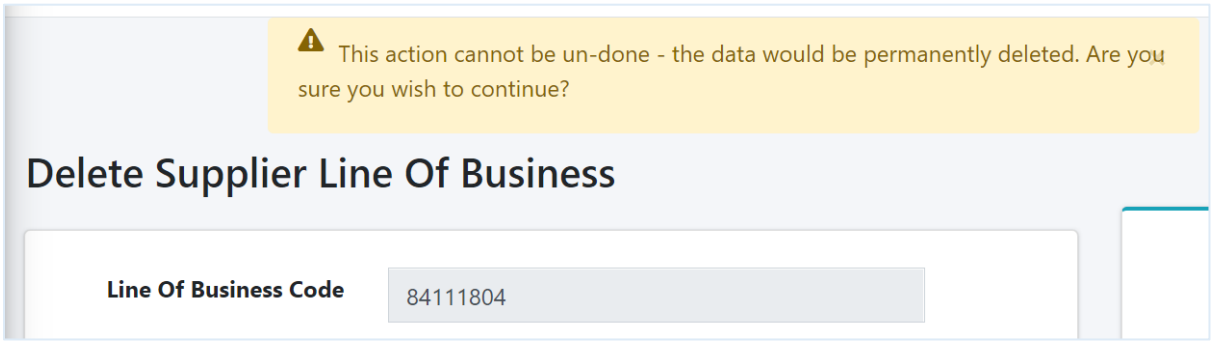

Figure 3.8 Delete Line of Business prompt

Step 3. Proceed to Delete

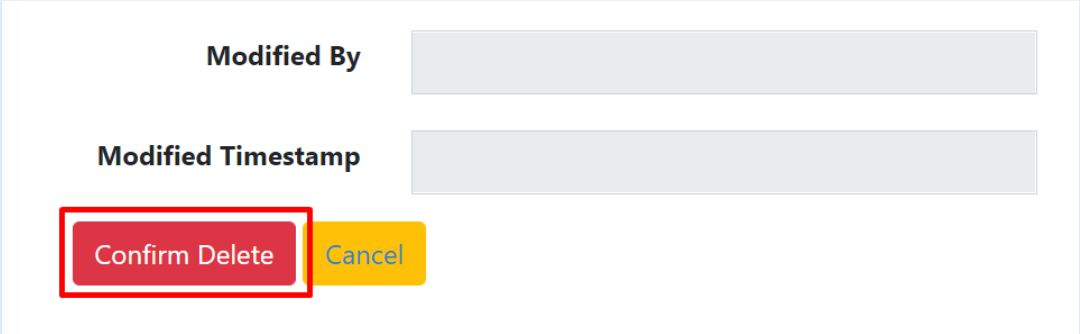

Figure 3.9 Delete Line of Business confirmation page

1.3 Directors

Indicate the Director(s) of the company. User can manage a Director's information in this section, including identification ("ID") information.

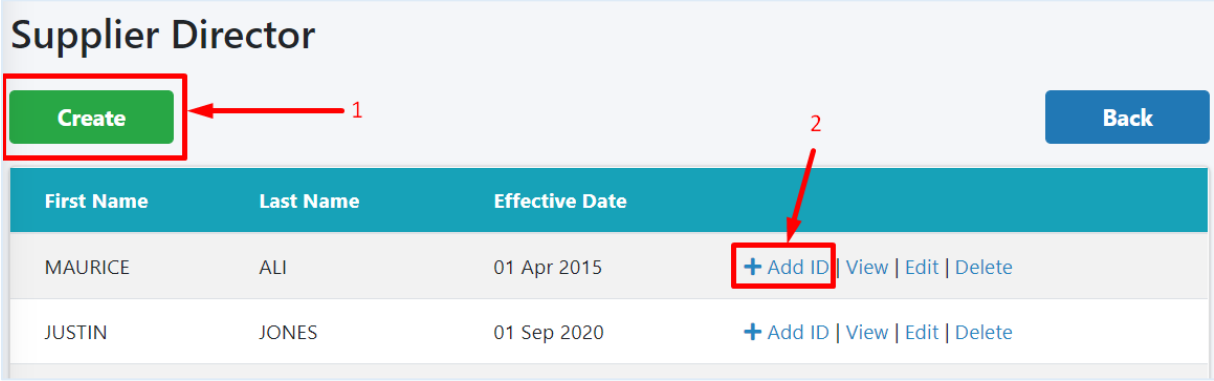

Figure 4.0 Director Breakdown

1. Click here to Add a new Director.
2. Click on Add ID to add Identification information.

2.3.1 Add a Director

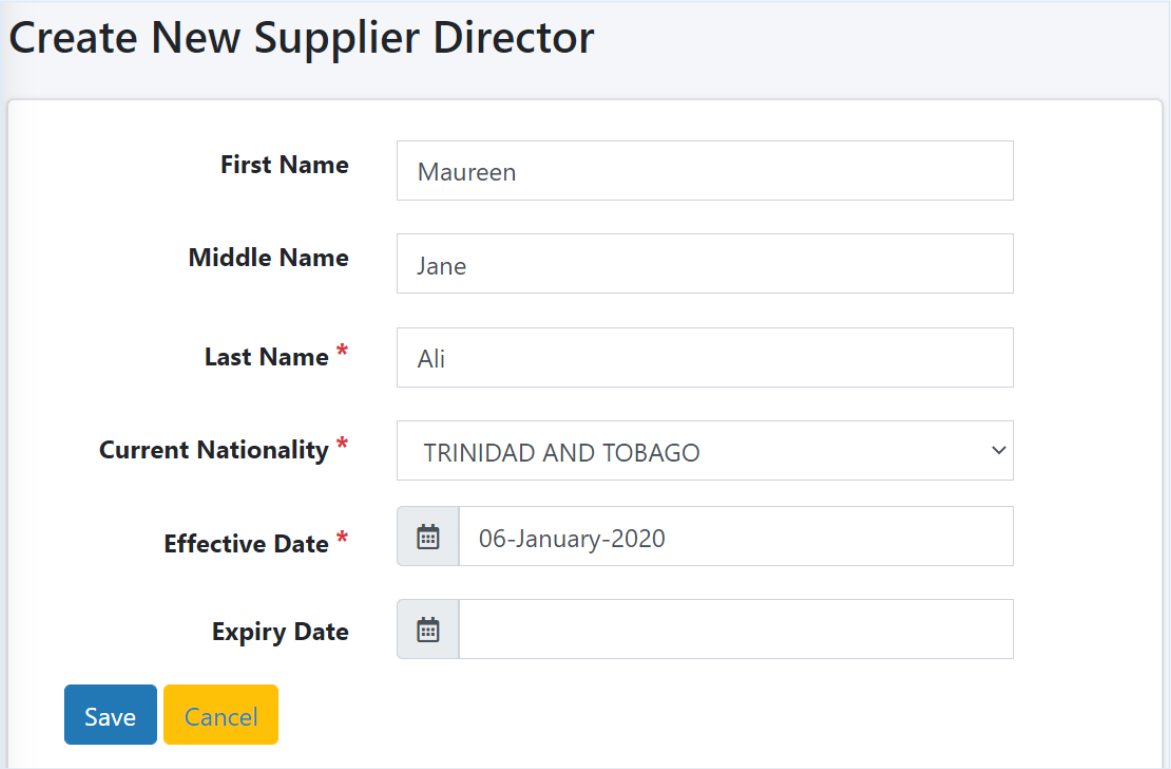

Figure 4.1 Create Director

First Name
Enter the Director's first name.

Middle Name
Enter the Director's middle name.

Last Name
Enter the Director's last name.

Current Nationality
Select the Director's current nationality.

Effective Date
Enter the date the individual was elected as a Director of the company.

Expiry Date
Enter the date from which the individual ceased to be a Director.

2.3.2 Director's Identification

After a Director's record is created, user can add identification information by clicking on Add ID (Figure 4.0 Director Breakdown). The ID information should ideally match the Director's current nationality that was selected above. After successfully adding an identification record to the Director, click on View to manage identification information.

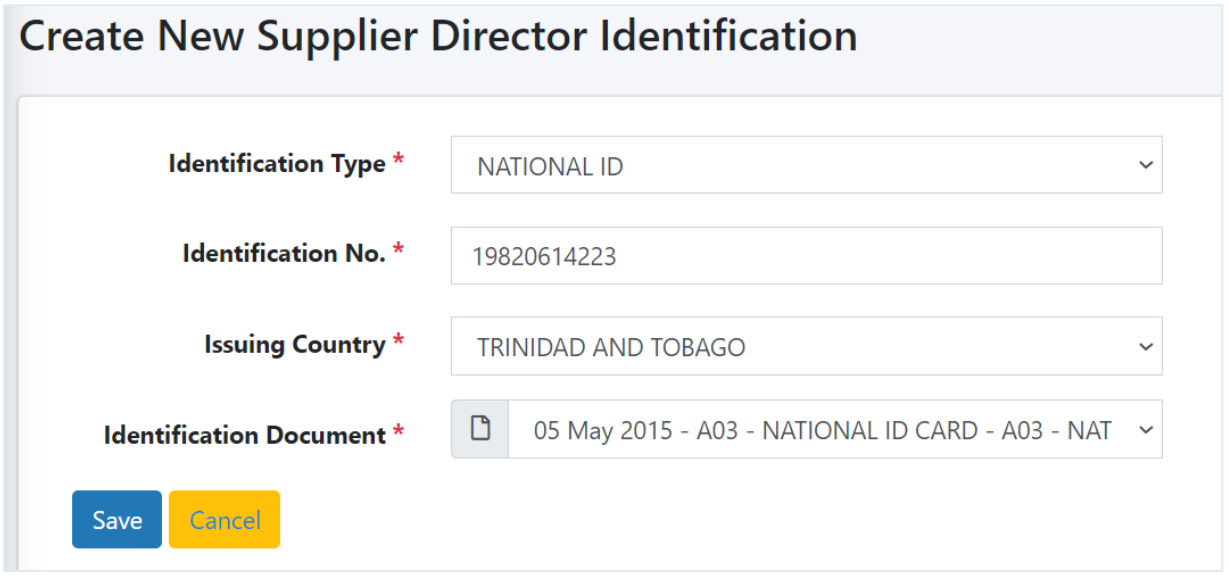

Figure 4.2 Create Director Identification

Identification Type

Select the identification type you wish to detail.

Identification No.

Enter the identification number for the selected identification type.

Issuing Country

Select the country that issued the selected identification type.

Identification Document

Select the identification document uploaded, via Documents, for the details specified. (see 2.8 Documents)

1.4 Addresses

In this section, you will be able to enter the registered or head operational address information of the business or company, mailing address and any other secondary addresses. You can also manage the address information in this section.

2.4.1 Add Supplier Address

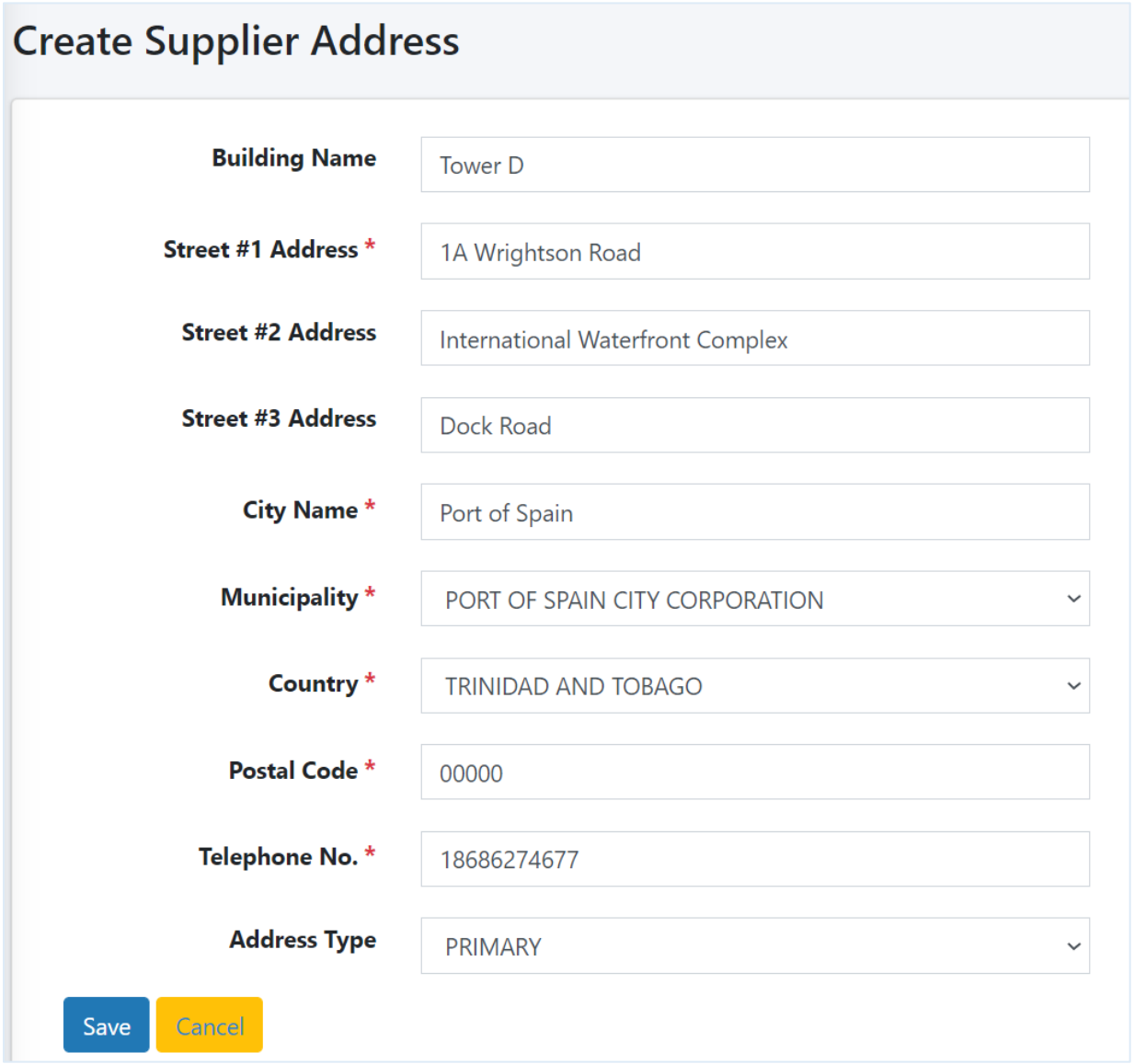

Figure 5.0 Create Address Screen

Building Name
The name of the building, if one exists.

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.

Address Type
Select the type of address being entered.

- PRIMARY – For the main business address.
- SECONDARY – Any other addresses that your business 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.*

1.5 Geographical Locations

In this section, you will be able to manage your geographical locations where your business operates. The geographic locations are grouped as follows:

- Trinidad locations – these are divided into the fourteen (14) local government corporations.
- Tobago location – a single grouping for Tobago.
- CARICOM – all countries belonging to the CARICOM region.
- International – all locations outside of Trinidad & Tobago and CARICOM.

.

2.5.1 Add Geographical Locations

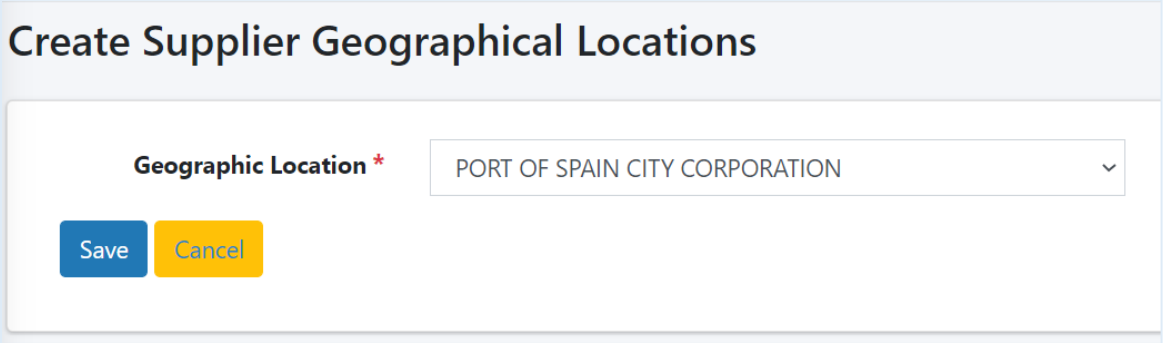

Figure 6.0 Create Geographical Location

Geographic Location
Select the geographical location(s) where the business operates.

1.6 Principal Shareholders/Owners

Enter basic information on the principal shareholders or owners of the business or company.

2.6.1 Add a Principal Shareholder/Owner

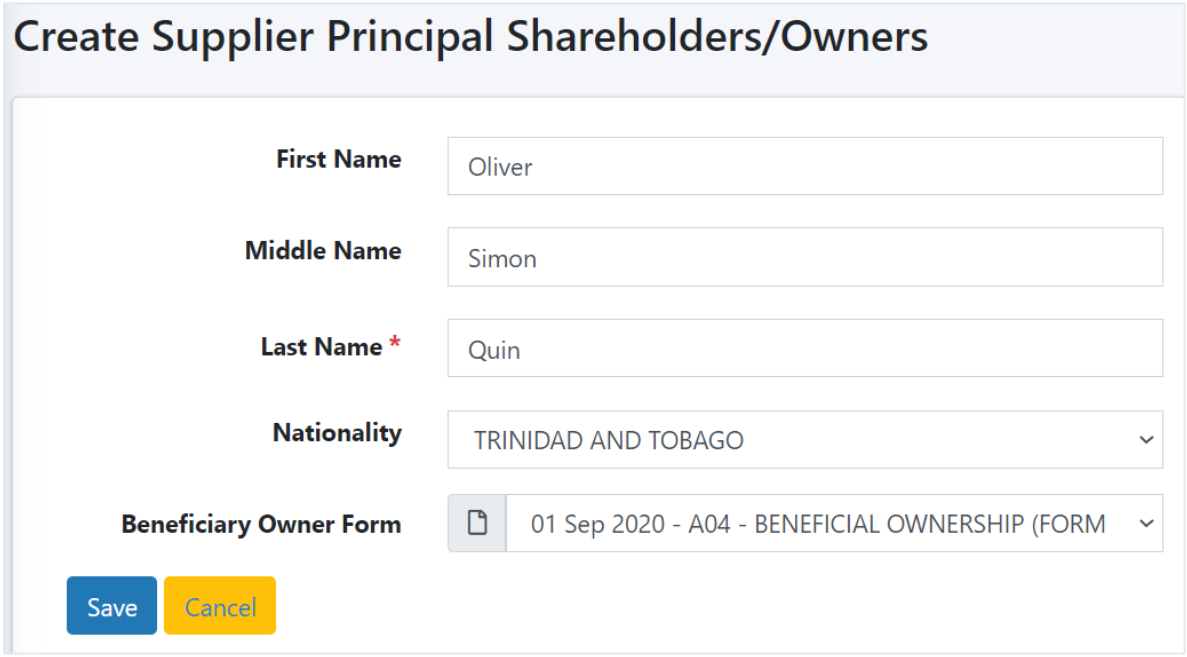

Figure 7.0 Create Principal Shareholder/Owner

First Name
Enter the principal shareholder's or owner's first name.

Middle Name
Enter the principal shareholder's or owner's middle name.

Last Name
Enter the principal shareholder's or owner's last name.

Nationality
Select the principal shareholder's or owner's country of nationality.

Beneficiary Owner Form
Select the beneficial ownership document uploaded, via Documents, for the details specified. (see 2.8 Documents)

1.7 Authorised Persons

Enter basic information for the designated person(s) permitted to conduct business on behalf of your entity.

2.7.1 Add an Authorised Person

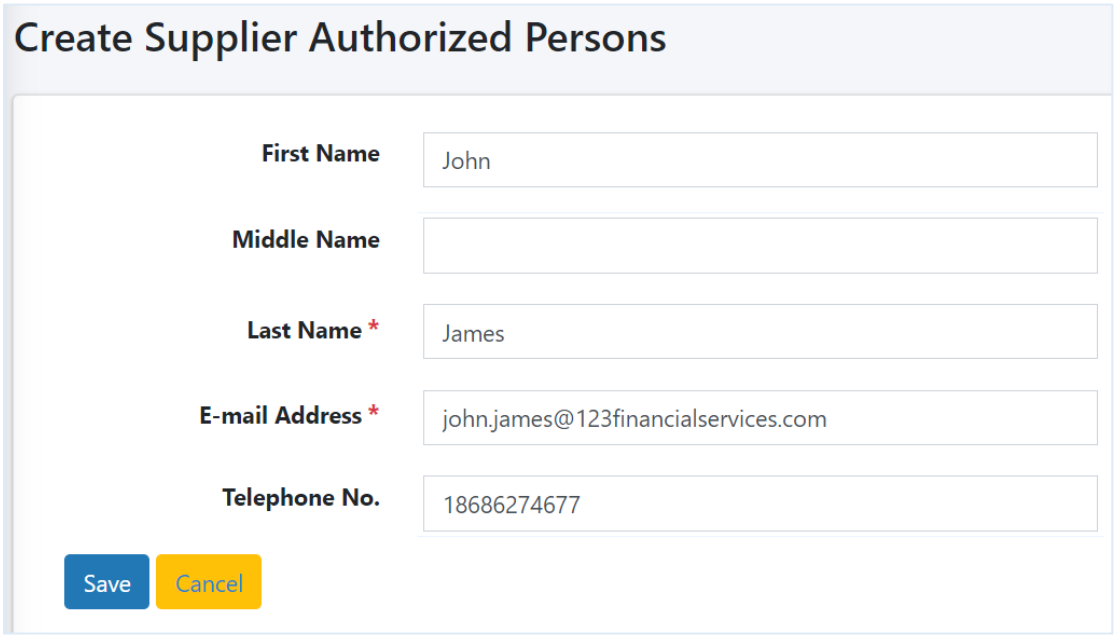

Figure 8.0 Create Authorised Persons

First Name
Enter person's first name.

Middle Name
Enter person's middle name.

Last Name
Enter person's last name.

E-mail Address
Enter person's valid email address.

Telephone No.
Enter person's telephone contact number.

1.8 Documents

In this section, you will be able to upload and manage documents uploaded to your record. Only when documents are **Assigned**, you can select documents in various sections of the system.

> *NOTE:*
> 1. *Only .pdf type documents are accepted*
> 2. *Maximum size per file is 50mb*
> 3. *Files larger than 50MB can be compressed*
> 4. *Files are not to be encrypted or password protected*
> 5. *Be mindful of documents which have expiration dates*

2.8.1 How to Upload and Assign Documents

Step 1. Click Add files and Select Documents to Upload

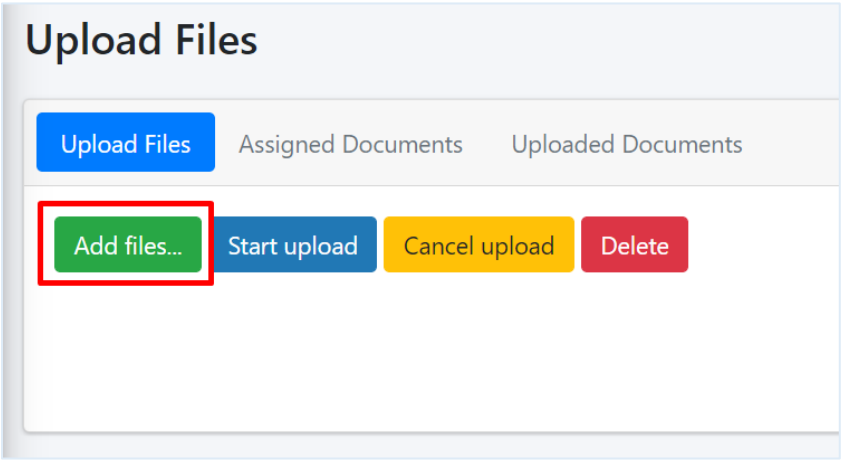

Figure 9.0 Upload Files

Step 2. Click Start Upload or Start

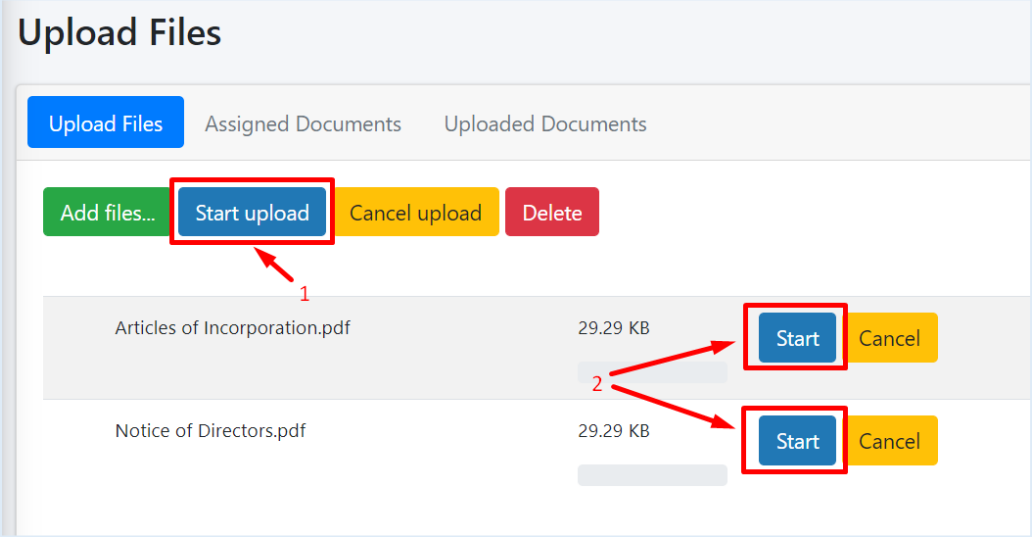

Figure 9.1 Upload Files – Start Upload

1. Clicking this button will upload all files at once.
2. Click here if you wish to individually upload file.

Step 3. Assign Documents

After uploading your selected documents, proceed to Assign the documents:

1. Click on Assigned Documents tab.
2. Then Assign Document button.

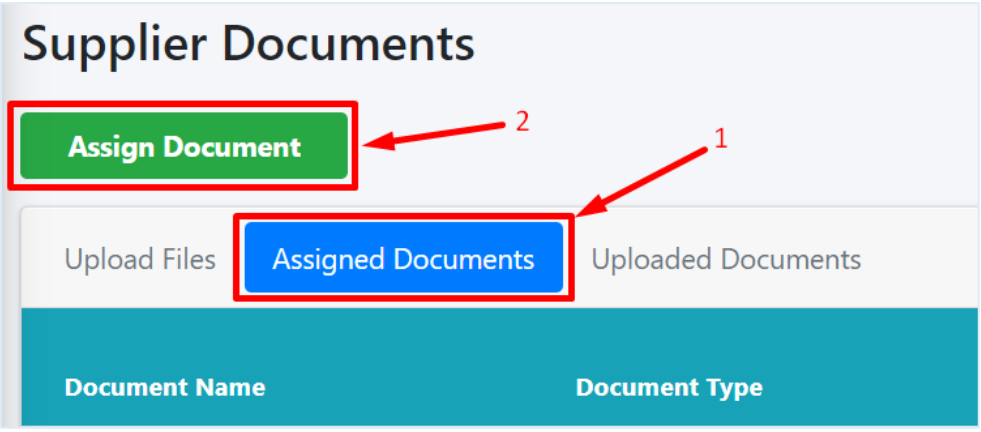

Figure 9.2 Upload Files – Assign Document

Step 4. Select Uploaded Document

Click on 'Select Document'

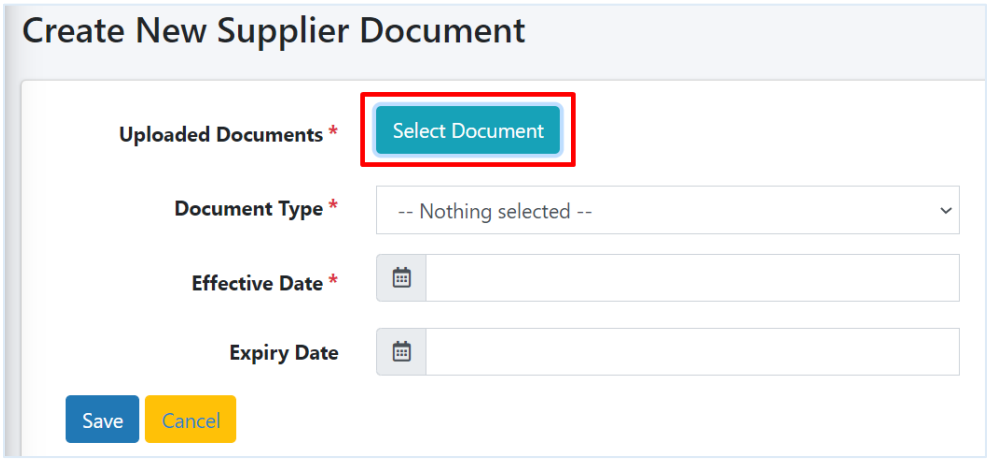

Figure 9.3 Upload Files – Select Document 1

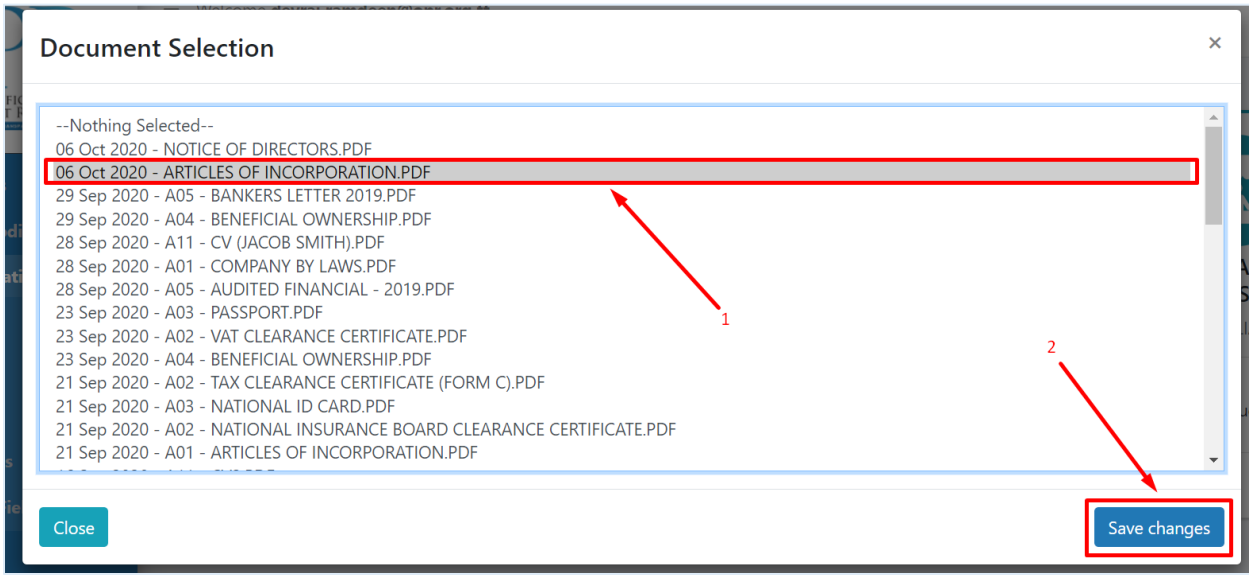

Figure 9.4 Upload Files – Select Document 2

1. Select document
2. Click Save changes

Step 5. Save Record

Click Save after the necessary information has been entered.

Step 6. Select the Assigned Document in the relevant section

When completing various sections on the system you will encounter a document field. This is where you can select the document that you 'Assigned' in the previous steps. Documents MUST be selected in the section it belongs to when creating a record in that section for Public Bodies to view the document. For example, after your 'Income Tax Certificate' document is uploaded and assigned in the Documents section, you must then go to the Details section, edit your profile, and select the uploaded Income Tax Certificate document in the relevant document field.

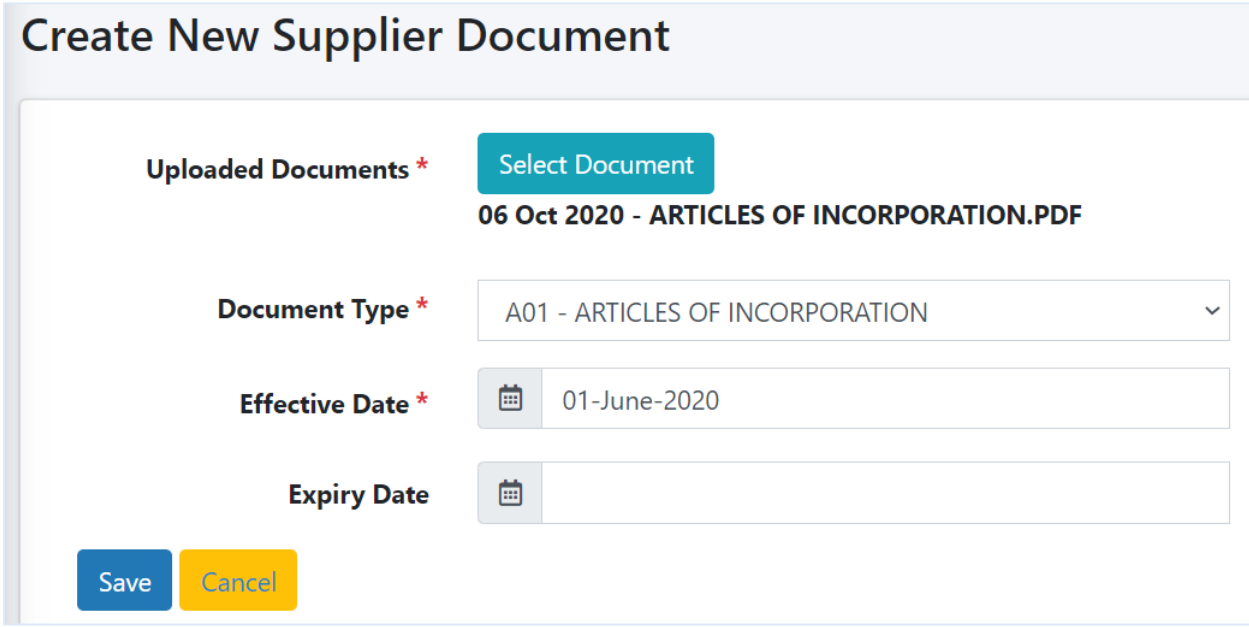

Figure 9.5 Upload Files – Save

Uploaded Documents
Select document that was uploaded in 2.8 Step 1.

Document Type
Select the document type you wish to assign to the selected document. Choose the Document Type most relevant to the document uploaded.

NOTE:

1. *If selected Document Type ends with an asterisk (*), this indicates that an expiry date **MUST** be set*
2. *Uploaded Document may not necessarily have the same name as the Document Type*

Effective Date
Select the date the document came into effect.

Expiry Date
Select the date the document will expire or no longer be valid.

2.8.2 List of Uploaded Documents

Click on the Uploaded Documents tab to view a summary of all documents which were uploaded into the system. Click on Download to download a copy of that document to view its contents.

NOTE: Documents that have not been assigned as described in 2.8.1 will be purged from the system after 60 days.

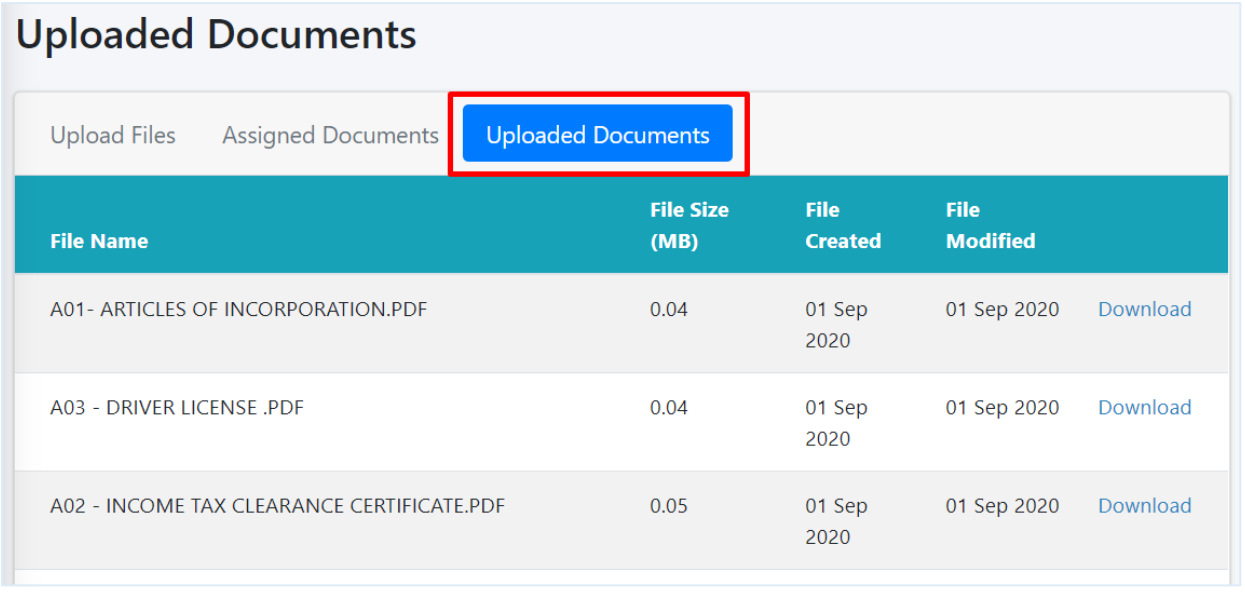

Figure 9.6 Uploaded Documents

1.9 Users

In this section you will be able to view and add additional users to the profile.

2.10.1 Add User to Profile

New users added to the profile will appear on next login. Users should be reminded to reset their password and security questions, if they did not initially create their own profile.

2.10.2 User Details

Provide basic information on the user. A user cannot be created if they already exists on the system with the same email address.

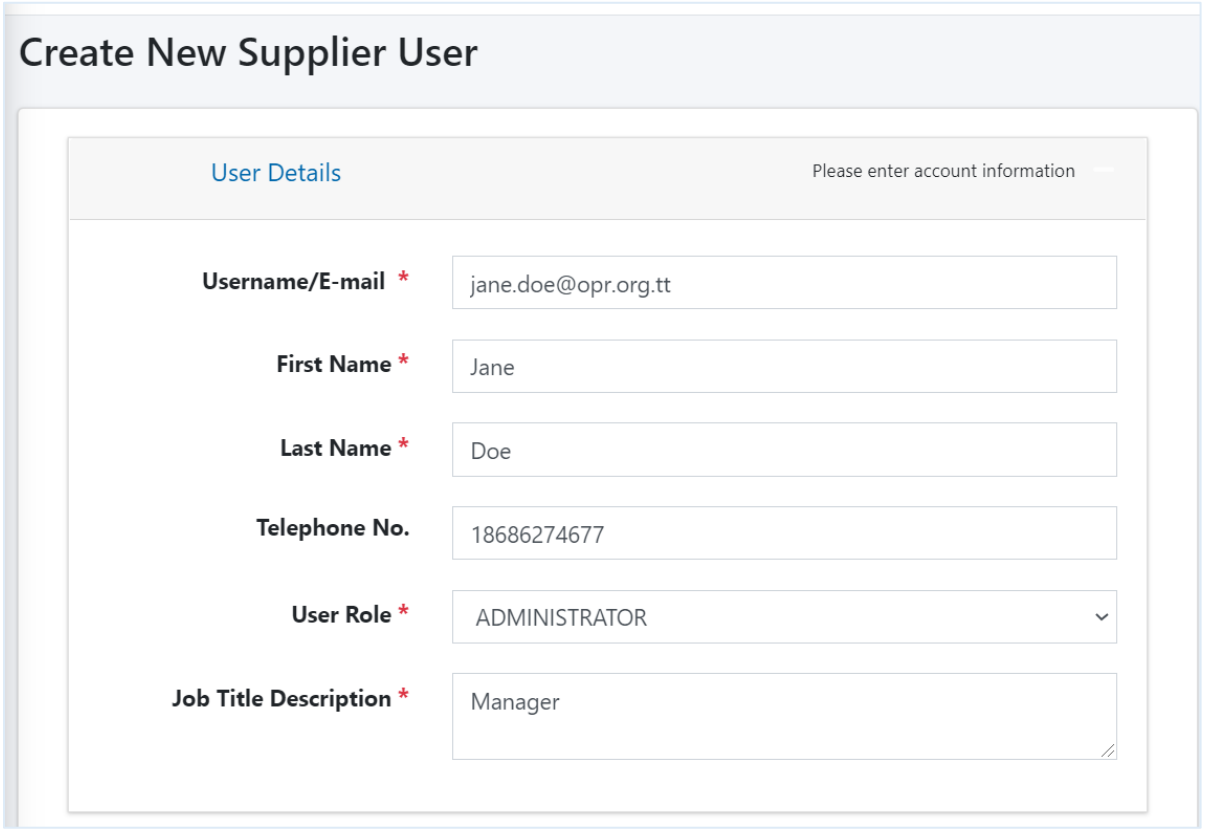

Figure 11.0 Create User Screen

Username/E-mail
Enter the email address that will be used by this user to log in to the system and receive email notifications.

First Name
Enter the first name of the user.

Last Name
Enter the last name of the user.

Telephone No.
Enter the telephone contact number for the user.

User Role
Enter the system privileges that this user will have.

List of User Roles:

- Administrator
  - This role grants the user full access to supplier profile to view, add, edit, and delete records. Including creating users.
- Data Manager
  - This role grants the user the ability to view, add, edit, and delete records.
- Reviewer
  - This role grants the user view only access.

Job Title Description
Enter the user job title in the company.

NOTE: Administrators can edit user information except for the user active status. To deactivate a user please contact depository support. You will be able to modify your email address, which is used to log in to the system. Do remember to use your updated email address when next you are logging in to the system.

1.9.1 Security Details

The Procurement Depository implements two-factor authentication. The first factor is the username/e-mail and password. The second factor are the security questions and answers.

> ***NOTE**: It is strongly advised, after newly created user is approved and can log in to the system, that they change their security question information. Set new answers or change both security questions, as well as the answers.*

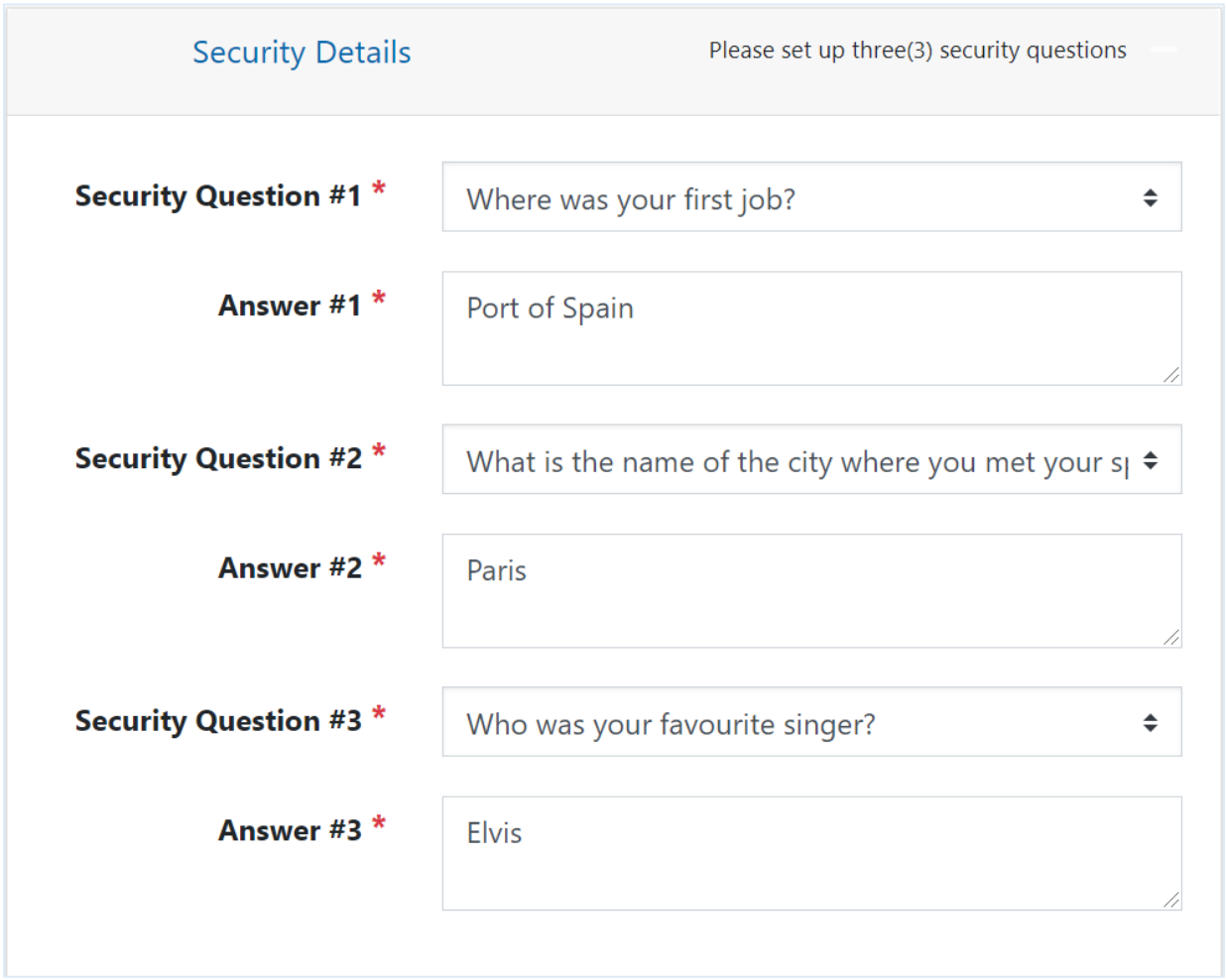

Figure 11.1 Create User – Security Details

Security Question #1
Select the first security question from the list of questions.

Answer #1
Provide answer for first selected security question.

Security Question #2
Select the second security question from the list of questions.

Answer #2
Provide answer for second selected security question.

Security Question #3

Select the third security question from the list of questions.

Answer #3
Provide answer for third selected security question.

> ***NOTE**: The OPR does not have access to the answers to your security questions. We strongly advise that you safeguard this information as it is necessary for logging in to the Depository.*

1.9.2 Password

Enter password for user, closely adhering to the minimum password requirements.

> ***NOTE**: It is strongly advised, after a newly created user is approved and can login to the system, that they change their password.*

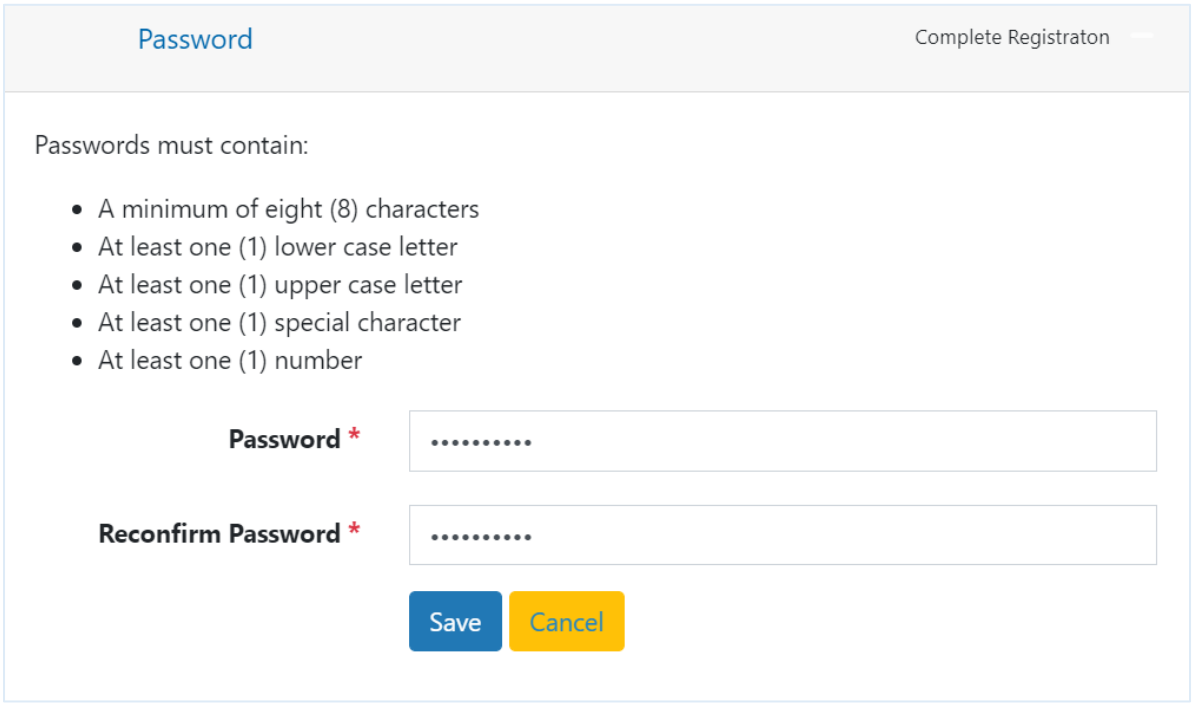

Figure 11.2 Create User – Password

Password

Enter password to be used to log in to the system.

Reconfirm Password

Confirm the password by entering the password again.

2.0 Financial & Legal Information

In this area you will be able to manage your financial and legal information. You must provide information for the last three (3) years.

2.1 Financials

This section will manage the company's yearly financial information.

3.1.1 Financials Dashboard

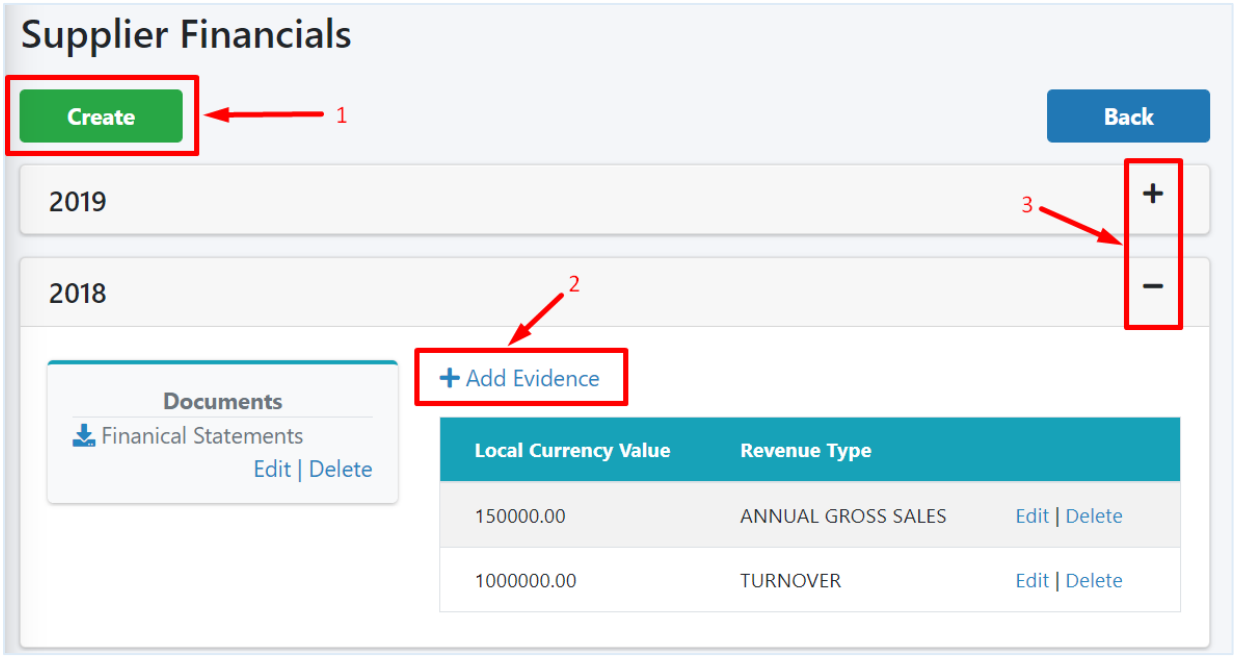

Figure 12.0 Financials Dashboard Screen

1. Click on Create to Add a new Financial Year report.
2. Click on Add Evidence to include additional information to your Financial Year report.
3. Click on + or – to toggle financial year dashboard.

3.1.2 Add Financials

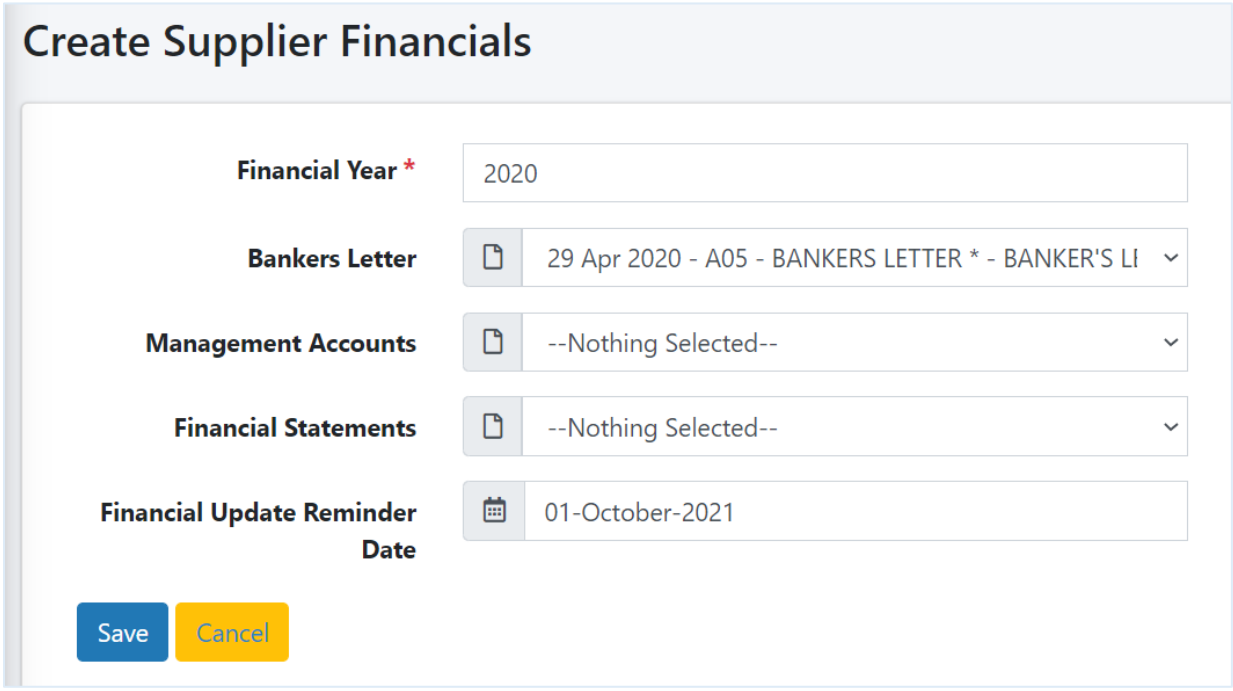

Figure 12.1 Create Financials Screen

Financial Year
Enter the financial year. The year **MUST** be in four-digit format. E.g. 2018.

Bankers Letter
Select your uploaded bankers letter document. (ref. 2.8 Documents)

Management Accounts
Select your uploaded management accounts document. (ref. 2.8 Documents)

Financial Statements
Select your uploaded financial statements document. (ref. 2.8 Documents)

Financial Update Reminder Date
Select a date in the future which you will want to be notified via email to update your financial information.

2.2 Legal History

This section captures the legal history of Directors and Officers of the company if they have been convicted of corruption or fraud in the past ten (10) years.

Figure 13.0 Create Legal History Screen

First Name
Enter the first name of the person who committed the offence.

Middle Name
Enter the middle name of the person who committed the offence.

Last Name
Enter the last name of the person who committed the offence.

Details
Give a brief description of the type and details of the offence.

2.3 Claims Against

This section captures any claims against the your entity.

Figure 14.0 Create Claims Against Screen

Claim Type
Select the claim type which is being reported.

Claim Filing Date
Select the date the claim was filed.

Claim Description
Give a brief description of the claim.

Settlement Date
Enter the date of settlement, if applicable.

Quantum Of Claim Amount
Enter the numerical value of claim.

Claim Document
Select any supporting documents which were uploaded for this record. (Ref. 2.8 Documents)

2.4 Insurance

This section captures insurance information.

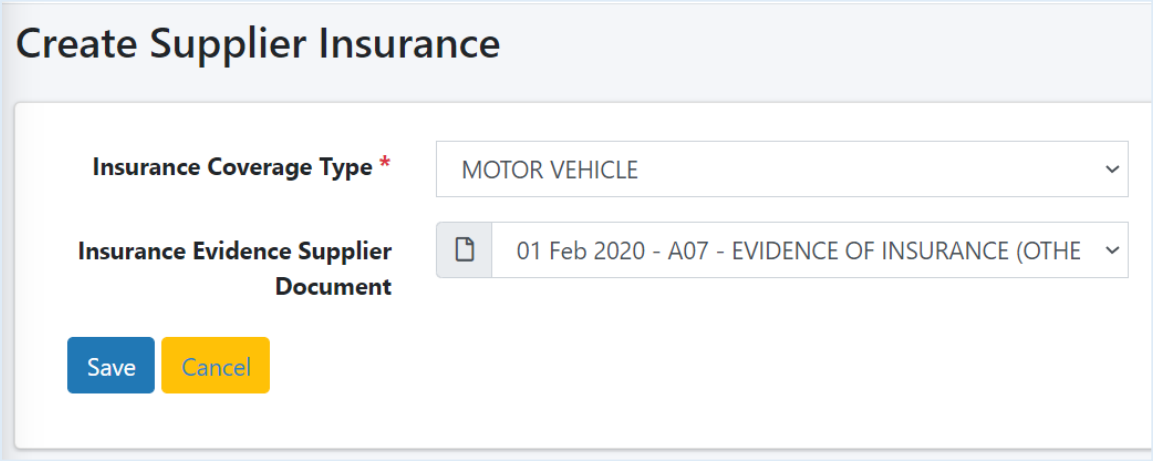

Figure 15.0 Create Insurance Screen

Insurance Coverage Type
Select the insurance type.

Insurance Evidence Supplier Document
Select the evidence of insurance document(s). (ref. 2.8 Documents)

2.5 Licenses

In this section, you can manage your license(s) information.

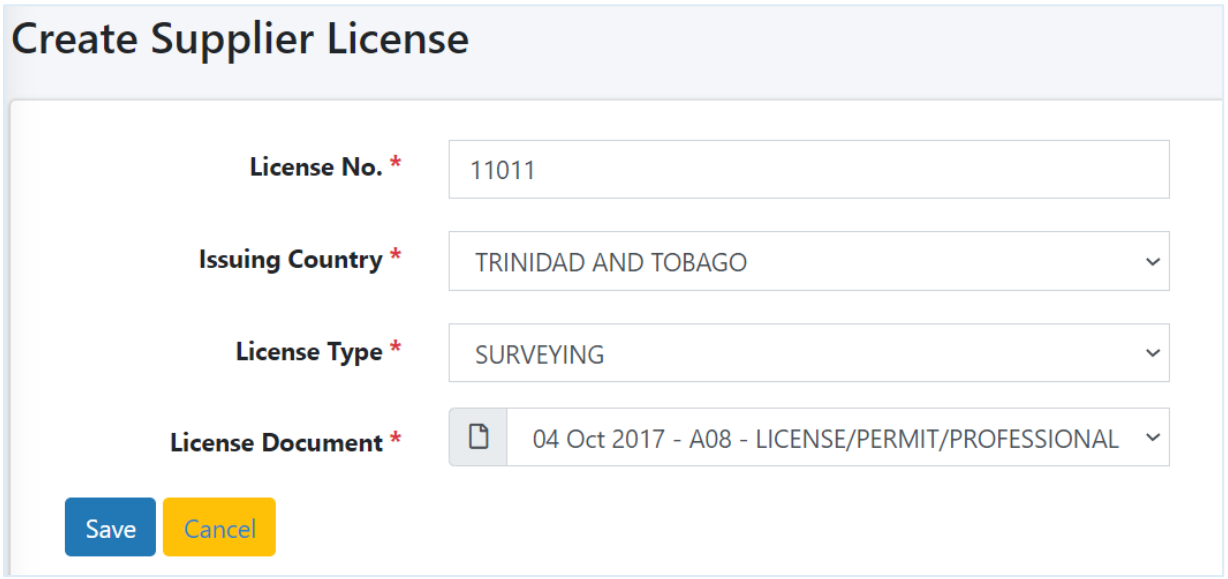

Figure 16.0 Create Licenses Screen

License No.
Enter the issued license number.

Issuing Country
Select the country that issued the license.

License Type
Select the license type.

License Document
Select the evidence of license document(s). (Ref. 2.8 Documents)

2.6 Obligation Failures

In this section, you will be able to specify details on any contracts you were unable to complete.

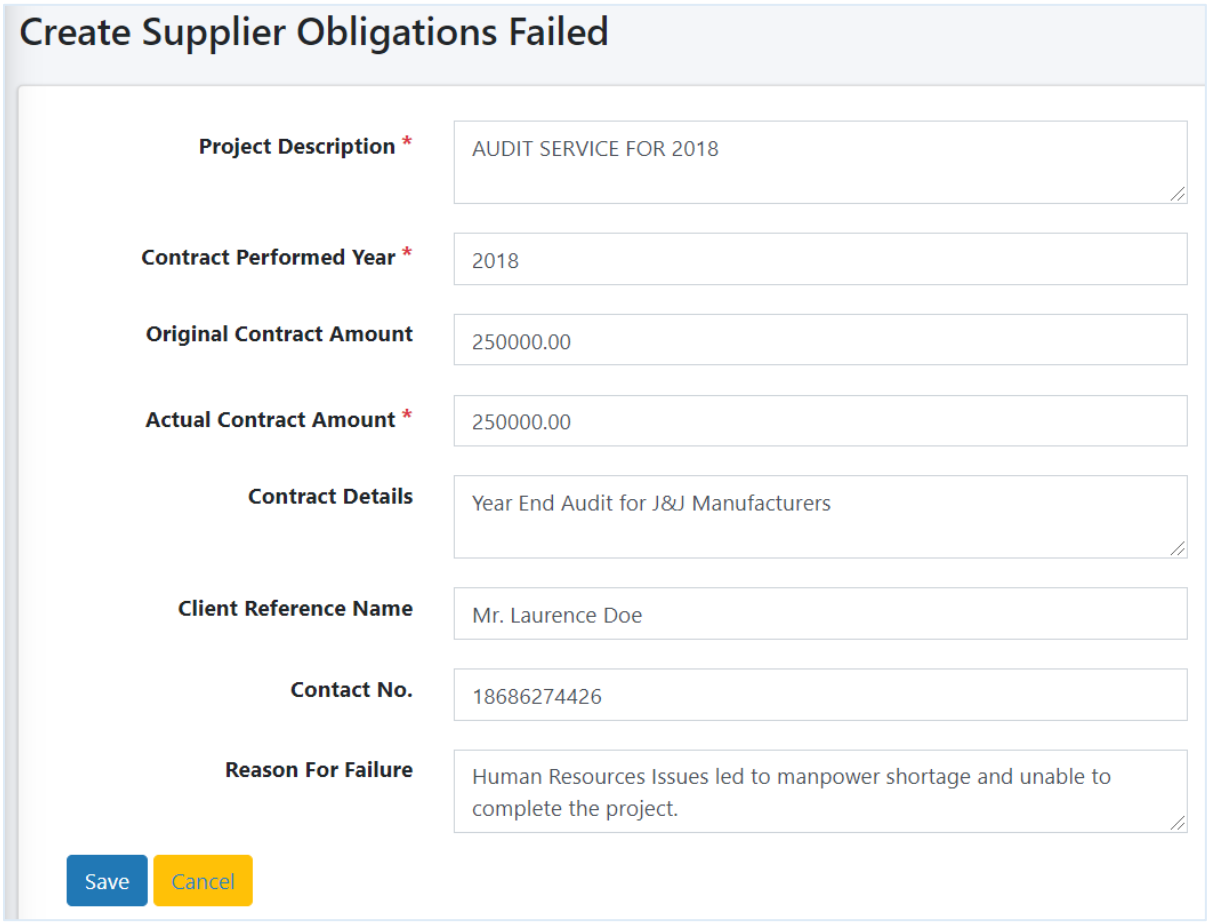

Figure 17.0 Create Obligation Failures Screen

Project Description
Enter the description subject of the project.

Contract Performed Year
Enter the year the contract was started.

Original Contract Amount
Enter the numeric value of the original contracted amount.

Actual Contract Amount
Enter the numeric value of the actual contracted amount.

Contract Details
Briefly enter the details of the contract.

Client Reference Name
Enter the client reference name.

Contact No.
Enter a contact telephone number for the client specified.

Reason(s) for Failure
Briefly explain the reason the contract failed.

3.0 Safety, Equipment & Technical Competence

This section captures various information that relates to the company's competence in relation to safety, equipment and technical expertise.

3.1 Industry Standards

This section captures information on the standards to which the company conforms. User(s) can enter and upload the relevant information and documentation applicable to their industry.

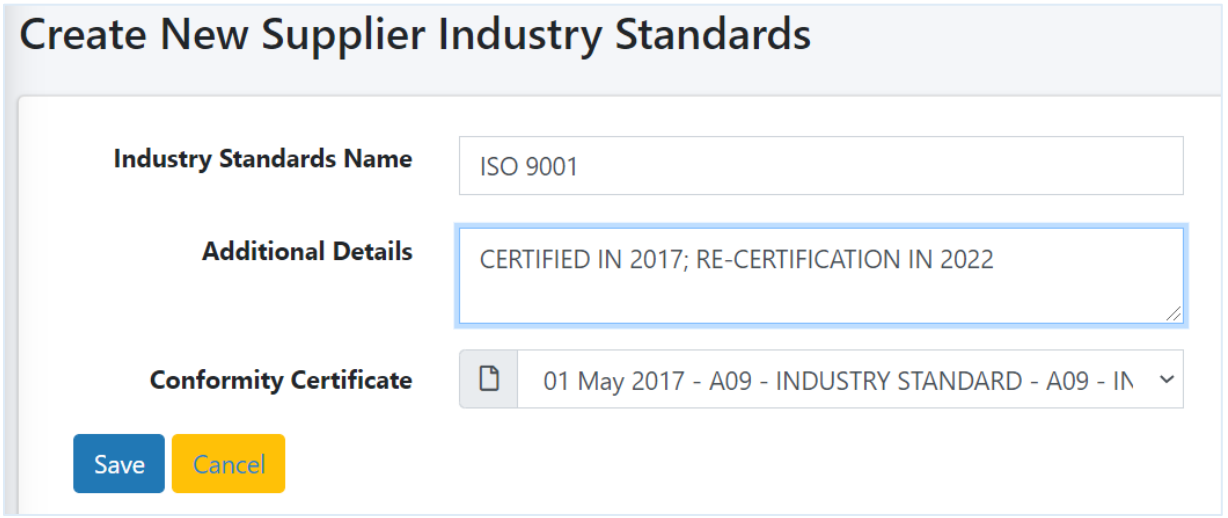

Figure 18.0 Create Industry Standards Screen

Industry Standards Name

Enter the national/international industry standards with which your company complies. E.g. ISO certifications and Safe to Work (STOW) certification etc.

Additional Details

If yes, provide additional details on the industry standards specified above.

Conformity Certificate (attachment field)

If applicable, attach certificate attesting conformity to the standards for the goods supplied. (Ref. 2.8 Documents)

3.2 Industry Safety Records

This section captures information on the history of the company's safety records. User(s) can enter relevant information applicable to their organisation. You are required to enter the most recent three (3) years of safety records.

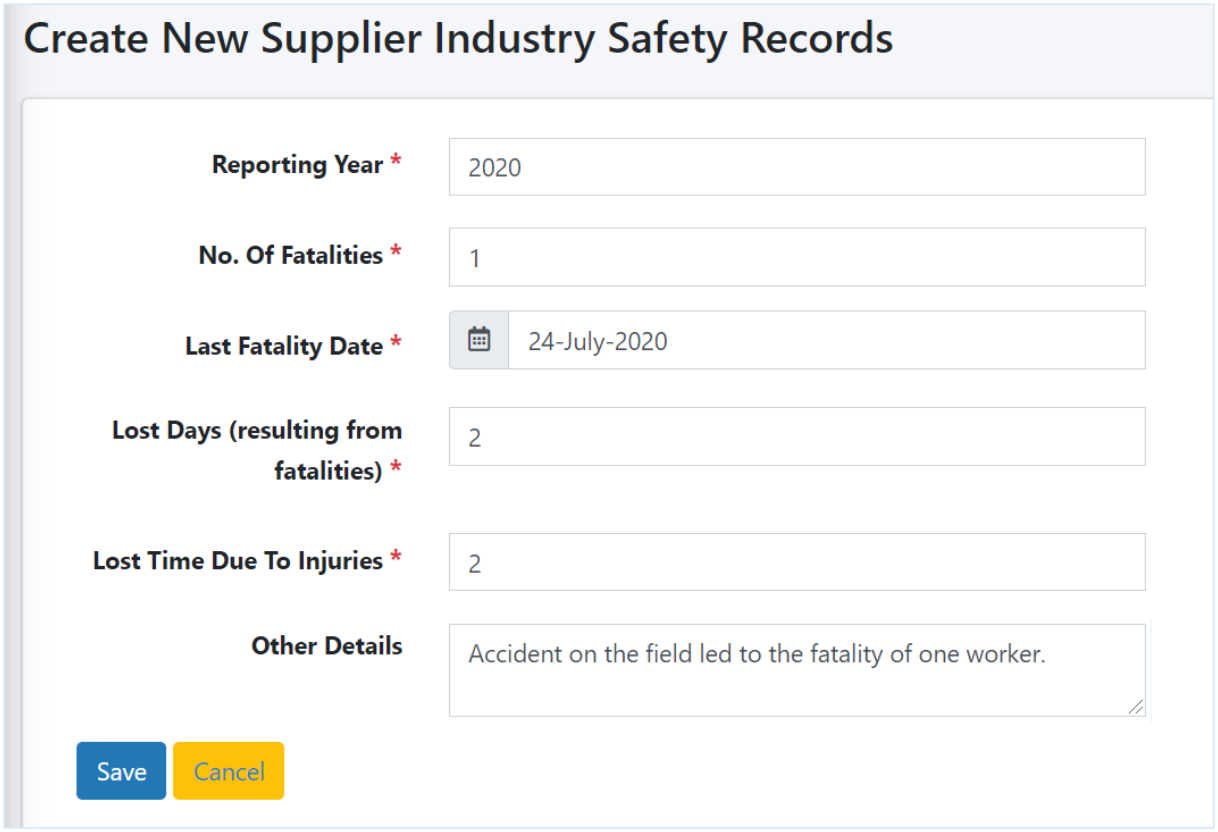

Figure 19.0 Create Industry Safety Records

Reporting Year

The calendar year for the safety record.

No. Of Fatalities
Provide the number of fatalities which occurred during the reporting year.

Last Fatality Date
Provide the date of the last fatality which occurred during the reporting year.

Lost Days (resulting from fatalities)
Provide the total number of workdays that are lost as a result of a worker injury or illness.

Lost Time Due To Injuries
Provide the number of lost time injuries that occurred during the reporting year.

Other Details
Provide any other details, if any, recorded during the reporting year.

3.3 Industry OSHA

This section captures information relating to the Occupational Safety and Health Act of Trinidad and Tobago. User(s) can enter relevant information applicable to their organisation.

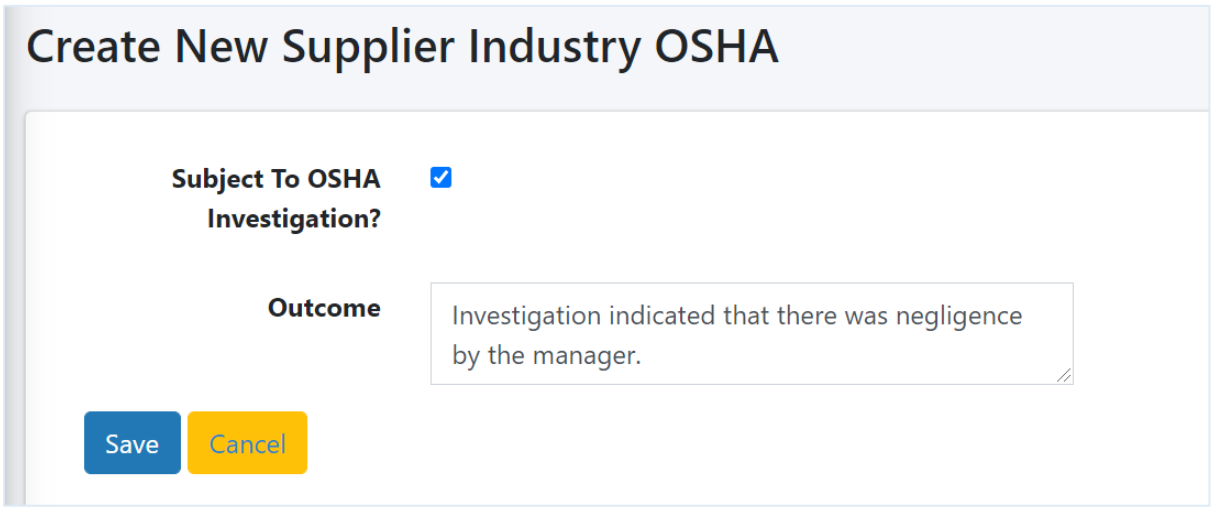

Figure 20.0 Create Industry OSHA

Subject to OSHA Investigation?

Click the checkbox if ever subjected to an investigation by the Occupational Safety and Health Authority and Agency ("OSHA").

Outcome

If yes, please provide the details of the outcome, changes made to improve and ensure compliance with the law.

3.4 Industry Policies

This section captures information on industry risk, safety, and quality policies that your organisation has documented and implemented.

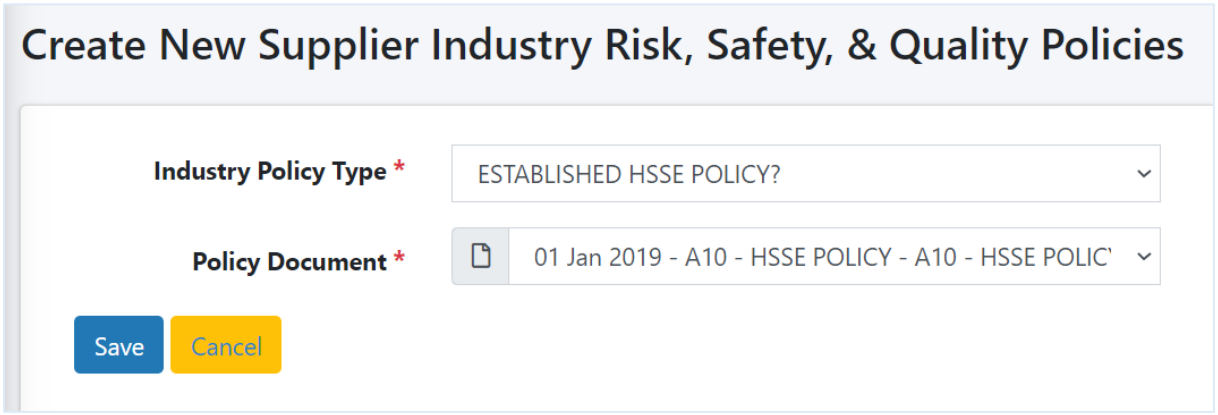

Figure 21.0 Create Industry Policies

Industry Policy Type

Select the type of policy.

Policy Document

Upload and select the evidence of the policy. (Ref. 2.8 Documents)

3.5 Equipment

This section captures information relating to the relevant equipment required to perform the works or services provided. User(s) can enter information applicable to their organisation.

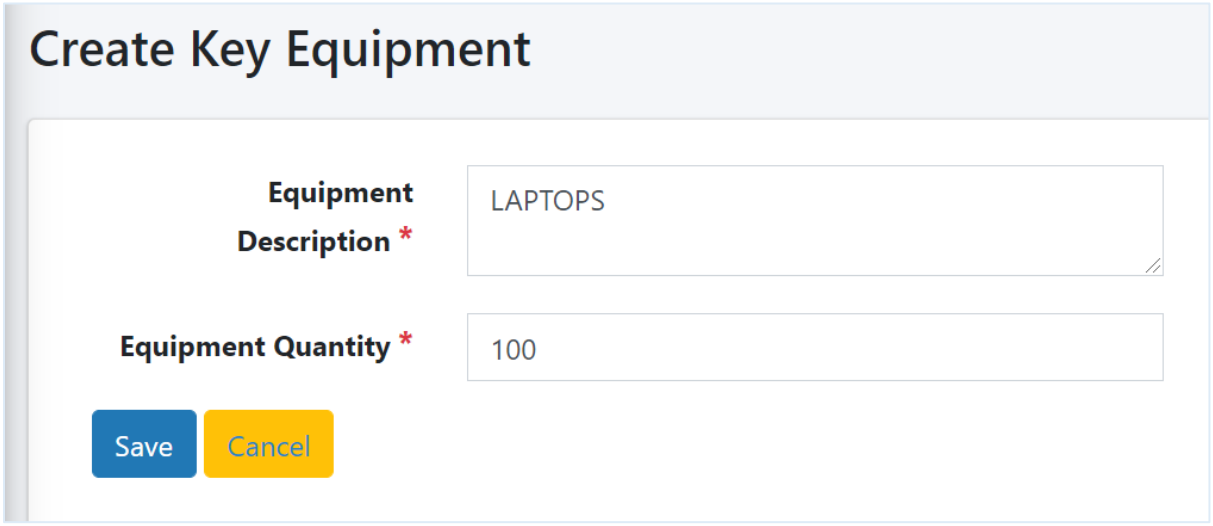

Figure 22.0 Create Equipment

Equipment Description
State the relevant equipment needed to complete the task.

Equipment Quantity
State the quantity of equipment needed to complete the task.

3.6 Technical Competences

This section captures information relating to the **employee(s) of the supplier** with the relevant technical competence needed to support the Line(s) of Business. User(s) can enter information applicable to their organisation.

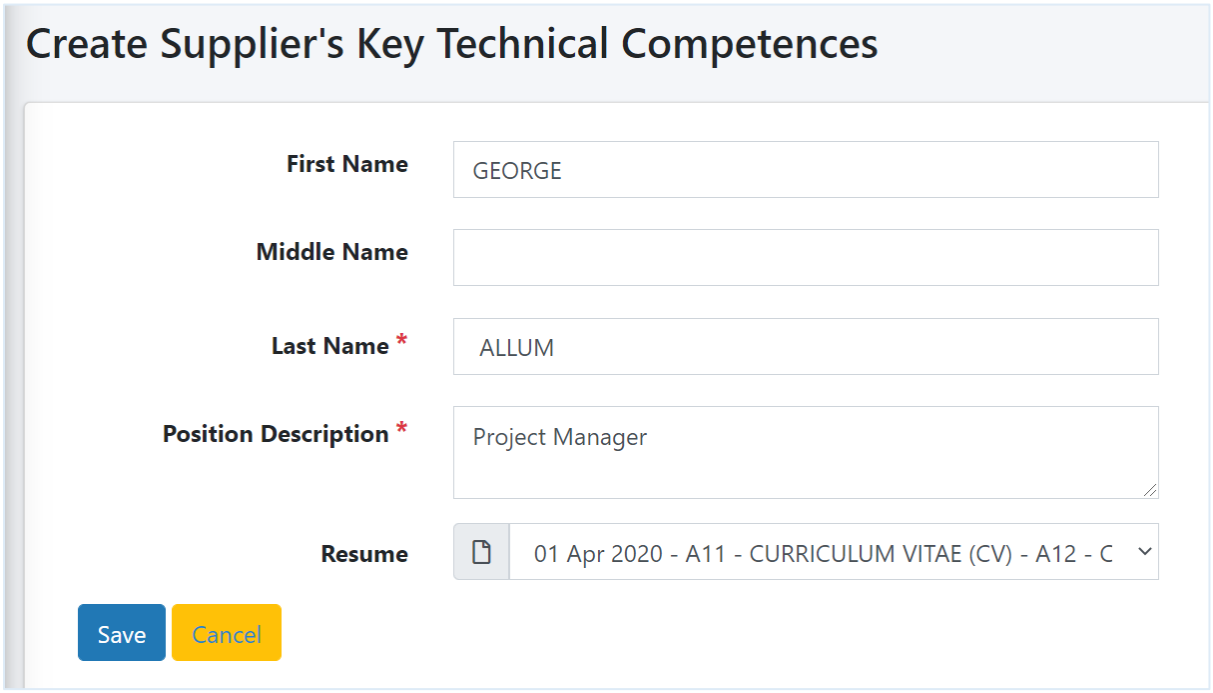

Figure 23.0 Create Technical Competences

First Name
The first name of the employee who has the relevant technical competence.

Middle Name
The middle name of the employee who has the relevant technical competence.

Last Name
The last name of the employee who has the relevant technical competence.

Position Description
A brief description of the position of the employee who has the relevant technical competence.

Resume

Upload and select the evidence of the resume. (Ref. 2.8 Documents).

4.0 Pre-Qualification Details

This section will guide and manage user pre-qualification records.

4.1 How to create a pre-qualification request

To become pre-qualified, you must first create a pre-qualification request. Subsequently, Public Bodies who are interested in the requested line of business may opt to pre-qualify you by reviewing your information and accepting your pre-qualification request.

> ***NOTE**: Once pre-qualified by one Public Body, you will be considered pre-qualified by all Public Bodies for that LoB*

Step 1. Complete your profile

Ensure all relevant sections of the profile are completed, with up-to-date information. This helps the public body who is reviewing your record for pre-qualification to approve the request more accurately or if rejected, provide helpful remarks.

Step 2. Publish your information

Click on the green 'PUBLISH YOUR INFORMATION' button to make the profile visible to Public Bodies for reviewing the pre-qualification request.

> ***NOTE**: Public Bodies will not see any changes made until your profile is published.*

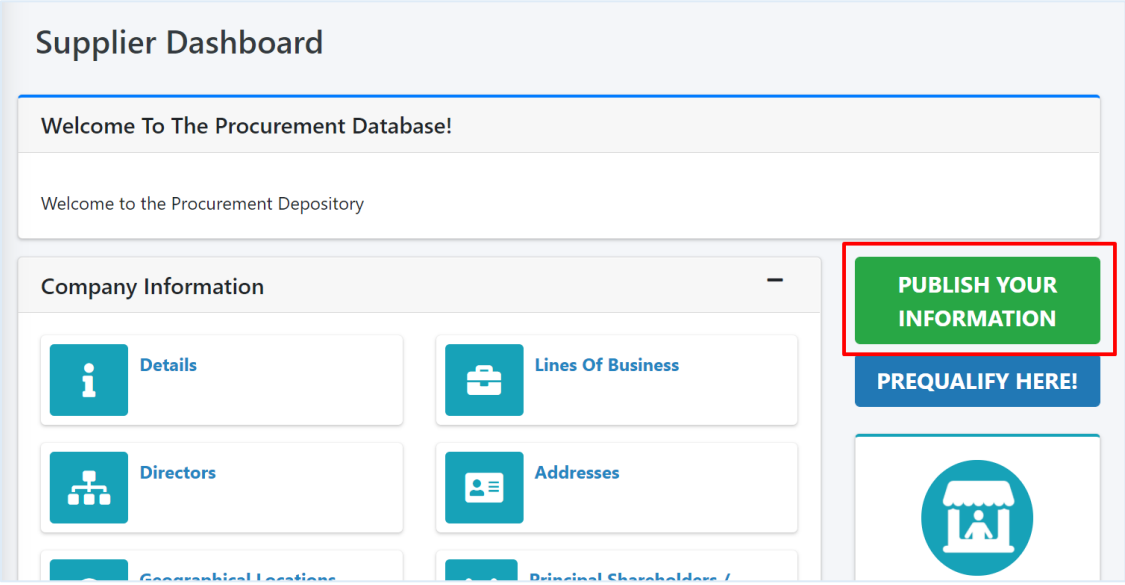

Figure 24.0 Publish Your Information

Step 3. Prequalify Here!

Click on the 'PREQUALIFY HERE!' button to proceed to create the pre-qualification request.

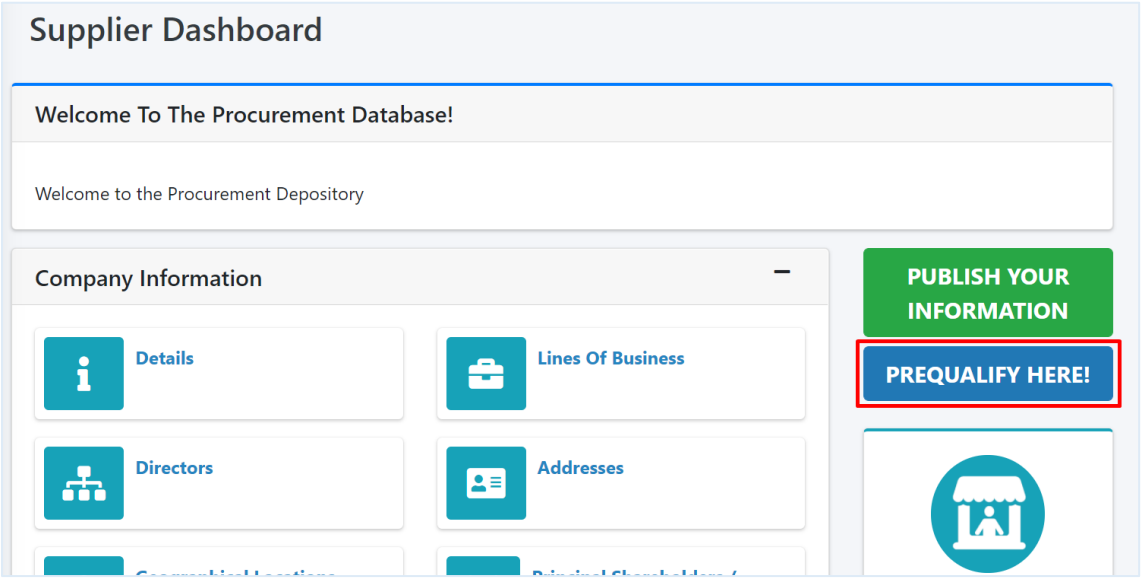

Figure 24.1 Prequalify Here!

Step 4. Select Line of Business

You will then be taken to the 'Pre-Qualification - Latest Published Lines Of Business' page that lists the current published lines of business. Select the line of business to create the pre-qualification request.

Figure 24.2 Select Line of Business to prequalify

Step 5. Complete Pre-Qualification Request

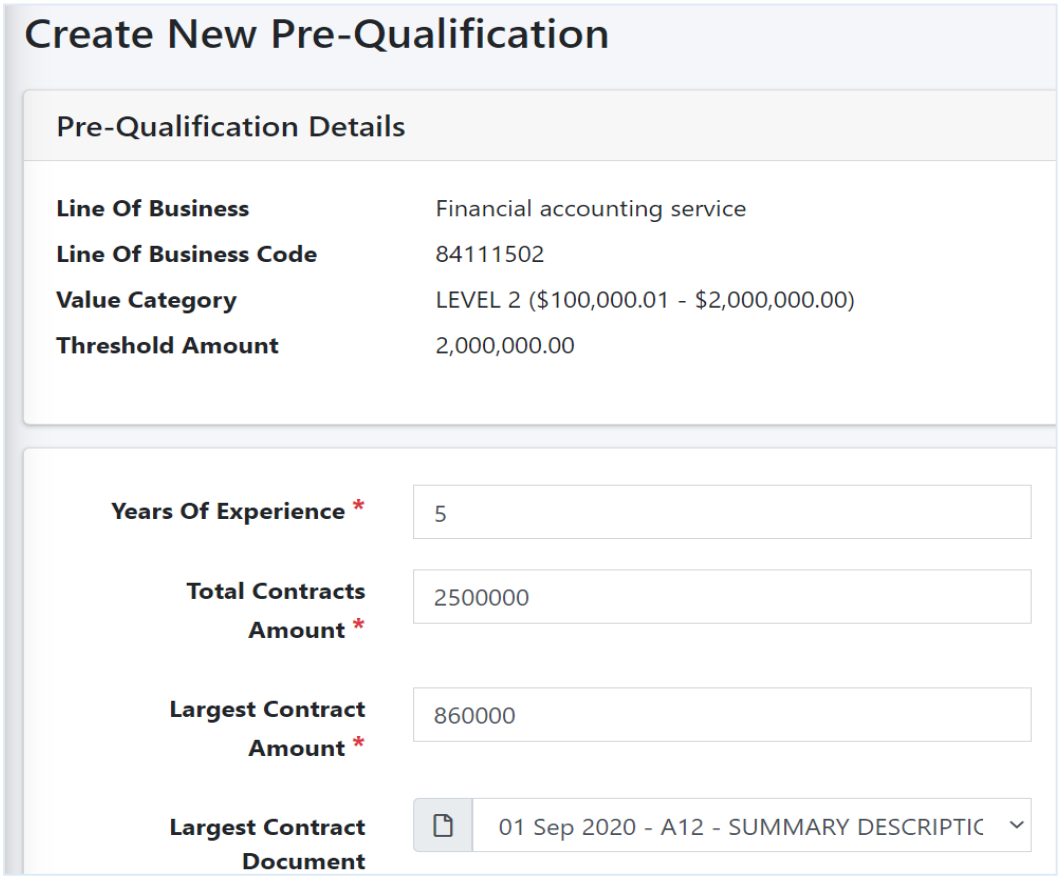

Figure 24.3 Prequalification Details 1

Years Of Experience
Enter the number of years of experience for the LoB provided.

Total Contracts Amount
Enter the total value of contracts for this LoB.

Largest Contract Amount
Enter the value of the largest contract for this LoB.

Largest Contract Document
Select uploaded document that supports the largest contract amount. (Ref. 2.8 Documents)

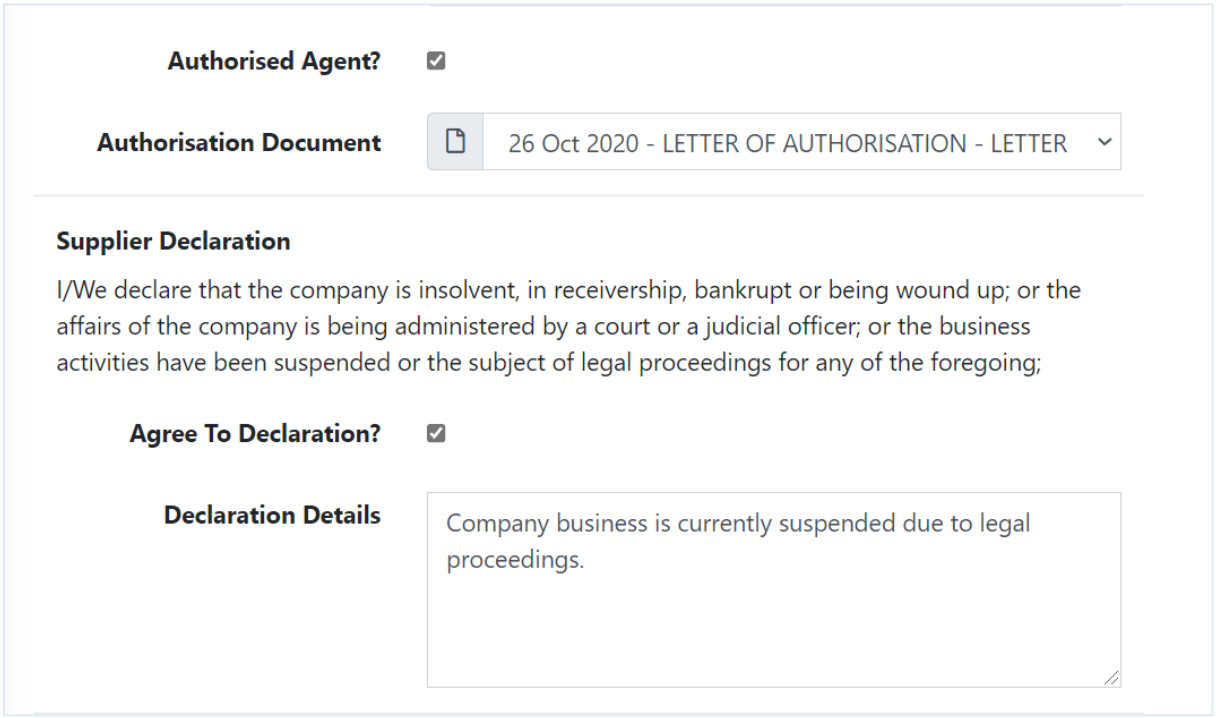

Figure 24.3 Prequalification Details 2

Authorised Agent?
Check this box if you are an authorised agent.

Authorisation Document
Select uploaded document that supports that you are an authorised distributor or agent.

Supplier Declaration
"I/We declare that the company is insolvent, in receivership, bankrupt or being wound up; or the affairs of the company is being administered by a court or a judicial officer; or the business activities have been suspended or the subject of legal proceedings for any of the foregoing;"

Agree To Declaration?
If you meet any of the conditions that are specified in **Supplier Declaration** then:

i. Check this box *and*,
ii. Specify a brief description of the details in the **Declaration Details** field

Otherwise, do not check this box.

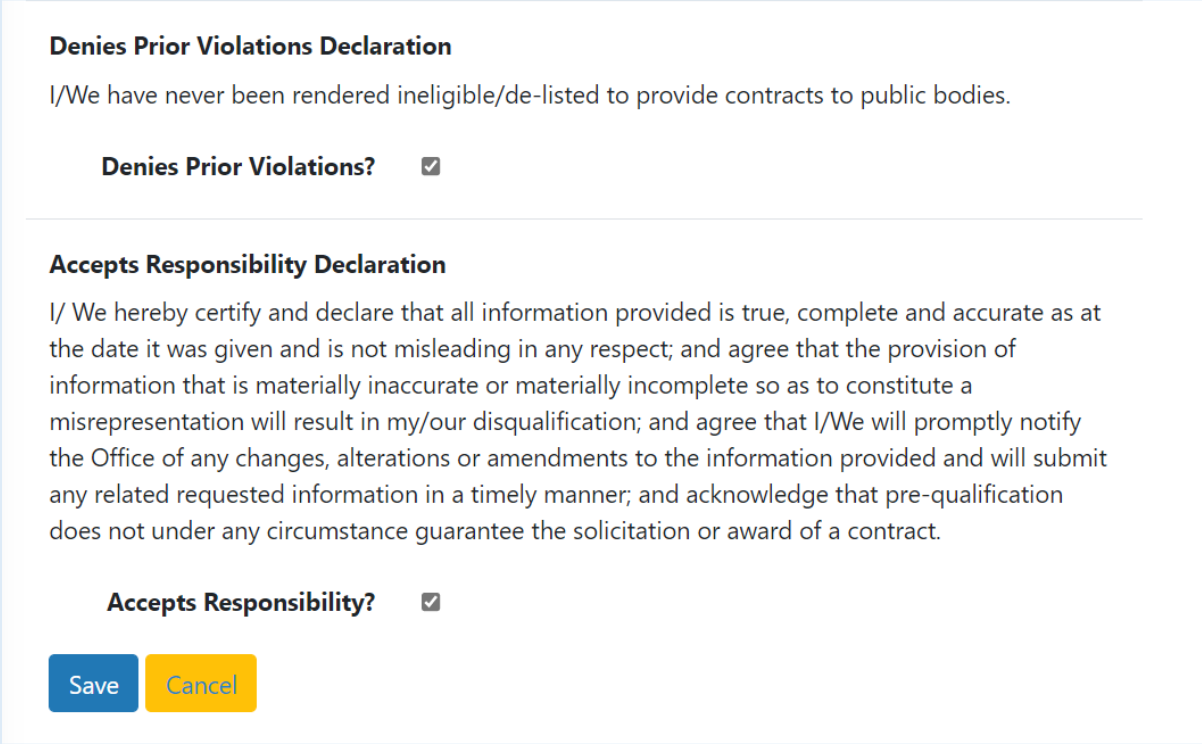

Figure 24.4 Prequalification Details 3

Denies Prior Violations?

Check this box if you wish to select Denies Prior Violations as stated in the *Denies Prior Violations Declaration*.

Accepts Responsibility?

Check this box if you wish to agree to the *Accepts Responsibility Declaration*.

> ***NOTE:*** *Accepts Responsibility MUST be checked to continue to submit your pre-qualification request.*

4.2 Pre-Qualification Records

In this section you can view a summary of your pre-qualification records. Your pre-qualification requests will be existing as one of four (4) states listed below.

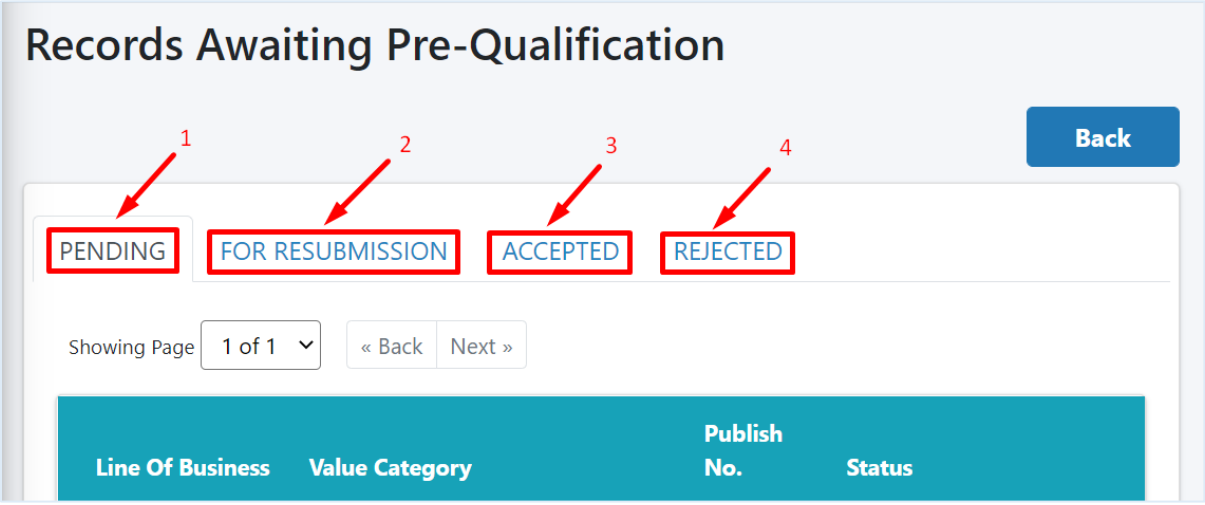

Figure 25.0 Pre-Qualification Records Overview

1. PENDING

All pre-qualification requests which are currently in a pending state will be listed under this tab. Requests will be in a pending state until a public body ***reserves*** the request. When a public body reserves your request, you will be notified via email of the Public Body's name and date the request was reserved. If you wish to follow-up on your pending request, please contact the public body or contact the OPR via the contact information provided in section 1.5 Help and Support. Public Bodies are given a stipulated period to complete their review of your request – if this period elapses and no decision was made, your request will go back into a pending state for another Public Body to review your request.

2. FOR RESUBMISSION

When you publish your information (Figure 24.0), all existing pre-qualification requests currently under the **Pending** tab will move to this tab. You will then have the option to 'resubmit' or 'withdraw' your prequalification request. Any request currently under review by a public body should immediately be resubmitted to ensure the public body can complete their review.

3. ACCEPTED

All pre-qualification requests which have been reviewed and approved by Public Bodies will be listed in this tab.

4. REJECTED

All pre-qualification requests which have been reviewed and rejected by Public Bodies will be listed in this tab.

4.3 Published Records

In this section, you can view their published records history. Click on 'View' to view a read-only copy of that published record.

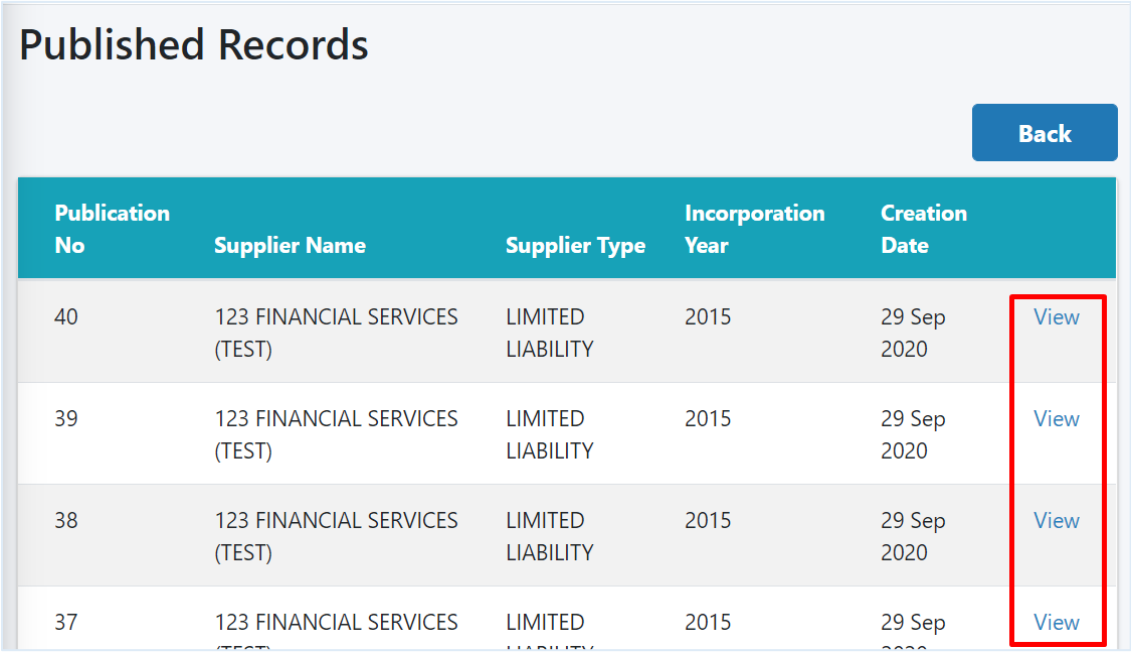

Figure 26.0 Published Records Overview

4.4 Status

In this section, Public Bodies, including the OPR, will be able to view the current state of your profile. If you have been placed on the Ineligibility list because you meet one or more of the conditions identified under Section 58(3)(c) of the Act, your profile will be marked as Ineligible.

NOTE:

1. Section 58(3)(c) of the Act - "The Office may add a supplier or contractor to the ineligibility list where the supplier or contractor:
   a) Consistently fails to provide satisfactory performance;
   b) Is found to be indulging in corrupt of fraudulent practices; or
   c) Is convicted of an offence under the Act"
2. Suppliers or contractors added to the ineligibility list will not be able to participate in procurement proceedings with any public body during the

period of ineligibility and therefore their records in the Depository will not be visible to any public body.

3. The ineligibility period can be a maximum of ten (10) years.

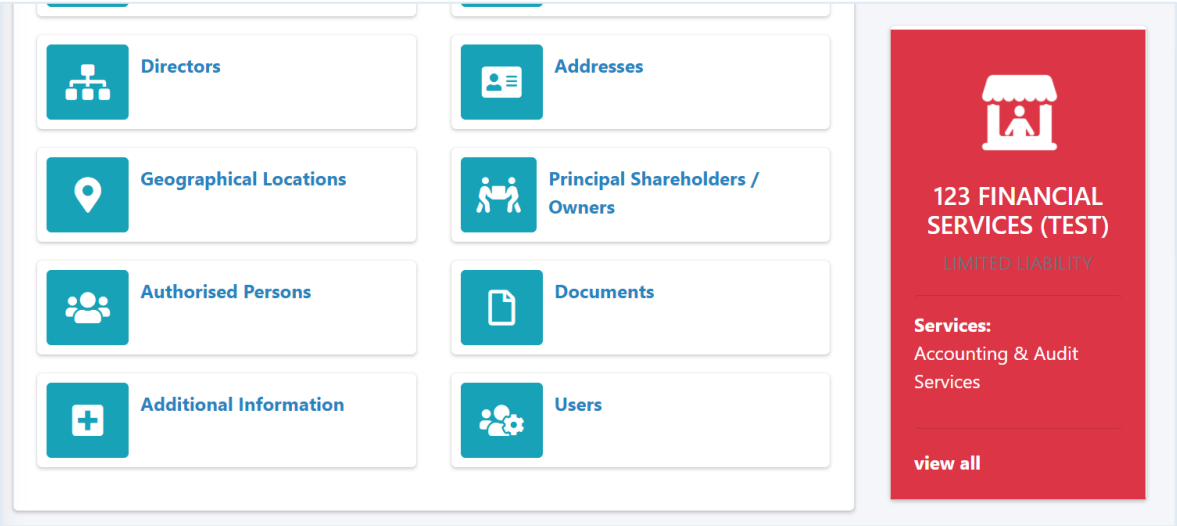

Figure 27.0 Profile Marked as Ineligible

5.0 Settings

In this section, you can manage your account profile information.

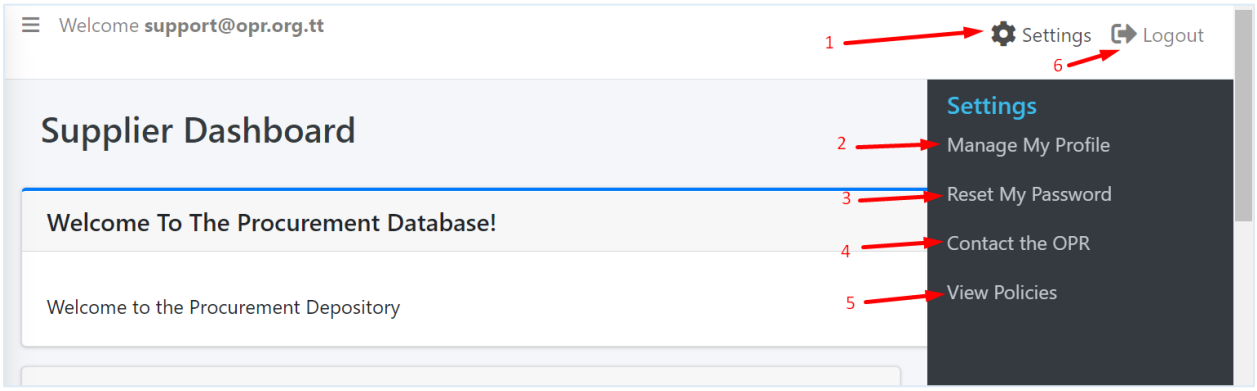

Figure 28.0 My settings menu

1. Click here to open the Settings sidebar.
2. Click here to edit basic user information and security questions.
3. Click here to reset the account password.
4. Click here to email the OPR.
5. Click here to review system policies.
6. Click here to log out from the Procurement Depository.

5.1 Manage My Profile

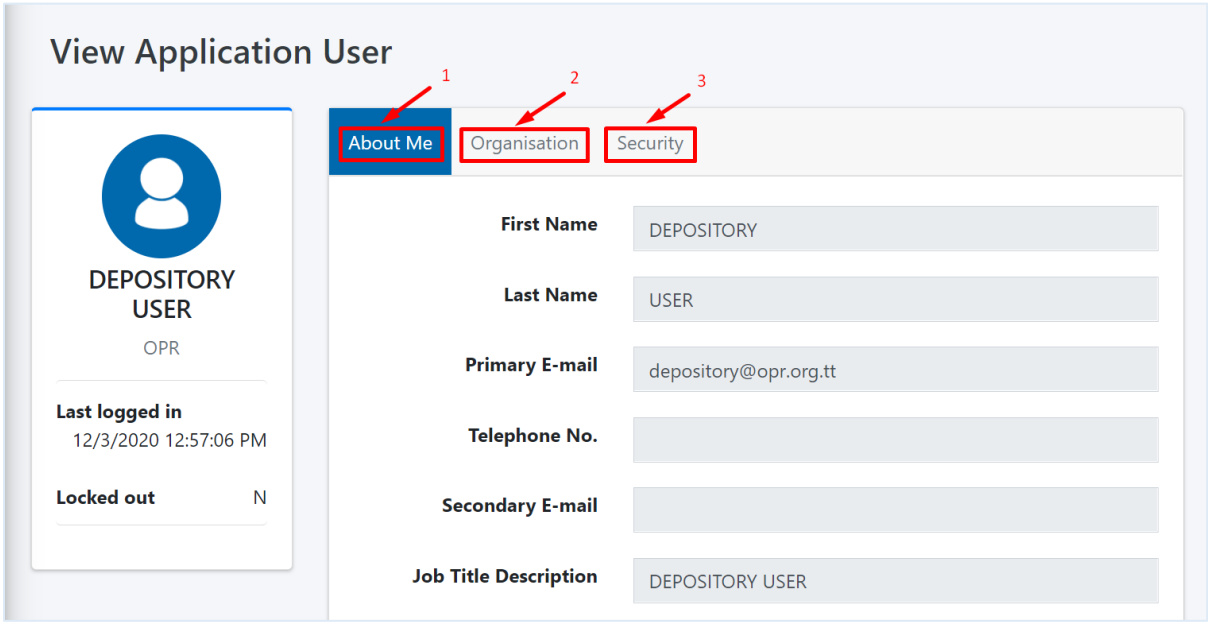

Figure 29.0 Application User Screen

1. Click here to edit basic user information.
2. Click here to view information on the organisation.
3. Click here to edit security questions.

5.1.1 About Me

This section allows you to edit some of your basic user profile information.

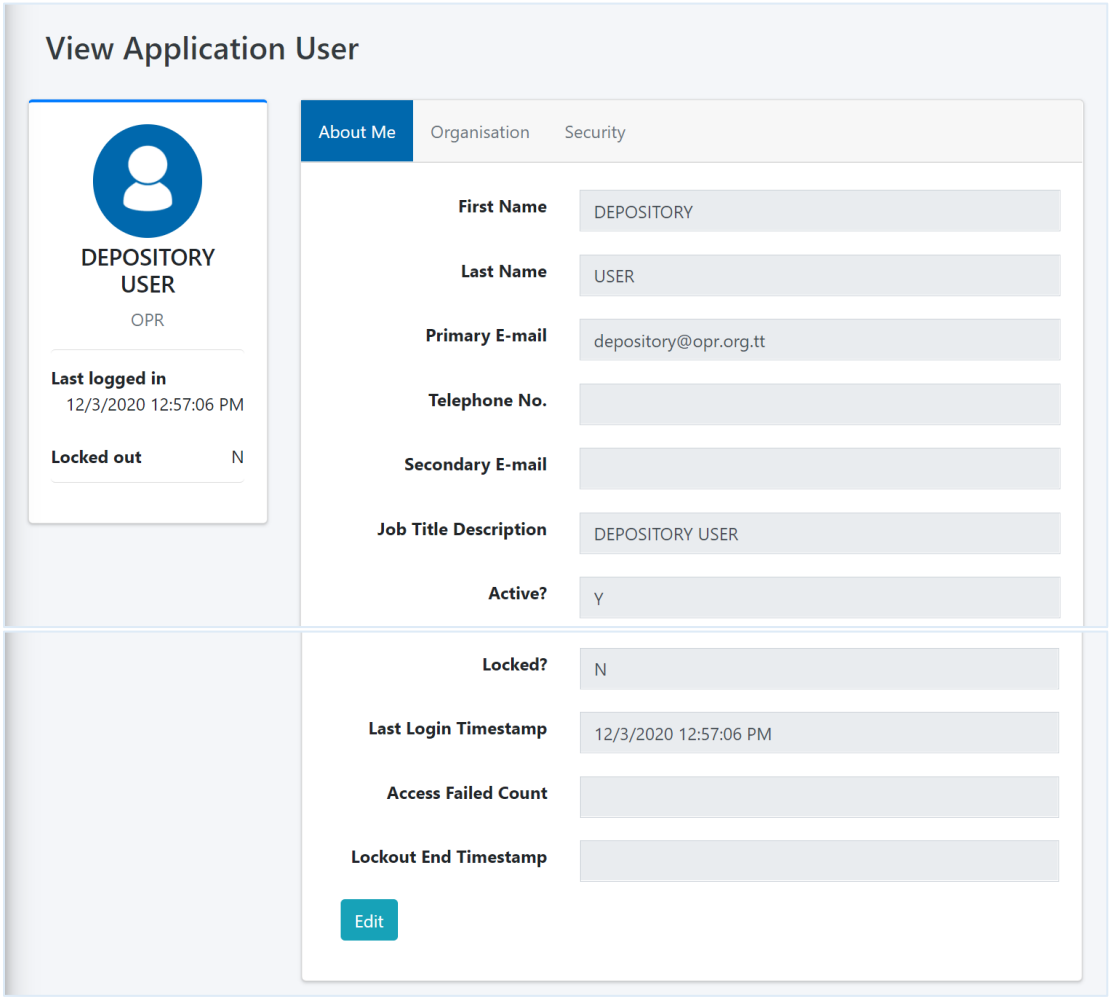

Figure 29.1 Application User – About Me

First Name
Enter the user's first name.

Last Name
Enter the user's last name.

Primary E-mail
View the user's primary e-mail address.

Telephone No.
Enter the user's telephone number.

Secondary E-mail
Enter the user's secondary e-mail address.

Job Title Description
Enter the user's job title description.

Active?
View whether the user account is active or inactive.

Locked?
View whether the user account is locked or not.

Last Login Timestamp
View the last date and time the user logged into the Depository.

Access Failed Count
View the number of failed attempts the user made in logging into their account.

Lockout End Timestamp
View the timestamp the user account lock will expire.

5.1.2 Organisation

This section allows you to view information of your role in your organisation.

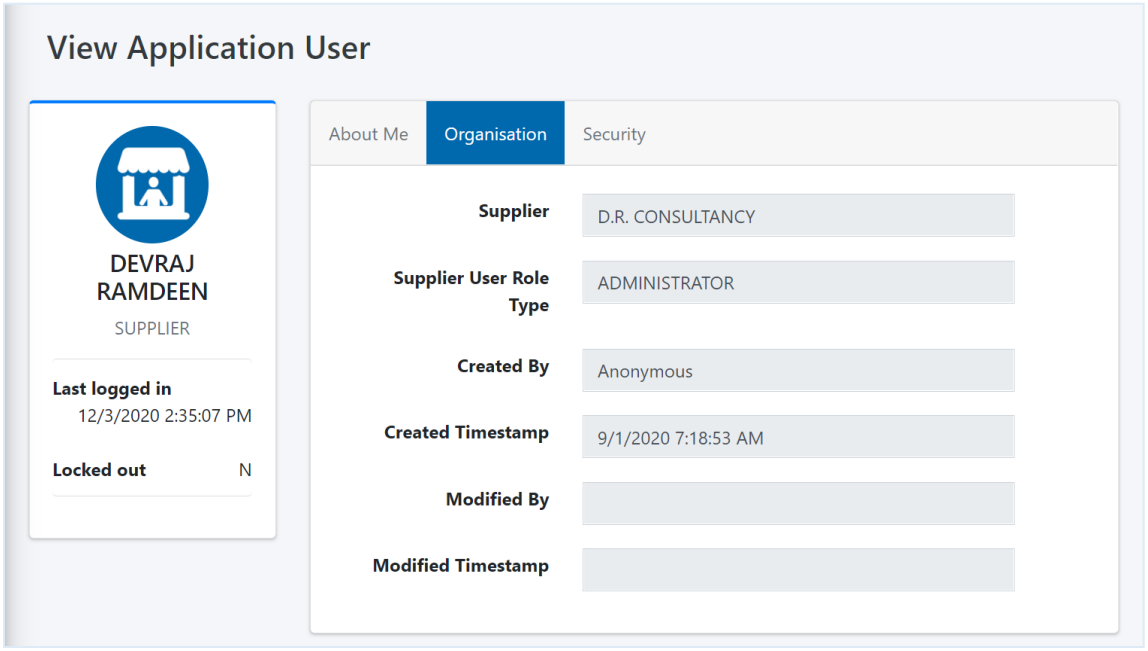

Figure 29.2 Application User – Organisation Screen

Supplier
Supplier/ Contractor name.

Supplier User Role Type
The user role of the account.

Created By
The user who created the account.

Created Timestamp
The date and time the account was created.

Modified By
The user who last modified information on the account.

Modified Timestamp
The date and time the account was last modified.

5.1.3 Edit Security Questions

This section allows the user to view and edit their security question and answers. This section is accessed by clicking on the Security tab of the Application user screen (see figure 29.0).

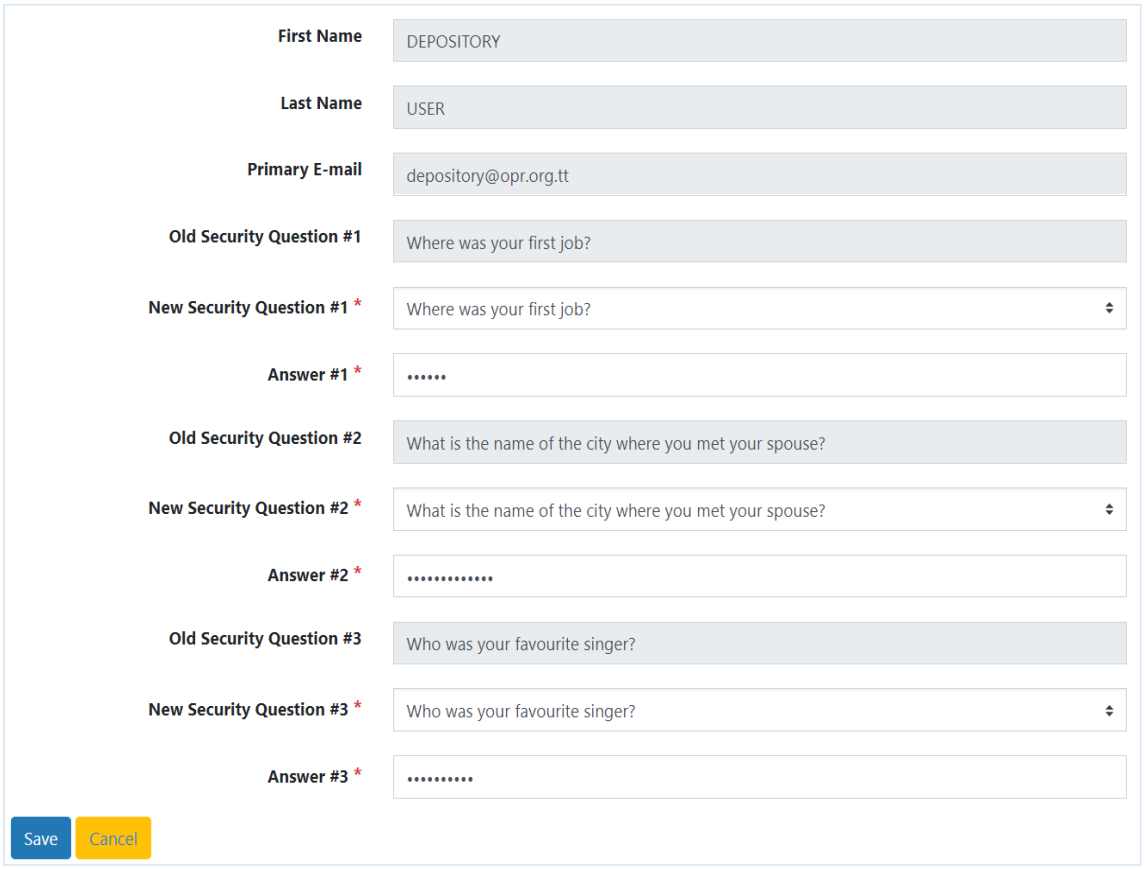

Figure 29.3 Application User - Security

First Name
View the account first name.

Last Name
View the account last name.

Primary E-mail
View the account's primary email address.

Old Security Question #1
View the account's current security question #1 selected.

New Security Question #1
Select the account's new security question #1.

Answer #1
Enter the answer to New Security Question #1.

Old Security Question #2
View the account's current security question #2 selected.

New Security Question #2
Select the account's new security question #2.

Answer #2
Enter the answer to New Security Question #2.

Old Security Question #3
View the account's current security question #3 selected.

New Security Question #3
Select the account's new security question #3.

Answer #3
Enter the answer to New Security Question #3.

5.2 Reset My Password

This section allows the user to reset their login password.

Step 1: Request Password Reset

Figure 30.0 Change My Password Screen

Step 2: Check Your Email For The Password Reset Link

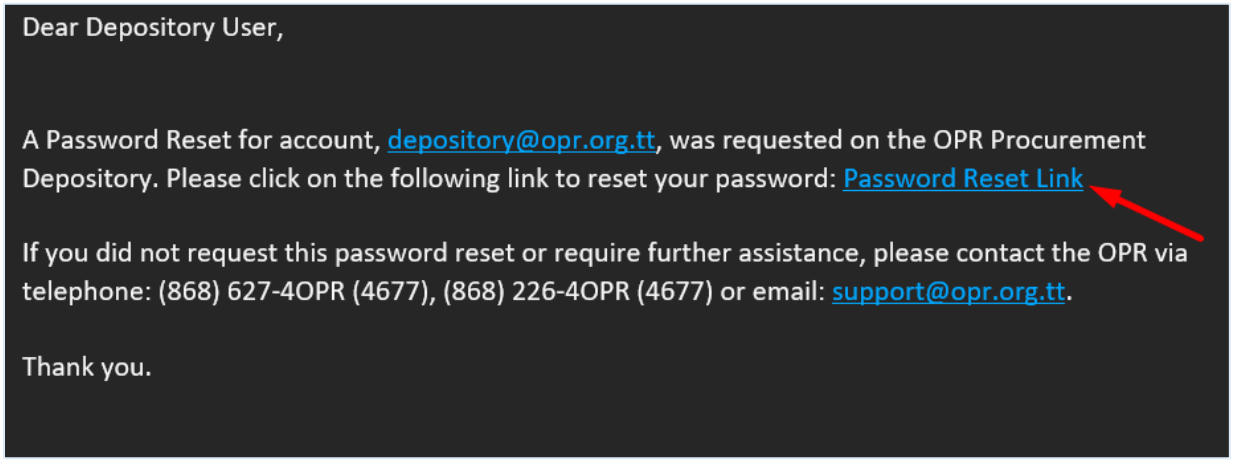

Figure 30.1 Email with the password reset link

Step 3: Set Your New Password

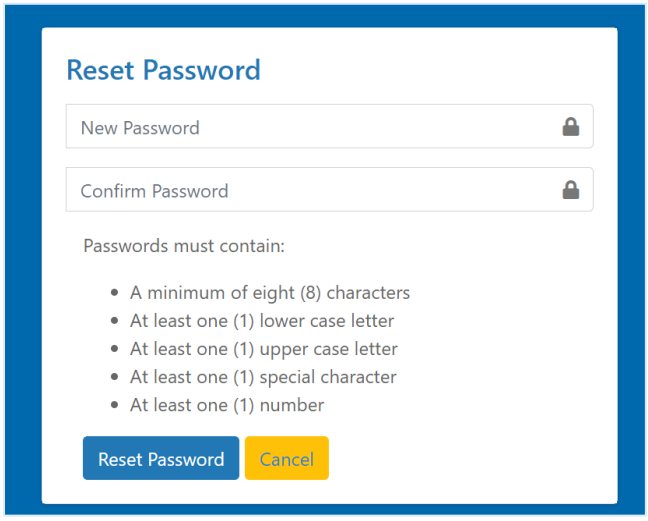

Figure 30.2 Reset Password Screen

New Password
Enter the new password selected.

Confirm Password
Re-enter the New Password selected to confirm.

Change Password
Click here to submit and complete the change to the New Password.

6.0 Glossary of Terms

Terms	Meaning
Act	The Public Procurement and Disposal of Public Property Act, 2015, as amended.
Authorised Agent	A person or organisation who has been legally empowered to act on behalf of another person or an entity.
CAPTCHA	Completely Automated Public Turing test to tell Computers and Humans Apart. A randomised string of letters used to prevent malicious bot spam.
Credentials	A combined set of username, password and security questions/answers used to log in to the Depository.
Data	Any information entered into the Depository.
Ineligibility List	A list of suppliers or contractors who shall not participate in procurement proceedings.
License	Documented evidence that authorises an individual or group of individuals to provide a good, work, and/or service.
Pre-Qualification	The procedure to identify, prior to solicitation, suppliers and contractors who are qualified.
Procurement Depository or "the Depository"	A database, to which suppliers or contractors can submit information with respect to, among other things, their qualifications and experience.
Profile	The representation of the Supplier within the Depository.
Public Body	(a) the Office of the President; (b) the Parliament; (c) the Judiciary; (d) a Ministry or a department or division of a Ministry; (e) the Tobago House of Assembly, or a division of the Tobago House of Assembly; (f) a Municipal Corporation established under the Municipal Corporations Act; (g) a Regional Health Authority established under the Regional Health Authorities Act; (h) a statutory body, responsibility for which is assigned to a Minister of Government; (i) a State-controlled enterprise; (j) a Service Commission established under the

	Constitution or other written law; or (k) a body corporate or unincorporated entity— (i) in relation to any function which it exercises on behalf of the State; or (ii) which is established by virtue of the President's prerogative, by a Minister of Government in his capacity as such or by another public authority; or (l) a body corporate or unincorporated entity in relation to any function, project, scheme or arrangement which involves the use by it, of public money.
Services	The work to be performed by the Consultant/Contractor pursuant to the Contract.
Supplier/Contractor	Any party or potential party to procurement proceedings with a procuring entity.
The Office of Procurement Regulation	A body corporate established pursuant to an Act of Parliament, namely the Public Procurement and Disposal of Public Property Act, 2015.
User	A person who has credentials to login to the Depository system.
Works	The construction and engineering works of all kinds.