



**CARIBBEAN AIRLINES LIMITED**

**SUPPLIER/CONTRACTOR  
INVITATION TO PRE- QUALIFICATION**

**DATE: 21 January 2026**

# INVITATION TO PRE-QUALIFY IN THE PROCUREMENT DEPOSITORY

## INSTRUCTIONS TO APPLICANTS:

Caribbean Airlines Limited (CAL) is inviting suppliers and contractors to register and apply for pre-qualification in the Procurement Depository for the provision of **Co-Branded Credit Card Partnership**.

In keeping with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), all suppliers wishing to conduct business with CAL must be registered and prequalified in the OPR Procurement Depository. Registration guidelines and requirements are available on the OPR website at <https://oprtt.org/procurement-depository/>.

## INSTRUCTIONS TO PRE-QUALIFY:

1. Register under the following Line of Business and Value Category:
  - **Line of Business- 64101802 -Unsecured Credit Card**
  - **Value Category: LEVEL 1 (\$0 - \$100,000.00)**
2. Upload all documents listed in **Appendix I – Pre-qualification** to the OPR's Procurement Depository at <https://oprtt.org/procurement-depository/>.
3. Interested Suppliers **must**;
  - a) Notify the **Tenders Coordinator** at [prequalification@caribbean-airlines.com](mailto:prequalification@caribbean-airlines.com)
  - b) of successful Registration and Request for Pre-Qualification.
  - b) Suppliers who are already prequalified **must** ensure that their documents are updated on the OPR's Procurement Depository and advise the Tenders Coordinator accordingly.

## DEADLINE FOR SUBMISSION:

All documentation and Request for Pre-Qualification **must** be submitted to the OPR's Procurement Depository on or before **Tuesday 3<sup>rd</sup> February 2026, at 2:00 p.m.**

## PREQUALIFICATION CHECKLIST

<b>Line Of Business:</b>	<b>64101802 -Unsecured Credit card</b>
Supplier Dollar Value Level- Bidders are required to seek prequalification in the Level 1 Value Category	• LEVEL 1 Level 1 (\$0 - \$100,000.00)

## **SUBMISSION AND EVALUATION REQUIREMENTS:**

The minimum level of document required to facilitate the prequalification process along with the evaluation criteria is detailed in the table below:

### **PRIORITIZATION**

M- Mandatory, the requirement is mandatory and non-negotiable and MUST be submitted

**Table 1- Minimum Level of Required Documents by Supplier Level**

No.	Requirement	Evaluation Criteria
1	Legal capacity to enter into the contract	Pass/ Fail
2	Not insolvent, in receivership, bankrupt or being wound up, affairs not being administered by a court or a judicial officer, business activities not suspended and not the subject of legal proceedings for any of the foregoing	Pass/ Fail
3	Have not, and their directors or officers have not, been convicted of any criminal offence	Pass/ Fail
4	Have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago	Pass/ Fail
5	Have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, personnel to perform the procurement contract. experience and personnel to perform the procurement contract.	Pass/ Fail
6	Meet relevant industry standards	Pass/ Fail

### **NOTE:**

*To complete the pre-qualification process, the following MUST be done on the OPR's Supplier Depository.*

*All documents are to be uploaded, assigned, and attached to the relevant sections of the OPR's Depository.*

*The OPR has a Supplier Guideline on their website which provides step-by-step instructions for the completion of this process.*

***The link to the OPR's Procurement Depository is: <https://oprtt.org/procurement-depository/>***

Once the documents have been assigned and attached, Suppliers MUST then:

1. Click the “PUBLISH YOUR INFORMATION” button.
2. Once the information is published, click the “PREQUALIFY HERE” button.

**Note Only pre-qualified Suppliers will be selected to participate in the subsequent procurement activity.**