



THE OFFICE OF  
PROCUREMENT REGULATION

ACCOUNTABILITY | INTEGRITY | TRANSPARENCY | VALUE FOR MONEY

# Procurement Depository

## Supplier User Guide

Version 2.2



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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 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 \(oprtt.org\)](https://depository.oprtt.org/).

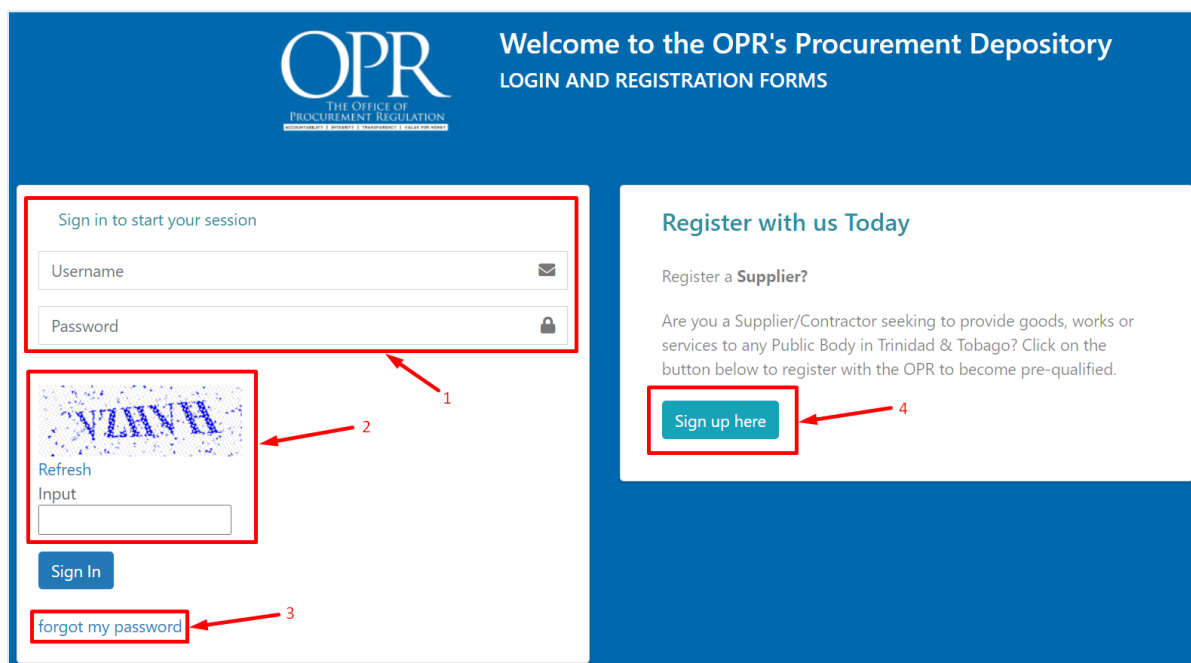


Figure 1.0 Procurement Depository Landing Page

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.

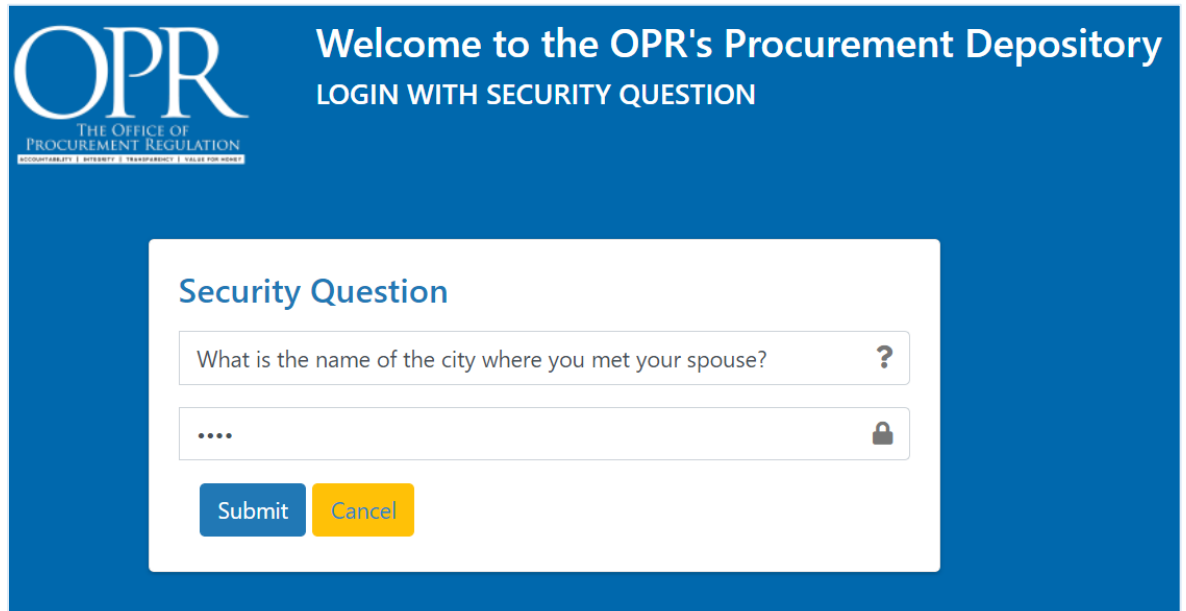
The image shows a screenshot of a web interface for the OPR's Procurement Depository. The background is a solid blue color. In the top left corner, the OPR logo is displayed. To the right of the logo, the text "Welcome to the OPR's Procurement Depository" is written in a white, sans-serif font, followed by "LOGIN WITH SECURITY QUESTION" in a smaller, white, sans-serif font. In the center of the page, there is a white rectangular box with a thin blue border. Inside this box, the title "Security Question" is written in a blue, sans-serif font. Below the title, there are two input fields. The first field contains the text "What is the name of the city where you met your spouse?" and has a question mark icon on the right. The second field contains four dots "...." and has a lock icon on the right. Below the input fields, there are two buttons: a blue "Submit" button and a yellow "Cancel" button.

Figure 1.1 Security Questions


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

## Review & Accept Policies

All policies must be reviewed and accepted to continue. To read a policy, kindly select it from the list of unread policies below:

---


**DATA PRIVACY  
POLICY \***



☒ I acknowledge that I have read and understood this policy in its entirety and agree to abide by it.

---

**TERMS OF USE \***



**Accept & Continue**

**Cancel**

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 the record.


### **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](mailto: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  record:

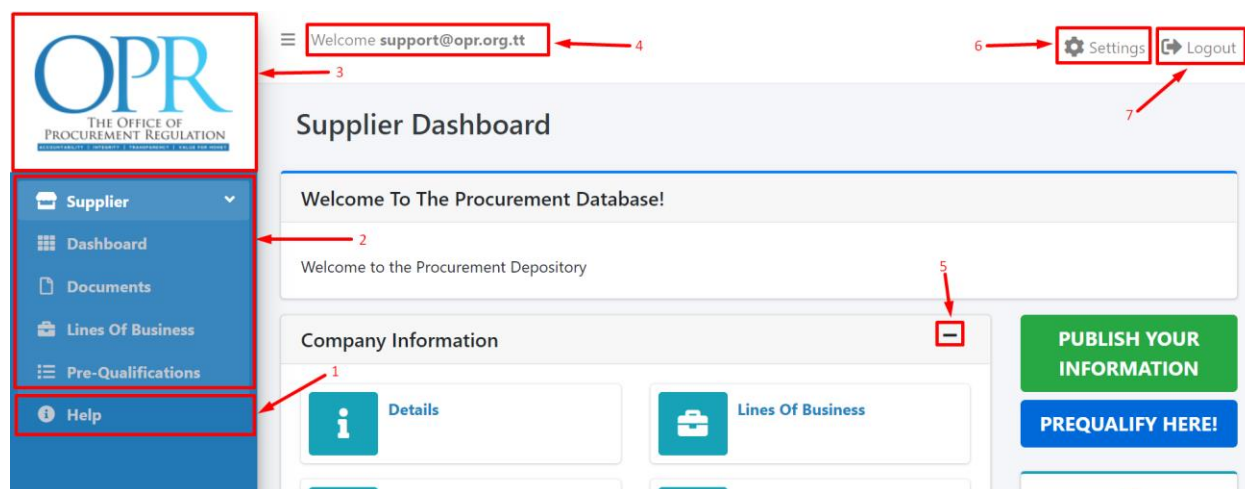


Figure 1.3 Navigation Breakdown

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://opr.org/procurement-depository>

Email : [support@opr.org.tt](mailto:support@opr.org.tt)

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

## 2.0 Company Information

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

### 2.1 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.

#### 2.1.1 Profile Information

### Edit Supplier

<b>Supplier Name *</b>	123 FINANCIAL SERVICES (TEST)
<b>Supplier Type</b>	LIMITED LIABILITY
<b>Employees Quantity *</b>	100
<b>Nature Of Business Or Services *</b>	Accounting & Audit Services
<b>Firm Legal Name *</b>	123 FINANCIAL SERVICES LTD
<b>Operated Under Other Business?</b>	<input checked="" type="checkbox"/>
<b>Other Business Name</b>	12 FINANCIAL SERVICES
<b>Subsidiary Affiliate Firm?</b>	<input checked="" type="checkbox"/>

Figure 2.0 Profile Information

<b>Affiliates Name</b>	456 AUDITING SERVICES
<b>Legal Query?</b>	<input type="checkbox"/>
<b>Legal Query Details</b>	
<b>Incorporation/Registration Year</b>	2015
<b>Incorporation/Registration Country</b>	TRINIDAD AND TOBAGO
<b>Website Address</b>	https://oprtd.org/

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.

## 2.1.2 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*.














Company Documents		
	Document Name	Expiry Date
	Board Resolution	Not Available
	Company By Laws	Not Available
	Constitution Documents	Not Available
	Continuance Certificate	Not Available
	Income Tax Certificate	30 Mar 2021
	Incorporation Articles	Not Available
	Joint Venture Letter	31 Dec 2020
	NIB Certificate	23 Jun 2021
	Notice Of Directors	31 Mar 2022
	Organisational Chart	Not Available
	Organisational Profile	Not Available
	Power Of Attorney	Not Available
	References	Not Available
	VAT Clearance Certificate	31 Mar 2021
	VAT Registration	Not Available

Figure 2.2 Company Documents

## 2.2 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.

### 2.2.1 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 4<sup>th</sup> 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

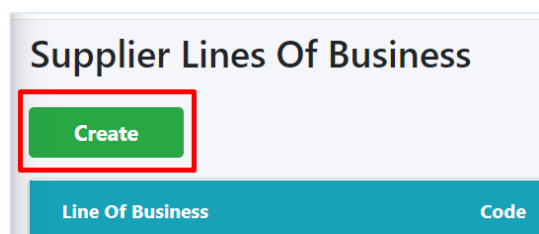


Figure 3.0 Create Line of Business

## Step 2. Traverse UNSPSC Listing to the 4th Level

### 1<sup>st</sup> Level (Segment)

### Create New Supplier Line Of Business

[Next](#)
[Back to Top](#)
[Cancel](#)

Please select at least one Line of Business before proceeding.

Selected Items

- + 10000000 - Live Plant and Animal Material and Accessories and Supplies
- + 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- + 12000000 - Chemicals including Bio Chemicals and Gas Materials
- + 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- + 14000000 - Paper Materials and Products
- + 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- + 20000000 - Mining and Well Drilling Machinery and Accessories
- + 21000000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories**
- + 22000000 - Building and Construction Machinery and Accessories
- + 23000000 - Industrial Manufacturing and Processing Machinery and Accessories

Figure 3.1 Line of Business – Level 1

### 2<sup>nd</sup> Level (Family)

### Create New Supplier Line Of Business

[Next](#)
[Back to Top](#)
[Cancel](#)

Home / Farming and Fishing and Forestry and Wildlife Machinery and Accessories

Please select at least one Line of Business before proceeding.

Selected Items

- + 21100000 - Agricultural and forestry and landscape machinery and equipment**
- + 21110000 - Fishing and aquaculture equipment

Figure 3.2 Line of Business – Level 2

### 3<sup>rd</sup> Level (Class)

## Create New Supplier Line Of Business

[Next](#)
[Back to Top](#)
[Cancel](#)

[Home](#) / [Farming and Fishing and Forestry and Wildlife Machinery and Accessories](#)  
[/ Agricultural and forestry and landscape machinery and equipment](#)

Please select at least one Line of Business before proceeding.

Selected Items

- + 21101500 - Agricultural machinery for soil preparation
- + 21101600 - Agricultural machinery for planting and seeding
- + 21101700 - Agricultural machinery for harvesting
- + 21101800 - Dispersing and spraying appliances for agriculture
- + 21101900 - Poultry and livestock equipment
- + 21102000 - Agricultural machinery for cleaning and sorting and grading

Figure 3.3 Line of Business – Level 3

### 4<sup>th</sup> Level (Commodity)

## Create New Supplier Line Of Business

[Next](#)
[Back to Top](#)
[Cancel](#)

[Home](#) / [Farming and Fishing and Forestry and Wildlife Machinery and Accessories](#)  
[/ Agricultural and forestry and landscape machinery and equipment](#) / [Agricultural machinery for harvesting](#)

Please select at least one Line of Business before proceeding.

Selected Items

- ☐ 21101701 - Mowers
- ☐ 21101702 - Haymaking machinery
- ☐ 21101703 - Harvesters
- ☐ 21101704 - Combine harvesters
- ☐ 21101705 - Threshing machines
- ☐ 21101706 - Crop dividers
- ☐ 21101707 - Harvester parts or accessories
- ☐ 21101708 - Mower parts or accessories
- ☐ 21101709 - Baler
- ☐ 21101710 - Harvest dryer

Figure 3.4 Line of Business – Level 4

### Step 3. Select and Click Next

The screenshot shows a web form titled "Create New Supplier Line Of Business". At the top right, there are three buttons: "Next" (highlighted with a red box and arrow labeled 3), "Back to Top", and "Cancel". Below the buttons is a breadcrumb trail: "Home / Farming and Fishing and Forestry and Wildlife Machinery and Accessories / Agricultural and forestry and landscape machinery and equipment / Agricultural machinery for harvesting". A message states: "Please select at least one Line of Business before proceeding." On the left, a list of items with checkboxes is shown. Two items are selected and highlighted with red boxes: "21101703 - Harvesters" (arrow labeled 1) and "21101707 - Harvester parts or accessories" (arrow labeled 1). On the right, a box titled "Selected Items" contains a list: "Harvester parts or accessories" and "Harvesters" (arrow labeled 2).

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.

### Create New Line of Business

**Pre Qualification Value Category \***

LEVEL 1 (\$0 - \$100,000.00) ▾

**Tender Notification Enabled?**
☒

**Started Business**

03-October-2016

**Selected Lines of Businesses**

- Harvester parts or accessories
- Harvesters

Save

Cancel

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.

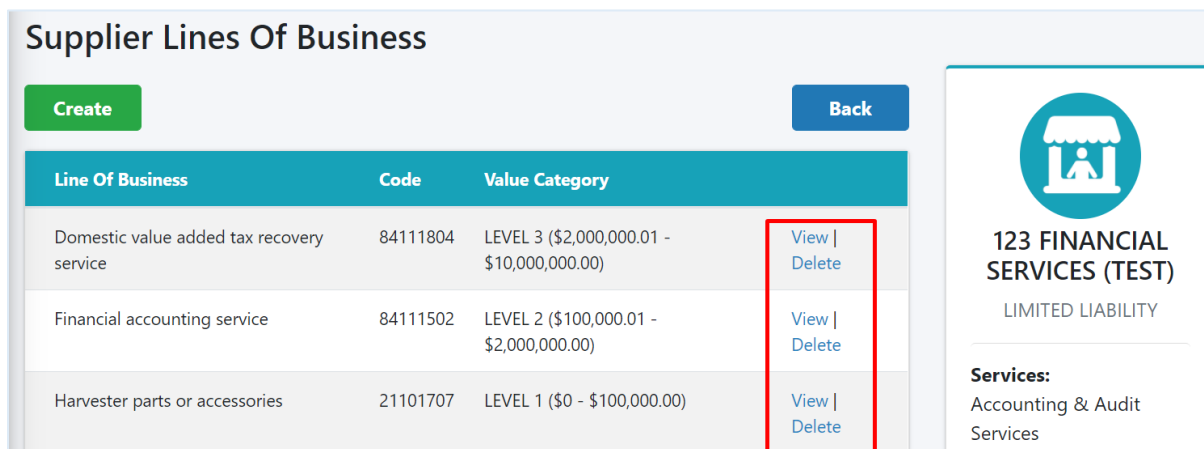
## Started Business

Specifies when you began providing the Selected Lines of Business.

### 2.2.2 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



**Supplier Lines Of Business**

[Create](#) [Back](#)

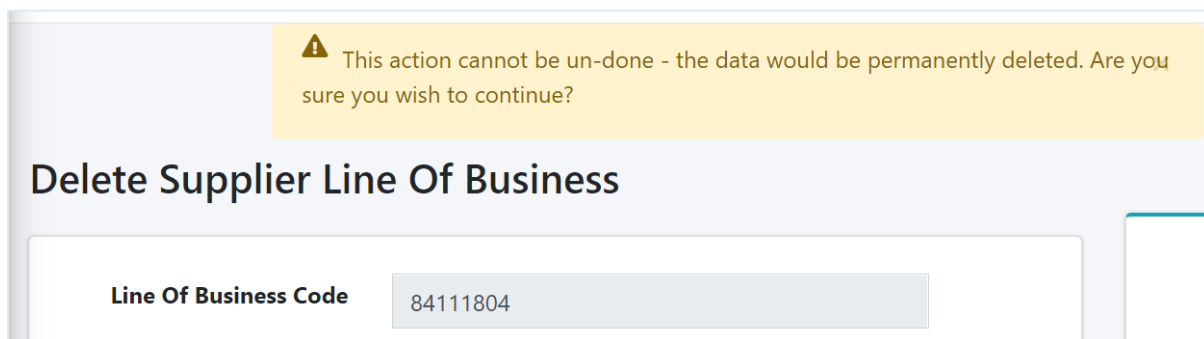
Line Of Business	Code	Value Category	
Domestic value added tax recovery service	84111804	LEVEL 3 (\$2,000,000.01 - \$10,000,000.00)	<a href="#">View   Delete</a>
Financial accounting service	84111502	LEVEL 2 (\$100,000.01 - \$2,000,000.00)	<a href="#">View   Delete</a>
Harvester parts or accessories	21101707	LEVEL 1 (\$0 - \$100,000.00)	<a href="#">View   Delete</a>

**123 FINANCIAL SERVICES (TEST)**  
LIMITED LIABILITY

**Services:**  
Accounting & Audit Services

Figure 3.7 View | Delete Line of Business

#### Step 2. Warning



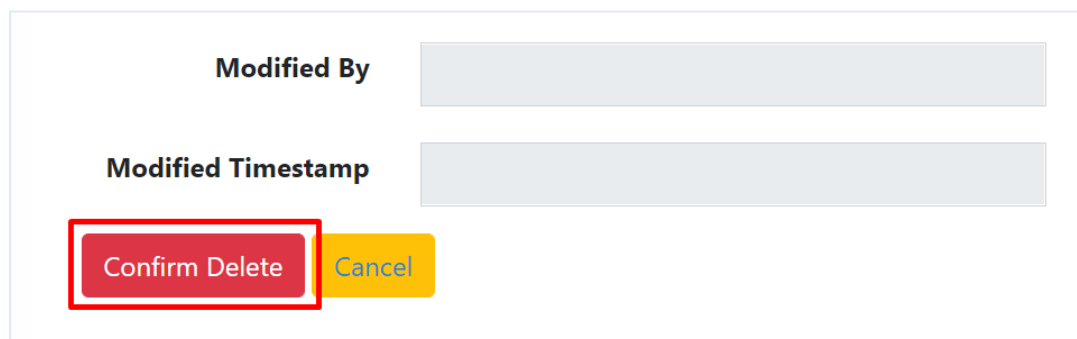
**⚠ This action cannot be un-done - the data would be permanently deleted. Are you sure you wish to continue?**

**Delete Supplier Line Of Business**

**Line Of Business Code** 84111804

Figure 3.8 Delete Line of Business prompt

### Step 3. Proceed to Delete



Modified By

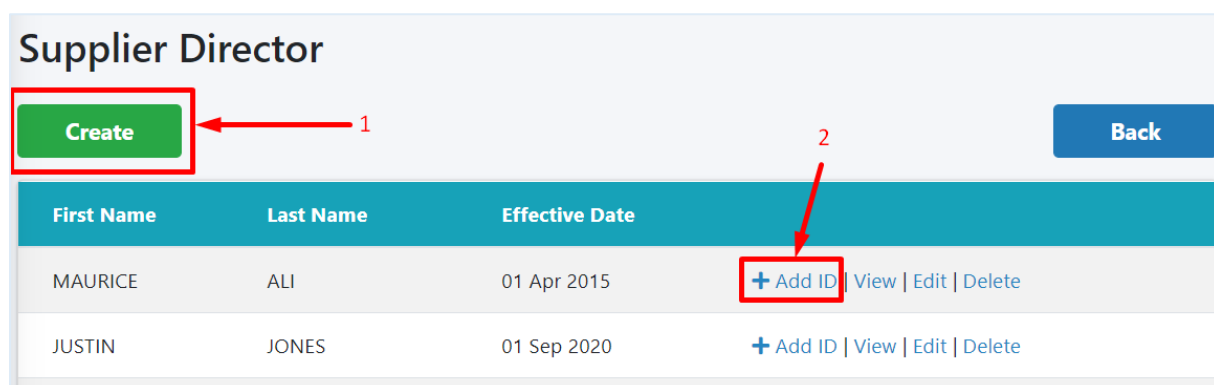
Modified Timestamp

**Confirm Delete** **Cancel**

Figure 3.9 Delete Line of Business confirmation page

## 2.3 Directors

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



**Supplier Director**

**Create** **Back**

First Name	Last Name	Effective Date	
MAURICE	ALI	01 Apr 2015	<b>+ Add ID</b>   View   Edit   Delete
JUSTIN	JONES	01 Sep 2020	+ Add ID   View   Edit   Delete

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

## Create New Supplier Director

**First Name**

**Middle Name**

**Last Name \***

**Current Nationality \***

TRINIDAD AND TOBAGO
▼

**Effective Date \***

**Expiry Date**

Save

Cancel

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.

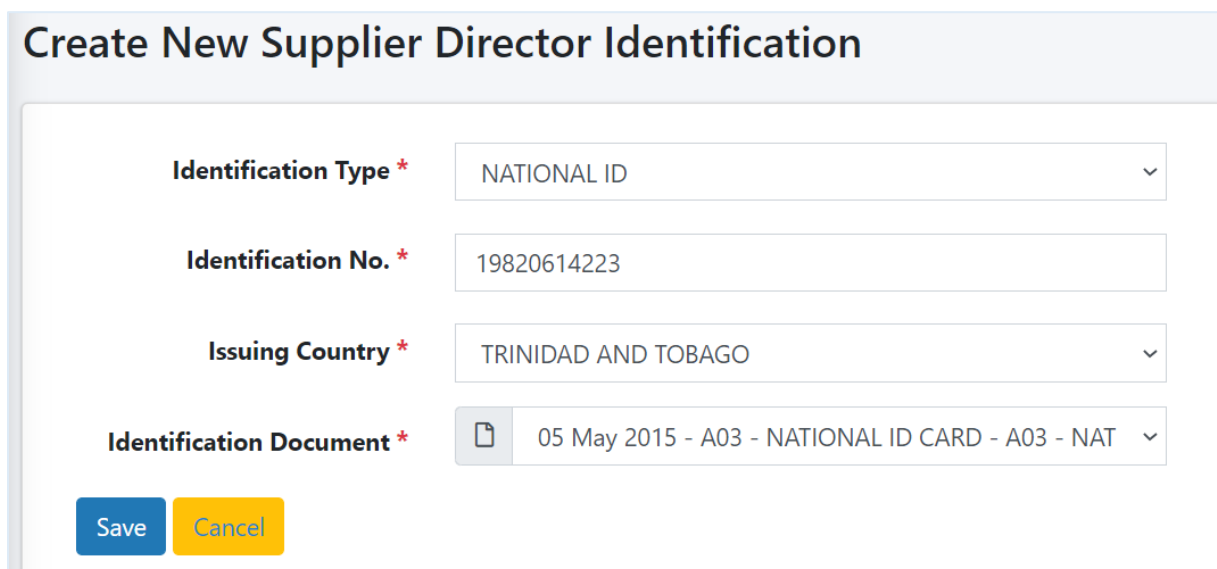


Figure 4.2 Create Director Identification

#### 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](#))

## 2.4 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

### Create Supplier Address

<b>Building Name</b>	Tower D
<b>Street #1 Address *</b>	1A Wrightson Road
<b>Street #2 Address</b>	International Waterfront Complex
<b>Street #3 Address</b>	Dock Road
<b>City Name *</b>	Port of Spain
<b>Municipality *</b>	PORT OF SPAIN CITY CORPORATION
<b>Country *</b>	TRINIDAD AND TOBAGO
<b>Postal Code *</b>	00000
<b>Telephone No. *</b>	18686274677
<b>Address Type</b>	PRIMARY

Save

Cancel

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.*

## 2.5 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

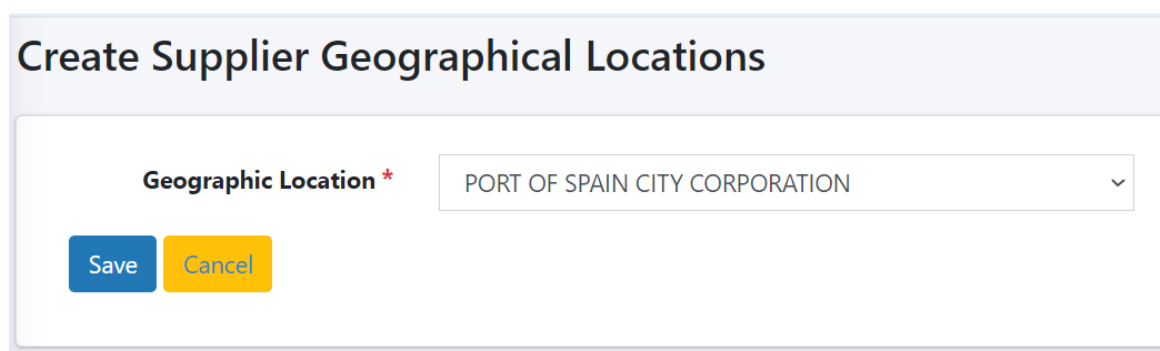


Figure 6.0 Create Geographical Location

#### Geographic Location

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

## 2.6 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

### Create Supplier Principal Shareholders/Owners

<b>First Name</b>	<input type="text" value="Oliver"/>
<b>Middle Name</b>	<input type="text" value="Simon"/>
<b>Last Name *</b>	<input type="text" value="Quin"/>
<b>Nationality</b>	<input type="text" value="TRINIDAD AND TOBAGO"/>
<b>Beneficiary Owner Form</b>	<input type="text" value="01 Sep 2020 - A04 - BENEFICIAL OWNERSHIP (FORM)"/>

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](#))

## 2.7 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

### Create Supplier Authorized Persons

<b>First Name</b>	<input type="text" value="John"/>
<b>Middle Name</b>	<input type="text"/>
<b>Last Name *</b>	<input type="text" value="James"/>
<b>E-mail Address *</b>	<input type="text" value="john.james@123financialservices.com"/>
<b>Telephone No.</b>	<input type="text" value="18686274677"/>

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.

## 2.8 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*

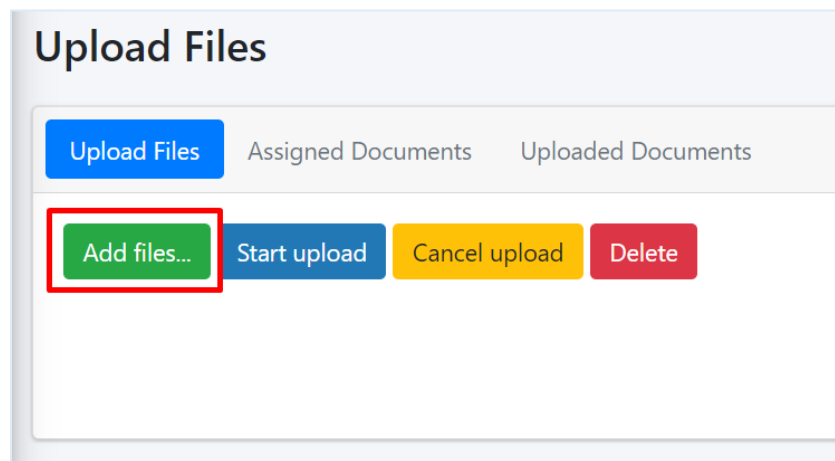


Figure 9.0 Upload Files

Step 2. Click Start Upload or Start

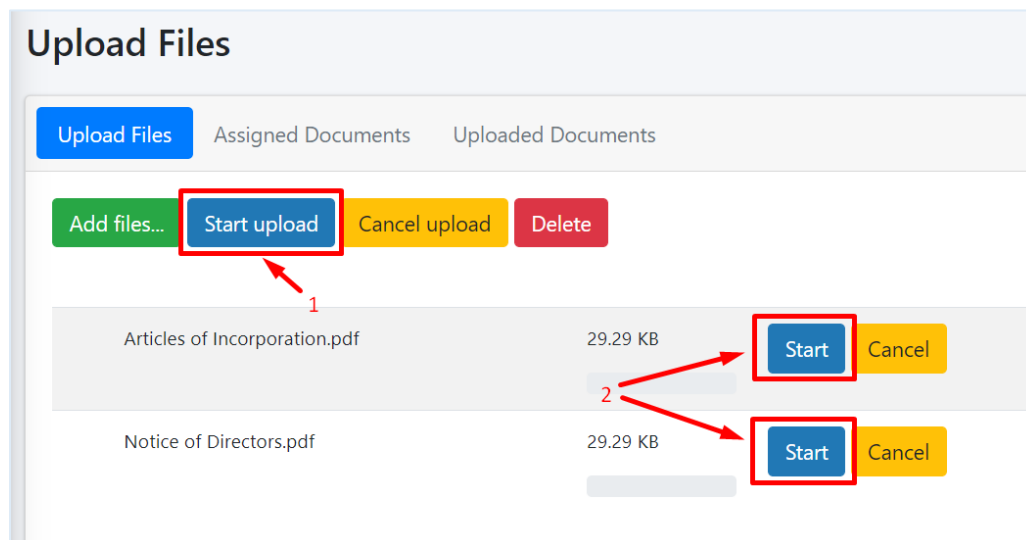


Figure 9.1 Upload Files – Start Upload

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.

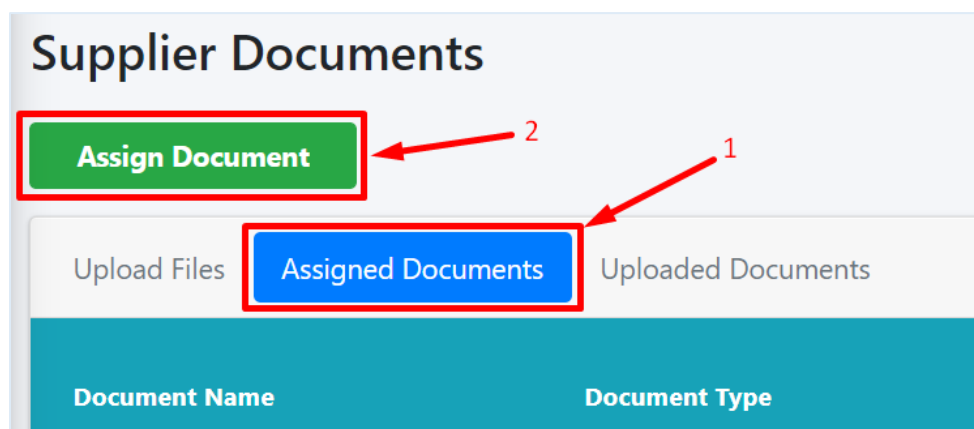


Figure 9.2 Upload Files – Assign Document

#### Step 4. Select Uploaded Document

Click on 'Select Document'

**Create New Supplier Document**

**Uploaded Documents \*** Select Document

**Document Type \*** -- Nothing selected --

**Effective Date \***

**Expiry Date**

Save Cancel

Figure 9.3 Upload Files – Select Document 1

**Document Selection**

--Nothing Selected--

- 06 Oct 2020 - NOTICE OF DIRECTORS.PDF
- 06 Oct 2020 - ARTICLES OF INCORPORATION.PDF
- 29 Sep 2020 - A05 - BANKERS LETTER 2019.PDF
- 29 Sep 2020 - A04 - BENEFICIAL OWNERSHIP.PDF
- 28 Sep 2020 - A11 - CV (JACOB SMITH).PDF
- 28 Sep 2020 - A01 - COMPANY BY LAWS.PDF
- 28 Sep 2020 - A05 - AUDITED FINANCIAL - 2019.PDF
- 23 Sep 2020 - A03 - PASSPORT.PDF
- 23 Sep 2020 - A02 - VAT CLEARANCE CERTIFICATE.PDF
- 23 Sep 2020 - A04 - BENEFICIAL OWNERSHIP.PDF
- 21 Sep 2020 - A02 - TAX CLEARANCE CERTIFICATE (FORM C).PDF
- 21 Sep 2020 - A03 - NATIONAL ID CARD.PDF
- 21 Sep 2020 - A02 - NATIONAL INSURANCE BOARD CLEARANCE CERTIFICATE.PDF
- 21 Sep 2020 - A01 - ARTICLES OF INCORPORATION.PDF

Close Save changes

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.

## Create New Supplier Document

**Uploaded Documents \***

Select Document

06 Oct 2020 - ARTICLES OF INCORPORATION.PDF

**Document Type \***

A01 - ARTICLES OF INCORPORATION

**Effective Date \***

01-June-2020

**Expiry Date**

Save

Cancel

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.

Uploaded Documents				
<div> <a href="#">Upload Files</a> <a href="#">Assigned Documents</a> <a href="#">Uploaded Documents</a> </div>				
File Name	File Size (MB)	File Created	File Modified	
A01- ARTICLES OF INCORPORATION.PDF	0.04	01 Sep 2020	01 Sep 2020	<a href="#">Download</a>
A03 - DRIVER LICENSE .PDF	0.04	01 Sep 2020	01 Sep 2020	<a href="#">Download</a>
A02 - INCOME TAX CLEARANCE CERTIFICATE.PDF	0.05	01 Sep 2020	01 Sep 2020	<a href="#">Download</a>

Figure 9.6 Uploaded Documents

## 2.9 Additional Information

In this section, you will be able to enter the Public Bodies with which you may have been pre-qualified with prior to registering on the Procurement Depository. You will also be able to select a category of professional expertise if you are a subject matter expert.

## Supplier - Additional Information

[Edit](#)
[Back](#)

### PUBLIC BODY

**Public Body 1**

The Office of Procurement Regulation

[Edit](#)

**Public Body 2**

Ministry of Health

[Edit](#)

**Public Body 3**

[Edit](#)

### MEDIATOR, ARBITRATOR, AND EXPERT FOR THE PURPOSE OF SECTION 13(1)(R) OF THE PPDPP ACT

**Mediator**

N

[Edit](#)

**Arbitrator**

N

[Edit](#)

**Expert**

N

[Edit](#)

Figure 10.0 Additional Information page

### 2.9.1 Public Body

Name the public body with which the business or company was previously pre-qualified – a maximum of three (3) public bodies can be named. This information will assist with identifying the public body to assign your pre-qualification request.

### 2.9.2 Mediator, Arbitrator, and Expert for the purpose of section 13(1)(r) of the PPDPP Act

Select and check the most appropriate Profession Type option if you qualify as a subject matter expert (Arbitrator, Mediator, Expert).

## 2.10 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.

### Create New Supplier User

User Details

Please enter account information

Username/E-mail \*

jane.doe@opr.org.tt

First Name \*

Jane

Last Name \*

Doe

Telephone No.

18686274677

User Role \*

ADMINISTRATOR

Job Title Description \*

Manager

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.

2.10.1 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.*

Security Details

Please set up three(3) security questions

Security Question #1 \*

Where was your first job? ▾

Answer #1 \*

Port of Spain

Security Question #2 \*

What is the name of the city where you met your sp ▾

Answer #2 \*

Paris

Security Question #3 \*

Who was your favourite singer? ▾

Answer #3 \*

Elvis

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.*

### 2.10.2 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.*

Password
Complete Registration →

Passwords must contain:

- A minimum of eight (8) characters
- At least one (1) lower case letter
- At least one (1) upper case letter
- At least one (1) special character
- At least one (1) number

**Password \***

.....

**Reconfirm Password \***

.....

Save

Cancel

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.

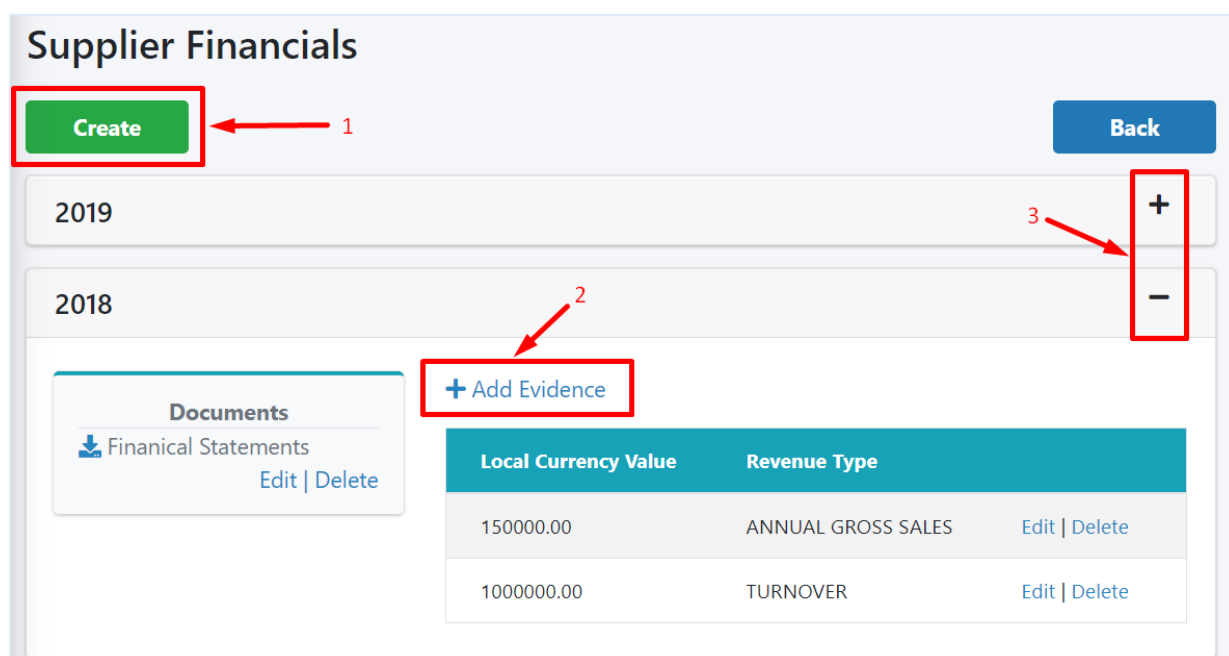
## 3.0 Financial & Legal Information

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

### 3.1 Financials

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

#### 3.1.1 Financials Dashboard



**Supplier Financials**

**Create** (1) **Back**

2019 (3) **+**

2018 **-**

**+ Add Evidence** (2)

**Documents**

Financial Statements  
Edit | Delete

Local Currency Value	Revenue Type	
150000.00	ANNUAL GROSS SALES	Edit   Delete
1000000.00	TURNOVER	Edit   Delete

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

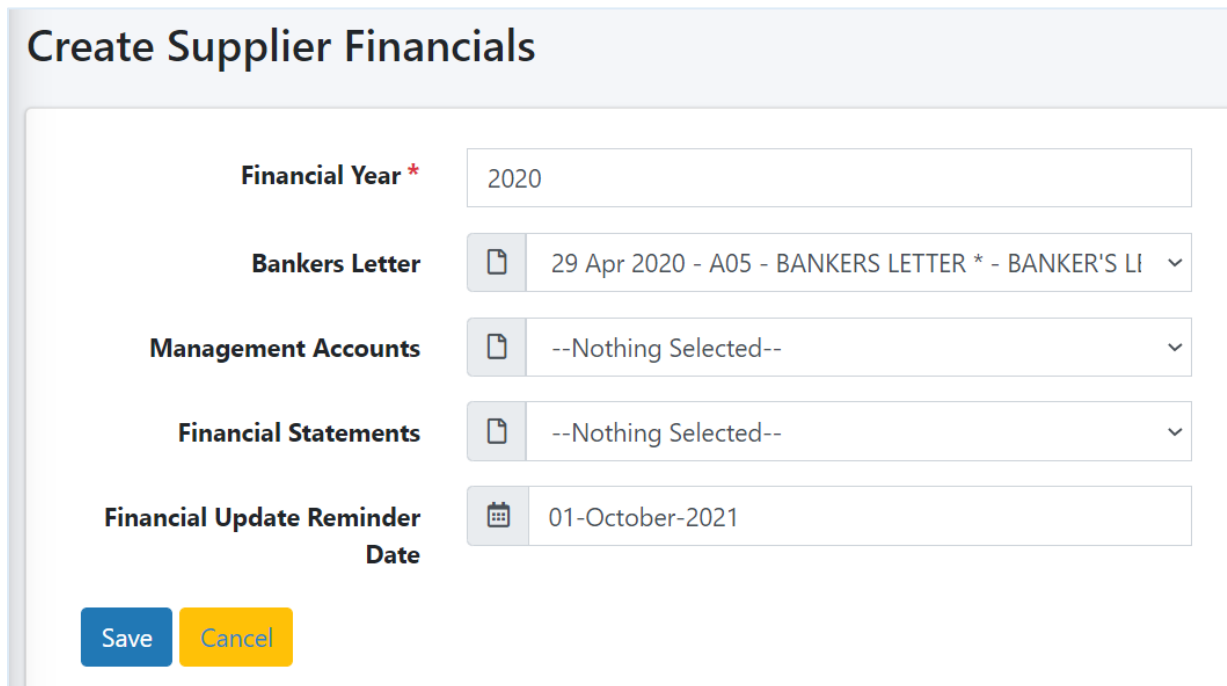


Figure 12.1 Create Financials Screen

#### 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

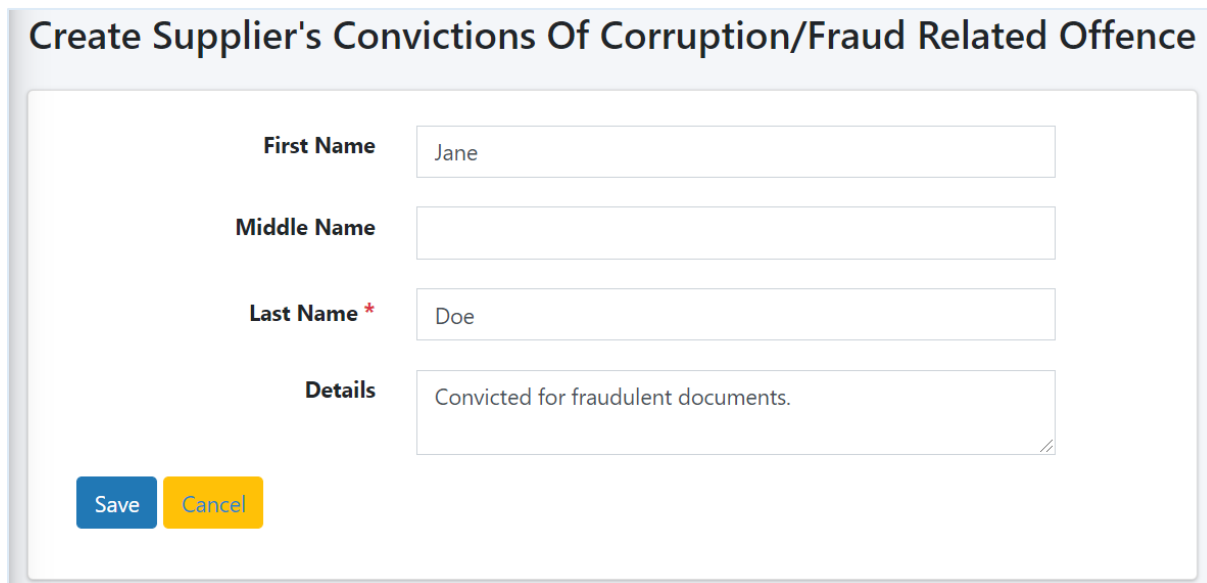
Select your uploaded financial statements document. (ref. [2.8 Documents](#))

#### Financial Update Reminder Date

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

## 3.2 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.



**Create Supplier's Convictions Of Corruption/Fraud Related Offence**

**First Name**

**Middle Name**

**Last Name \***

**Details**

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.

### 3.3 Claims Against

This section captures any claims against the your entity.



**Create New Supplier Claims Against**

**Claim Type \*** LAWSUITS OR REQUESTED ARBITRATION WRT CONTRACT ✓

**Claim Filing Date \*** 04-June-2018

**Claim Description** Breach of contractual agreement

**Settlement Date** 21-November-2019

**Quantum Of Claim Amount** 120000

**Claim Document** 24 Oct 2019 - A06 - LAWSUITS OR REQUESTED ARBITRAT ✓

**Save** **Cancel**

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

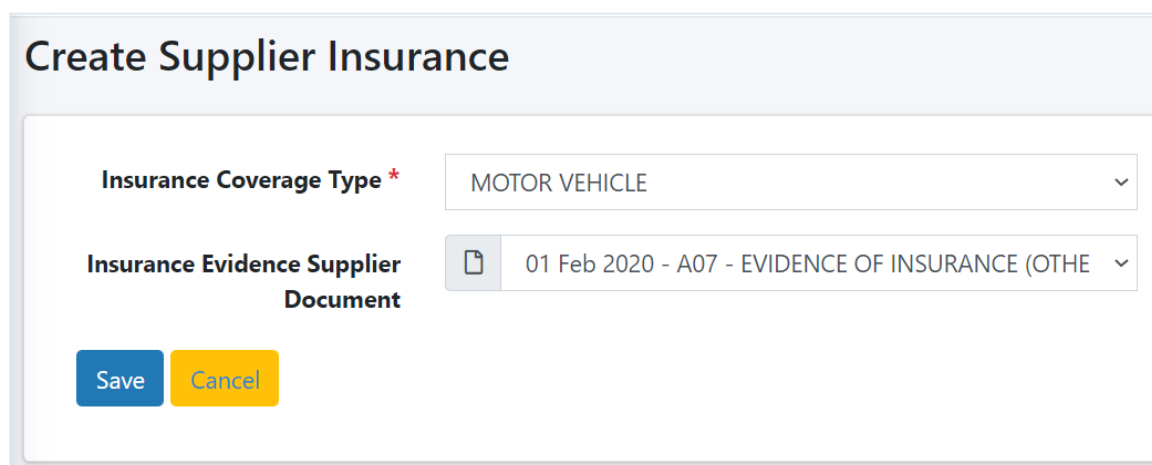
Enter the numerical value of claim.

### Claim Document

Select any supporting documents which were uploaded for this record. (Ref. [2.8 Documents](#))

## 3.4 Insurance

This section captures insurance information.



### Create Supplier Insurance

**Insurance Coverage Type \***

MOTOR VEHICLE

**Insurance Evidence Supplier Document**

01 Feb 2020 - A07 - EVIDENCE OF INSURANCE (OTHE

Save

Cancel

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](#))

### 3.5 Licenses

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

## Create Supplier License

**License No. \***

**Issuing Country \***

TRINIDAD AND TOBAGO

**License Type \***

SURVEYING

**License Document \***

04 Oct 2017 - A08 - LICENSE/PERMIT/PROFESSIONAL

Save

Cancel

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](#))

### 3.6 Obligation Failures

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

**Create Supplier Obligations Failed**

<b>Project Description *</b>	AUDIT SERVICE FOR 2018
<b>Contract Performed Year *</b>	2018
<b>Original Contract Amount</b>	250000.00
<b>Actual Contract Amount *</b>	250000.00
<b>Contract Details</b>	Year End Audit for J&J Manufacturers
<b>Client Reference Name</b>	Mr. Laurence Doe
<b>Contact No.</b>	18686274426
<b>Reason For Failure</b>	Human Resources Issues led to manpower shortage and unable to complete the project.

Save
Cancel

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**

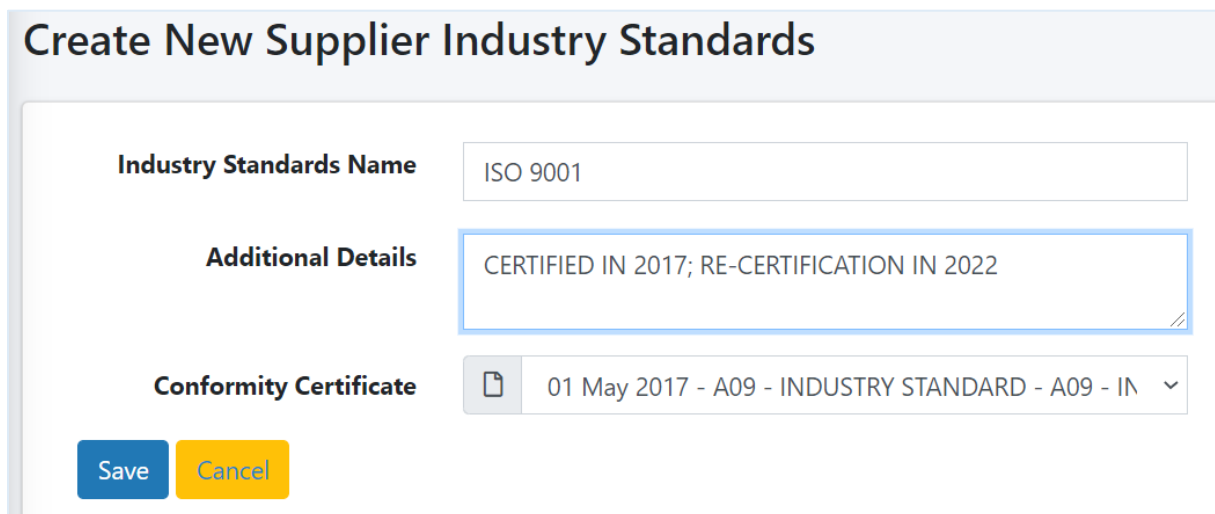
Briefly explain the reason the contract failed.

## 4.0 Safety, Equipment & Technical Competence

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

### 4.1 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.



**Create New Supplier Industry Standards**

**Industry Standards Name**

**Additional Details**

**Conformity Certificate**

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](#))

## 4.2 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.

### Create New Supplier Industry Safety Records

<b>Reporting Year *</b>	<input type="text" value="2020"/>
<b>No. Of Fatalities *</b>	<input type="text" value="1"/>
<b>Last Fatality Date *</b>	<input type="text" value="24-July-2020"/>
<b>Lost Days (resulting from fatalities) *</b>	<input type="text" value="2"/>
<b>Lost Time Due To Injuries *</b>	<input type="text" value="2"/>
<b>Other Details</b>	<input type="text" value="Accident on the field led to the fatality of one worker."/>

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.

## 4.3 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.

### Create New Supplier Industry OSHA

**Subject To OSHA Investigation?** ☒

**Outcome**

Investigation indicated that there was negligence by the manager.

Save
Cancel

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.

## 4.4 Industry Policies

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

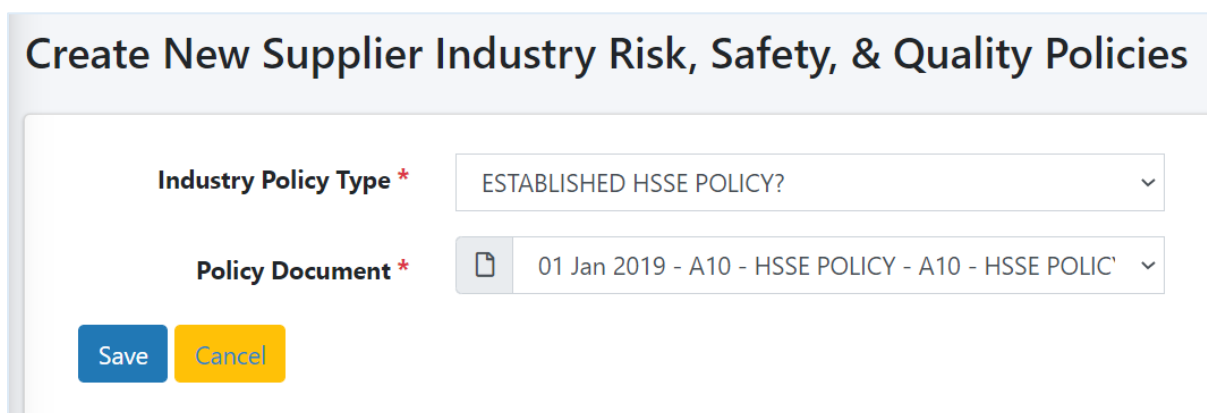


Figure 21.0 Create Industry Policies

### Industry Policy Type

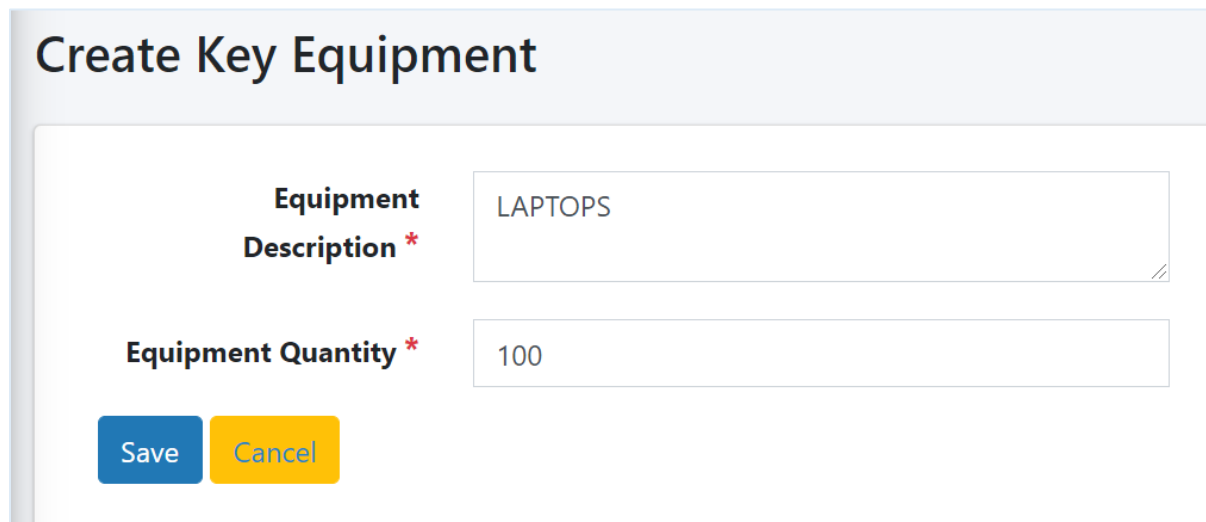
Select the type of policy.

### Policy Document

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

## 4.5 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.



**Create Key Equipment**

**Equipment Description \***

**Equipment Quantity \***

**Save** **Cancel**

Figure 22.0 Create Equipment

### Equipment Description

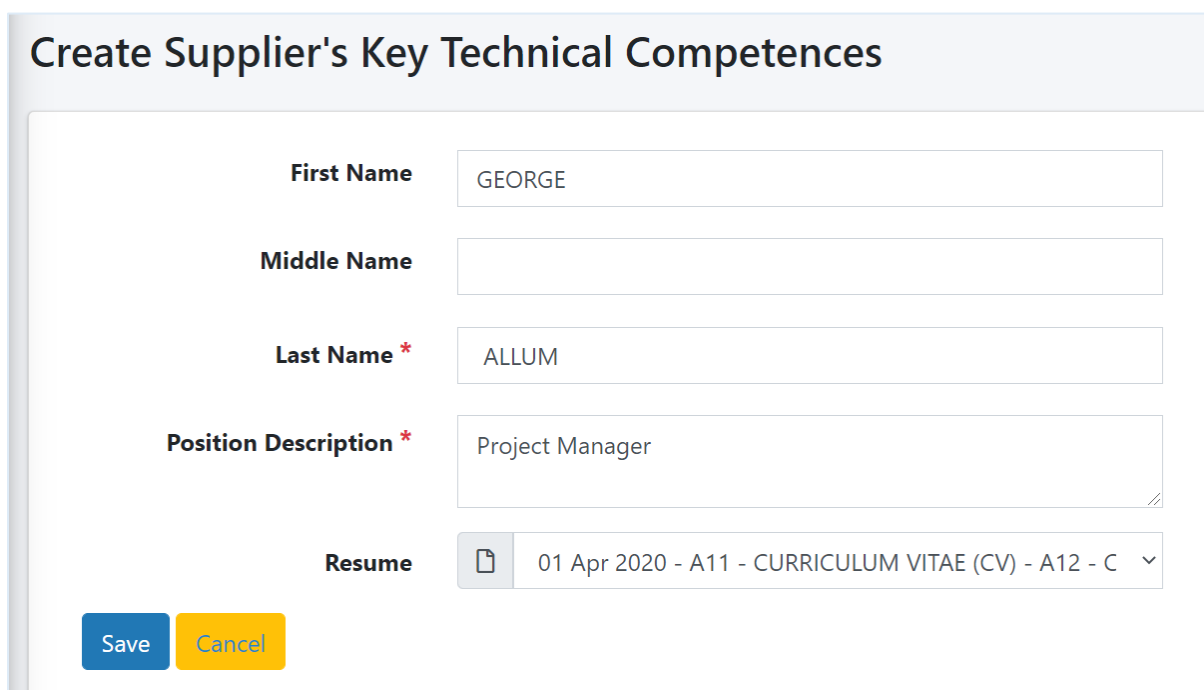
State the relevant equipment needed to complete the task.

### Equipment Quantity

State the quantity of equipment needed to complete the task.

## 4.6 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.



### Create Supplier's Key Technical Competences

First Name

GEORGE

Middle Name

Last Name \*

ALLUM

Position Description \*

Project Manager

Resume

01 Apr 2020 - A11 - CURRICULUM VITAE (CV) - A12 - C

Save

Cancel

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](#)).

## 5.0 Pre-Qualification Details

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

### 5.1 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.*

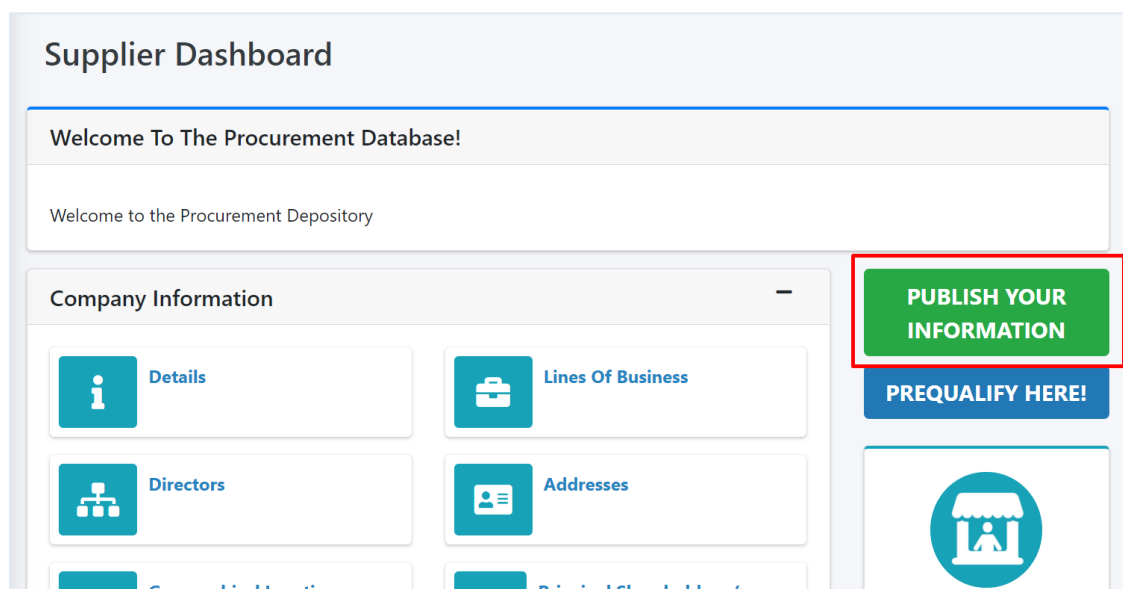


Figure 24.0 Publish Your Information

### Step 3. Prequalify Here!

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

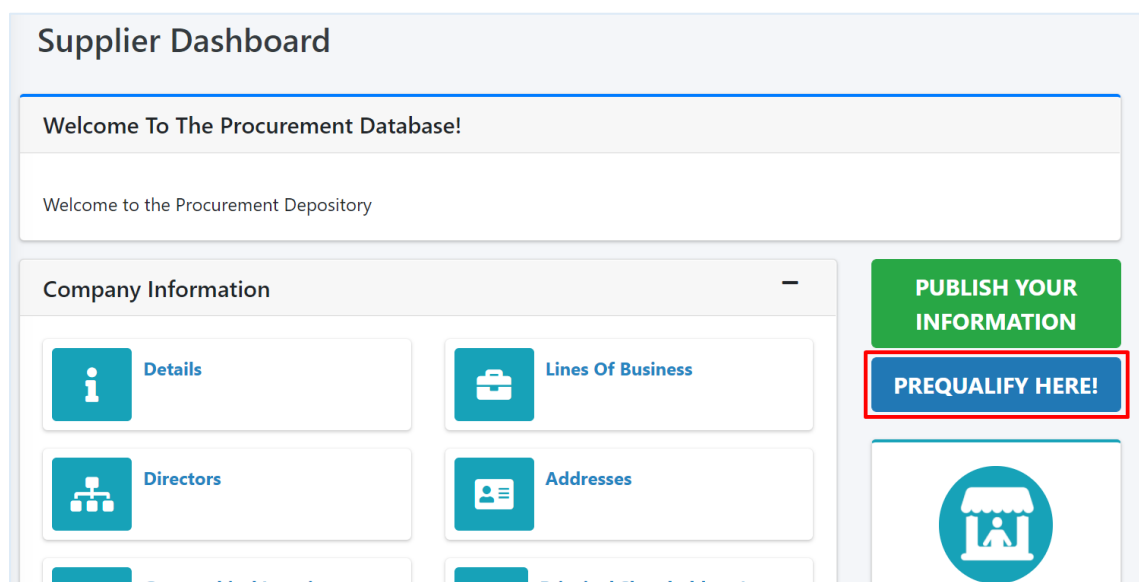


Figure 24.1 Prequalify Here!

#### 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.

Pre-Qualification - Latest Published Lines Of Business			
			<a href="#">Back</a>
Line Of Business	Value Category	Last Status	
Domestic value added tax recovery service	LEVEL 3 (\$2,000,000.01 - \$10,000,000.00)	NEW	<a href="#">PreQualify</a>
Financial accounting service	LEVEL 2 (\$100,000.01 - \$2,000,000.00)	NEW	<a href="#">PreQualify</a>
Payroll accounting services	LEVEL 2 (\$100,000.01 - \$2,000,000.00)	NEW	<a href="#">PreQualify</a>

Figure 24.2 Select Line of Business to prequalify

Step 5. Complete Pre-Qualification Request

## Create New Pre-Qualification

### Pre-Qualification Details

<b>Line Of Business</b>	Financial accounting service
<b>Line Of Business Code</b>	84111502
<b>Value Category</b>	LEVEL 2 (\$100,000.01 - \$2,000,000.00)
<b>Threshold Amount</b>	2,000,000.00


<b>Years Of Experience *</b>	<input type="text" value="5"/>
<b>Total Contracts Amount *</b>	<input type="text" value="2500000"/>
<b>Largest Contract Amount *</b>	<input type="text" value="860000"/>
<b>Largest Contract Document</b>	<div>  01 Sep 2020 - A12 - SUMMARY DESCRIPTIC </div>

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](#))


<b>Authorised Agent?</b>	<input checked="" type="checkbox"/>
<b>Authorisation Document</b>	<div>  26 Oct 2020 - LETTER OF AUTHORISATION - LETTER </div>
<b>Supplier Declaration</b> 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;	
<b>Agree To Declaration?</b>	<input checked="" type="checkbox"/>
<b>Declaration Details</b>	<div> Company business is currently suspended due to legal proceedings. </div>

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.

**Denies Prior Violations Declaration**  
I/We have never been rendered ineligible/de-listed to provide contracts to public bodies.

**Denies Prior Violations?** ☒

---

**Accepts Responsibility Declaration**  
I/ We hereby certify and declare that all information provided is true, complete and accurate as at the date it was given and is not misleading in any respect; and agree that the provision of information that is materially inaccurate or materially incomplete so as to constitute a misrepresentation will result in my/our disqualification; and agree that I/We will promptly notify the Office of any changes, alterations or amendments to the information provided and will submit any related requested information in a timely manner; and acknowledge that pre-qualification does not under any circumstance guarantee the solicitation or award of a contract.

**Accepts Responsibility?** ☒

Save

Cancel

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.*

## 5.2 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.

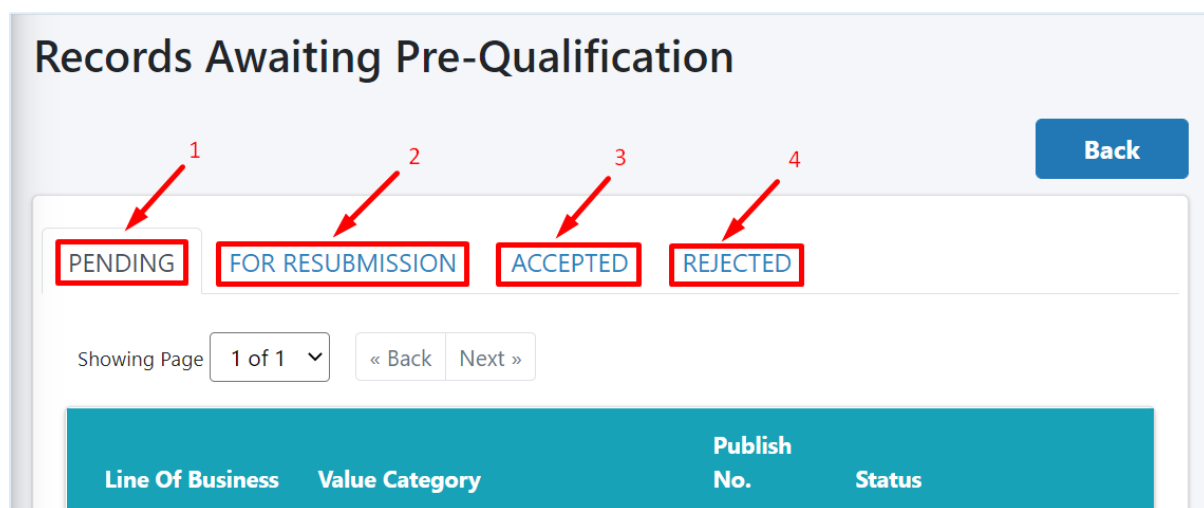


Figure 25.0 Pre-Qualification Records Overview

### 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.

### 5.3 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.

Published Records					
					Back
Publication No	Supplier Name	Supplier Type	Incorporation Year	Creation Date	
40	123 FINANCIAL SERVICES (TEST)	LIMITED LIABILITY	2015	29 Sep 2020	<a href="#">View</a>
39	123 FINANCIAL SERVICES (TEST)	LIMITED LIABILITY	2015	29 Sep 2020	<a href="#">View</a>
38	123 FINANCIAL SERVICES (TEST)	LIMITED LIABILITY	2015	29 Sep 2020	<a href="#">View</a>
37	123 FINANCIAL SERVICES (TEST)	LIMITED LIABILITY	2015	29 Sep 2020	<a href="#">View</a>

Figure 26.0 Published Records Overview

### 5.4 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 or 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.

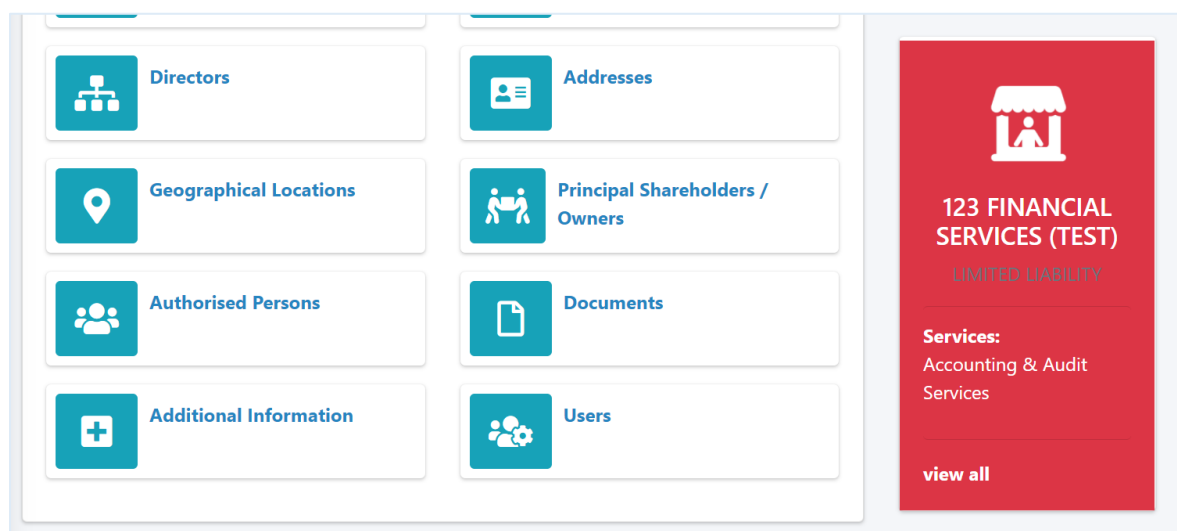


Figure 27.0 Profile Marked as Ineligible

## 6.0 Settings

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

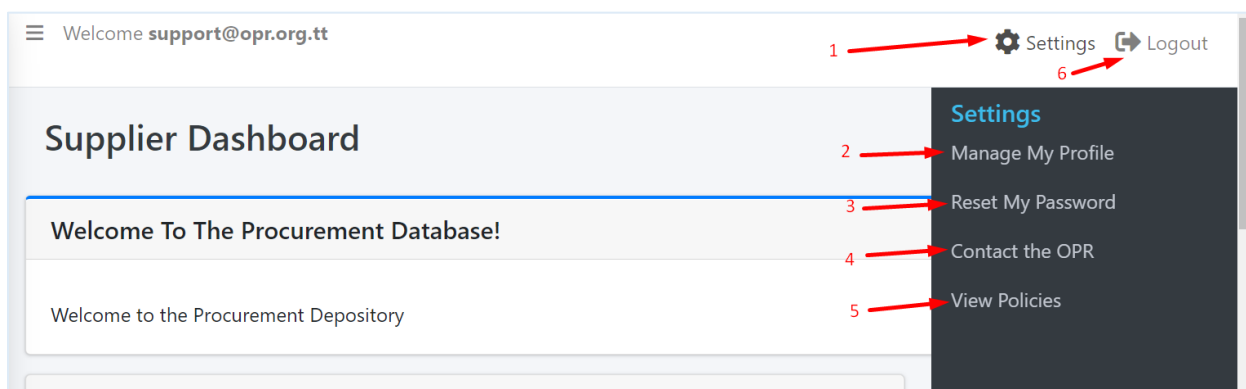
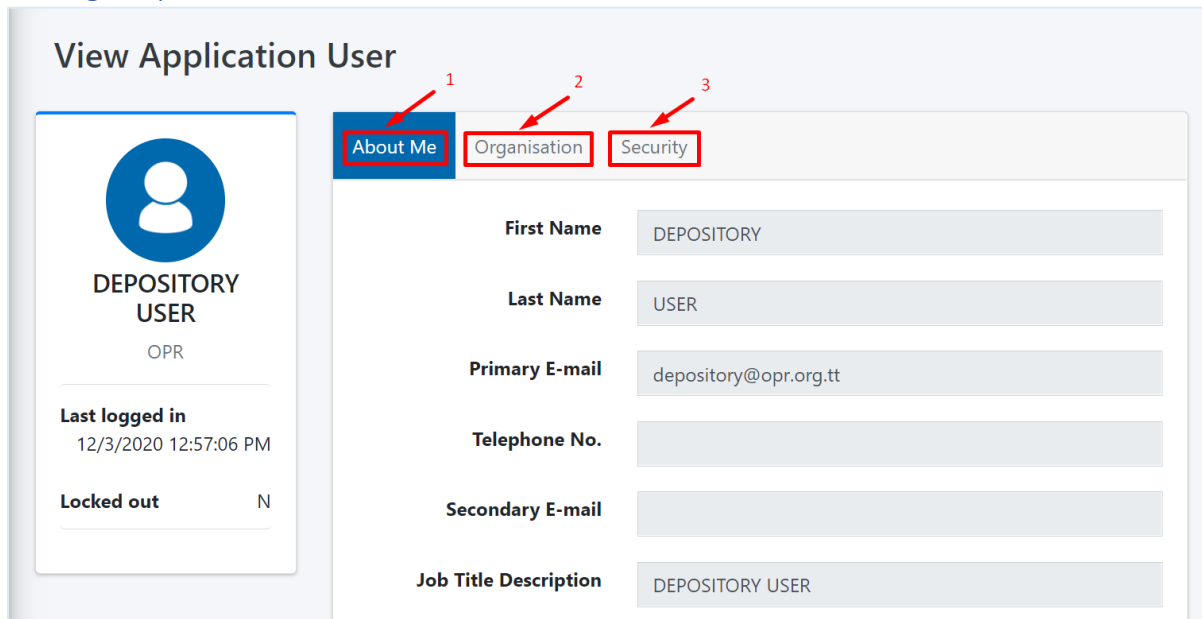



Figure 28.0 My settings menu

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.

## 6.1 Manage My Profile



**View Application User**



**DEPOSITORY USER**  
OPR

**Last logged in**  
12/3/2020 12:57:06 PM

**Locked out** N

**About Me** **Organisation** **Security**

**First Name** DEPOSITORY

**Last Name** USER

**Primary E-mail** depository@opr.org.tt

**Telephone No.**

**Secondary E-mail**

**Job Title Description** DEPOSITORY USER


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.

### 6.1.1 About Me

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

### View Application User



**DEPOSITORY USER**  
OPR

**Last logged in**  
12/3/2020 12:57:06 PM

**Locked out** N

About Me
Organisation
Security

**First Name** DEPOSITORY

**Last Name** USER

**Primary E-mail** depository@opr.org.tt

**Telephone No.**

**Secondary E-mail**

**Job Title Description** DEPOSITORY USER

**Active?** Y

**Locked?** N

**Last Login Timestamp** 12/3/2020 12:57:06 PM

**Access Failed Count**

**Lockout End Timestamp**

Edit

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**

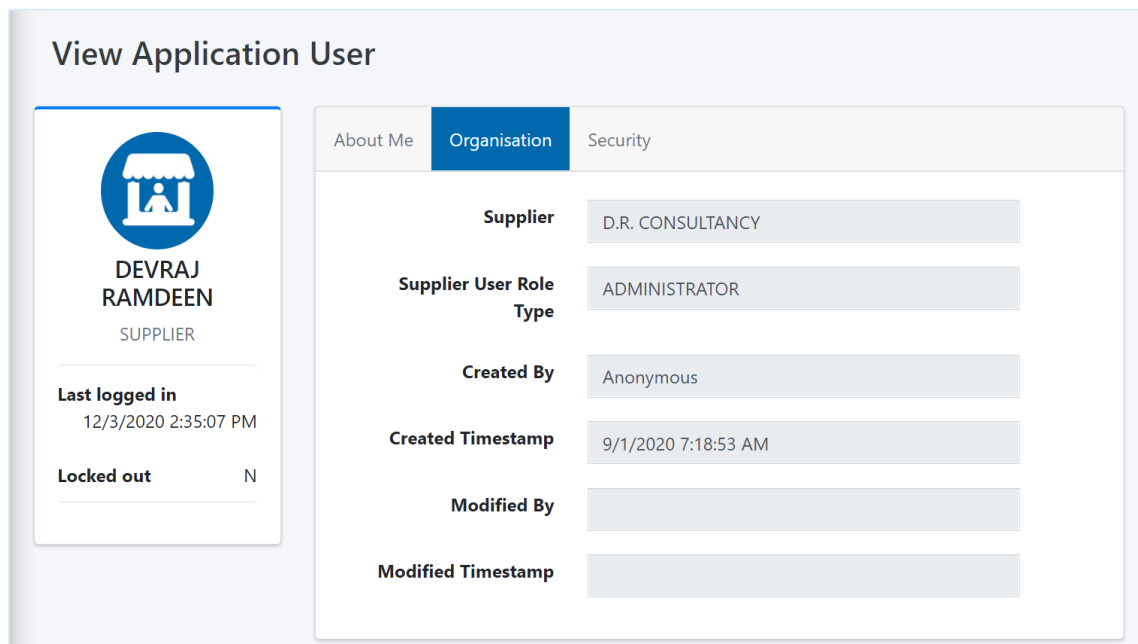
View the number of failed attempts the user made in logging into their account.

**Lockout End Timestamp**

View the timestamp the user account lock will expire.

## 6.1.2 Organisation

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




View Application User	
<div>  <p><b>DEVRAJ RAMDEEN</b> SUPPLIER</p> <p><b>Last logged in</b> 12/3/2020 2:35:07 PM</p> <p><b>Locked out</b> N</p> </div>	
<div> <div> About Me Organisation Security </div> <div> <p><b>Supplier</b> D.R. CONSULTANCY</p> <p><b>Supplier User Role Type</b> ADMINISTRATOR</p> <p><b>Created By</b> Anonymous</p> <p><b>Created Timestamp</b> 9/1/2020 7:18:53 AM</p> <p><b>Modified By</b></p> <p><b>Modified Timestamp</b></p> </div> </div>	

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.

### 6.1.3 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).




<b>First Name</b>	DEPOSITORY
<b>Last Name</b>	USER
<b>Primary E-mail</b>	depository@opr.org.tt
<b>Old Security Question #1</b>	Where was your first job?
<b>New Security Question #1 *</b>	Where was your first job? 
<b>Answer #1 *</b>	.....
<b>Old Security Question #2</b>	What is the name of the city where you met your spouse?
<b>New Security Question #2 *</b>	What is the name of the city where you met your spouse? 
<b>Answer #2 *</b>	.....
<b>Old Security Question #3</b>	Who was your favourite singer?
<b>New Security Question #3 *</b>	Who was your favourite singer? 
<b>Answer #3 *</b>	.....
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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.

## 6.2 Reset My Password

This section allows the user to reset their login password.

### Step 1: Request Password Reset



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

## Welcome to the OPR's Procurement

### CHANGE PASSWORD

#### Get Password Reset Link

depository@opr.org.tt

WVBPC

Refresh

Input

wvbpc

Submit Cancel

Figure 30.0 Change My Password Screen

## Step 2: Check Your Email For The Password Reset Link

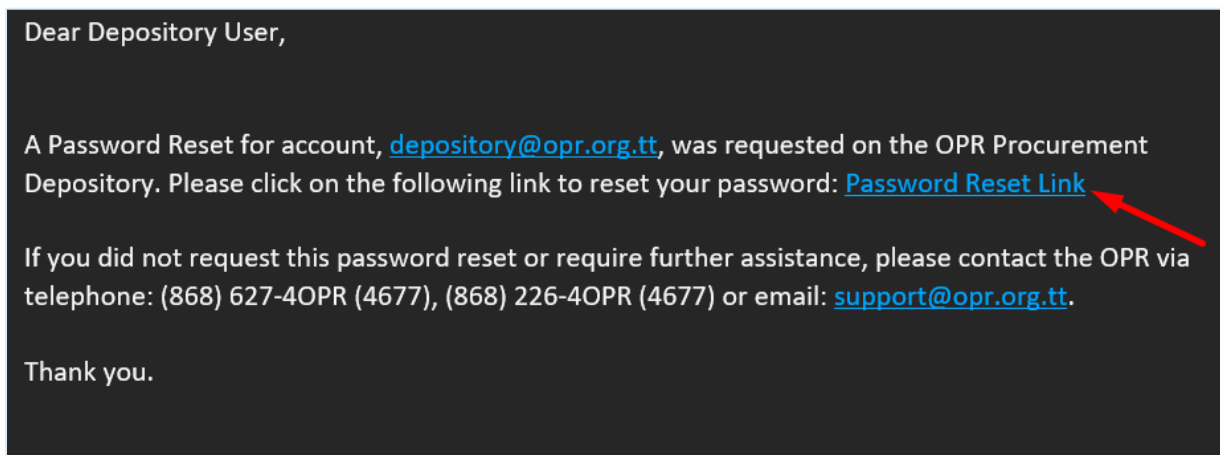
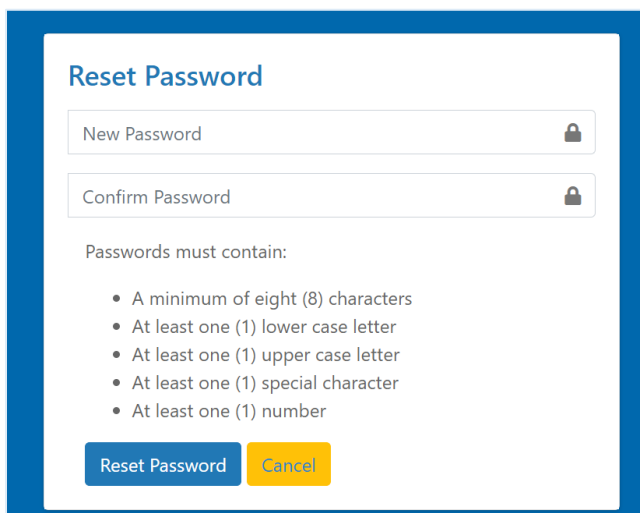




Figure 30.1 Email with the password reset link

## Step 3: Set Your New Password



**Reset Password**

New Password 

Confirm Password 

Passwords must contain:

- A minimum of eight (8) characters
- At least one (1) lower case letter
- At least one (1) upper case letter
- At least one (1) special character
- At least one (1) number

[Reset Password](#) [Cancel](#)

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.

## 7.0 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.