



CARIBBEAN AIRLINES LIMITED SUPPLIER/CONTRACTOR

INVITATION TO PRE-QUALIFY IN THE PROCUREMENT DEPOSITORY

Caribbean Airlines Limited (CAL is inviting suppliers and contractors to register and apply for pre-qualification in the Procurement Depository for the provision of **Insurance Brokers-POS**

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://oprtd.org/procurement-depository/>.

INSTRUCTIONS TO PRE-QUALIFY:

1. Register under the following Line of Business and Value Category: **Level 1 -0-100K**

UNSPSC Code	Line of Business
84131501	Building or building contents insurance
84131503	Car or truck insurance
84131504	Cargo insurance
84131505	Marine insurance
84131507	Business interruption insurance
84131508	Cash in transit insurance
84131509	Comprehensive projects insurance
84131510	Contractors all risks insurance
84131511	Deterioration of stocks insurance
84131512	Electronic equipment insurance
84131513	Erection all risks insurance
84131514	Fidelity guarantee insurance
84131516	Professional indemnity insurance
84131517	Travel insurance
84131519	Fire insurance
84131520	Insurance broking fees and commission
84131550	Aviation liability insurance
84131551	Machinery all risk insurance
84131552	Machinery breakdown insurance
84131901	Workers' compensation insurance service
84131902	Professional errors and omissions liability insurance services

84131903	Directors and officers liability insurance services
84131905	Employment practice liability insurance services
84131603	Accidental injury insurance
84131605	Workmen insurance
84131607	Liability insurance

2. Upload all documents listed on the OPR's Procurement Depository at <https://oprtd.org/procurement-depository/>.
3. Interested Suppliers **must**;
 - a) Notify the **Tenders Coordinator** at prequalification@caribbean-airlines.com; 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 **15th July 2026 by 4:00 PM (AST)**

SUBMISSION AND EVALUATION REQUIREMENTS:

The minimum level of documents 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.

NA- Not applicable, the requirement is not necessary and should not be submitted.

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

				Low Risk
No.	Requirement	Evidence		Cat 3
1	Legal capacity to enter into the contract	1.1	Certificate of Incorporation & where app, continuance	M
		1.2	Certificate of Registration	M
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	2.1	Declaration	M
3	Have not, and their directors or officers have not, been convicted of any criminal offence	3.1	Declaration	M
4	Have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago	4.1	Tax Clearance	M
		4.2	VAT Clearance or a letter of exemption	M
		4.3	NIB Compliance or a letter of exemption	M
5	Have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to	5.1	Portfolio of projects	M
		5.2	References	M
		5.3	Equipment listing	M

	perform the procurement contract	5.4	Banker's letter	M
		5.5	Management Accounts	M
6	Meet relevant industry standards	6.1	Health and Safety Policy Statement	M
		6.2	Licences (e.g. wireman, plumbing, firearm user, food handler's badge, etc)	M

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://oprtd.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.

Yours sincerely
The Procurement Department
Caribbean Airlines