



PROCUREMENT NOTICE

INVITATION TO PRE-QUALIFY IN THE PROCUREMENT DEPOSITORY

Caribbean Airlines Limited (CAL) invites suitably qualified suppliers and contractors to register and apply for pre-qualification in the OPR Procurement Depository for the provision of services for the **Renovation of CAL Duty Free Store (APS # COM 26-47)**.

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 pre-qualified in the OPR Procurement Depository. Registration guidelines and requirements are available on the OPR website.
website at <https://oprtd.org/procurement-depository/>.

INSTRUCTIONS TO PRE-QUALIFY

1. Register under the following Line of Business and Value Category: **Level 2: \$100K–\$2M**.

UNSPSC Code	Line of Business
72121103	Commercial and Office Building Renovation and Repair Services

2. Upload all documents listed on the OPR 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 submit a request for pre-qualification.
 - b) Suppliers who are already pre-qualified must ensure that their documents are updated on the OPR Procurement Depository and advise the Tenders Coordinator accordingly.

DEADLINE FOR SUBMISSION

All documentation and requests for pre-qualification must be submitted to the OPR Procurement Depository on or before **31 August 2026 at 4:00 PM (AST)**.

SUBMISSION AND EVALUATION REQUIREMENTS

The minimum document requirements to facilitate the pre-qualification process, together with the evaluation criteria, are detailed in the table below.

PRIORITIZATION

M(x) – Mandatory: the requirement is mandatory, non-negotiable and must be submitted.

Table 1 – Minimum Required Documents by Supplier Category Level

Table 1: DUE DILIGENCE REQUIREMENTS (Indicative Document Listing)				Level 1	Level 2
No.	Requirement	Evidence		\$0-\$100k	>\$100k - \$2M
1	Legal capacity to enter into the contract	1.1	Certificate of Incorporation & where app, continuance	X	X
		1.2	Certificate of Registration	X	X
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	X	X
3	Have not been convicted within the past ten years of corruption or fraud related offences locally or internationally—(i) as individuals; or (ii) as directors or officers of a company;	3.1	Declaration	X	X
		3.2	Police certificate of character		X
4	Have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago	4.1	Tax Clearance	X	X
		4.2	VAT Clearance or a letter of exemption	X	X
		4.3	NIB Compliance or a letter of exemption	X	X
5	Have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract	5.1	Portfolio of projects	X	X
		5.2	References	X	X
		5.3	Equipment listing	X	X
		5.4	Banker's letter	X	X
		5.5	Management Accounts	X	X
		5.6	Company Profile		X
		5.7	CVs and qualification certificates		X
		5.8	Letters of comfort from creditors		X
		5.9	Insurances		X
6	Meet relevant industry standards	6.1	Health and Safety Policy Statement	X	X
		6.2	Licences (e.g. wireman, plumbing, firearm user, food handler's badge, etc)	X	X
		6.3	Health, Safety, Security & Environment P&P		X

NOTE

- To complete the pre-qualification process, suppliers must upload, assign and attach all required documents to the relevant sections of the OPR Supplier Depository.
- The OPR Supplier Guideline, available on the OPR website, provides step-by-step instructions for completing this process.

OPR Procurement Depository link: <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