CARIBBEAN AIRLINES LIMITED

SUPPLIER/CONTRACTOR
INVITATION TO PRE- QUALIFICATION

DATE: AUGUST 3rd 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 **Catering Services** at CAL locations in the following regions (**North America, South America & the Caribbean)**

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:

UNSPSC Code	**Line of Business**	**Pre-Qualification Value Category**
90101603	Catering Services	Level 3 >$2,000,000.00

2. Upload all documents listed on 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; 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 **2:00 PM (AST) on September 01, 2026**.

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

Table 1- Minimum Level of Required Documents by Supplier Level

				Level 3
No.	Requirement	Evidence		>$2M
1	Legal capacity to enter into the contract	1.1	Certificate of Incorporation & where app, continuance	M
		1.2	Certificate of Registration	NA
		1.3	Company by-laws	M
		1.4	Board resolution	M
		1.5	Principals registered Power of Attorney	M
		1.6	Notice of Directors	M
		1.7	Affidavit	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
		3.2	Police certificate of character	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 perform the procurement contract.	5.1	Portfolio of projects	M
		5.2	References	M
		5.3	Equipment listing	M
		5.4	Banker's letter	M
		5.5	Management Accounts	NA
		5.6	Company Profile	M
		5.7	CVs and qualification certificates	M
		5.8	Letters of comfort from creditors	M
		5.9	Insurances	M
		5.10	Organizational structure	M
		5.11	Audited Financial statements	M
		5.12	Agency letter of authorisation, where applicable	M
		6.1	Health and Safety Policy Statement	M
		6.2	Licences (e.g. wireman, plumbiing, firearm user, food handler's badge, etc)	M

6	Meet relevant industry standards	6.3	Health, Safety, Security & Environment P&P	M
		6.4	ISO Certification, where applicable	M
		6.5	Safe to Work (STOW) certification, as applicable	M
		6.6	Professional membership (e.g. BOETT, BOATT)	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. We have attached a copy for your attention.*

Procurement-Deposit
ory-User-Guide-Supp

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* (see pages 54-55)

2. Once the information is published, click the "PREQUALIFY HERE" button (see page 55)

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