



THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT)

INVITATION TO PRE-QUALIFY EVENTS MANAGEMENT SERVICES

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to register and apply for pre-qualification in the Office of the Procurement Regulation's (OPR) Procurement Depository for the **Provision of Events Management Services**.

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015 (as amended) on April 26, 2023 and in keeping with the requirements of the Office of Procurement Regulation (OPR), suppliers of goods, works and services, interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

- **Line of Business: Events Management**
UNSPSC Code: 80141607
Pre-Qualification Category: Level 3 - 6

Kindly ensure all relevant documents are valid and required fields are completely filled.

Once the registration on the OPR is completed, you are required to inform the Office of the Chief Procurement Officer via email at tenders@udecott.com.

The deadline date for registration is **January 10, 2024 (AST)**.

Please visit our website at udecott.com for further details and updates.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

INVITATION TO PRE-QUALIFY EVENTS MANAGEMENT SERVICES

Why must suppliers register with the Office of the Procurement Regulator?

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>.

What is the purpose of this Invitation to Pre-qualify for Event Management Services?

The purpose of this Invitation to Pre-qualify is to identify and pre-qualify a cadre of competent Event Management Service Providers which UDeCOTT can contract for a series of upcoming events.

What documents may be required for Pre-qualification on OPR's Depository?

- Certificate of Incorporation & where applicable, continuance
- Certificate of Registration
- Company by-laws
- Board resolution
- Principals registered Power of Attorney
- Notice of Directors
- Affidavit
- Return of Beneficial Interest in the Shares of a Company Form.
- Police certificate of character
- Tax Clearance
- VAT Clearance or a letter of exemption
- NIB Compliance or a letter of exemption
- Portfolio of projects
- References
- Equipment listing
- Banker's letter
- Management Accounts
- Company Profile
- CVs and qualification certificates
- Letters of comfort from creditors
- Insurances
- Organisational structure
- Audited Financial statements
- Agency letter of authorisation, where applicable
- Health and Safety Policy Statement
- Licences (e.g. wireman, plumbing, firearm user, food handler's badge, etc.)
- Health, Safety, Security & Environment P&P

- ISO Certification, where applicable
- Safe to Work (STOW) certification , as applicable
- Professional membership (e.g. BOETT, BOATT)

What is the approximate value of events?

Events are estimated to range TT\$2,000,000 to TT\$7,000,000.

Is there a cost to Proponents to Pre-qualify with UDeCOTT?

There will be no cost to Pre-Qualify with UDeCOTT.

Proponents are to note that the responses provided as guidance to these Frequently Asked Questions does not relieve the supplier of its obligation and responsibility to fulfil and comply with all requirements of the Office of Procurement Regulations.