



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

REQUEST FOR QUOTATION RENEWAL OF THE ANNUAL LICENSE FOR MICROSOFT DYNAMICS SL

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit quotations for the **Renewal of the Annual License for Microsoft Dynamics SL**.

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), 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://opr.tt.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 Code: 43233701 – Enterprise system management software

The tender process for this project will be conducted via UDeCOTT's E-Tender System. The RFQ package will be available on the E-Tender System from **Friday, January 23, 2026**. To access the Tender, Proponents must register on the E-Tender System via <https://udecott.etenderworld.tt/login.php>.

Should you encounter any technical difficulties in accessing or using the system, you are to immediately contact our IT Helpdesk at 225-4004 ext. 206 or etenderhelpdesk@udecott.com, carbon copying the Office of the Chief Procurement Officer at tenders@udecott.com.

The successful contractor shall be chosen using competitive selection process as set out in the Request for Quotation (RFQ).

INFORMATION SESSION

An Online Information Session will be held **via Microsoft Teams** on **Tuesday, January 27, 2026 at 10:00 a.m.**

Interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com.

SUBMISSION

Proponents are advised that submissions must include ALL the documents as set forth in the RFQ and must be in accordance with the terms therein.

Failure to do so may result in disqualification.

The deadline date for submissions is **February 5, 2026, at 2:00 p.m. (AST)**.

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at tenders@udecott.com.

UDeCOTT reserves the right to reject any or all submissions for failure to comply with any mandatory requirements stated in the RFQ.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

RENEWAL OF THE ANNUAL LICENSE FOR MICROSOFT DYNAMICS SL

What is the purpose of this Request for Quotation?

The purpose of this Request for Quotation is to identify and contract a suitably qualified and experienced Contractor to undertake the Project.

When will the RFQ be available?

The RFQ package will be available on UDeCOTT's E-Tender System from Friday, January 23, 2026.

What is the Location of the site?

The license will be utilized by UDeCOTT across its operational offices as required.

Are interested parties required to 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 proponents 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/>. Proponents are required to apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 43233701 – Enterprise system management software

Is it mandatory to attend the online information session?

Attendance to the online information session is **not** mandatory. It does, however, provide a greater understanding of the requirements of the RFQ.

Are there any eligibility requirements for this Procurement Process?

In order to be eligible for evaluation and/or consideration to provide the Works, Proponents must be able to demonstrate the following:

- Proponents shall submit documentary evidence confirming their authorization to supply and support Microsoft Dynamics SL licenses, such as a Letter of Authorization from Microsoft Corporation or its authorized licensing partner.
- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

Are interested parties required to 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 proponents 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/>.

Are Proponents required to purchase the RFQ package?

There will be no cost for the RFQ package.

Proponents are to note that the responses provided as guidance to these Frequently Asked Questions do not relieve the Proponent of its obligation and responsibility to fulfil and comply with all requirements of the Request for Quotation.

SPECIFICATIONS SHEET

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) requires the renewal of one (1) Microsoft Dynamics SL 2018 Enhancement Advantage Plus Plan for one (1) year (annual subscription) from 3rd February 2026 to 2nd February 2027.

The current licensing structure for renewal is as follows:

SOFTWARE	LICENSE AMOUNT
Microsoft Dynamics SL 2018 Business Ready Enhancement Advantage Plus Plan	1