

INVITATION TO
PRE-QUALIFY ON THE OPR PROCUREMENT
DEPOSITORY

THE NATIONAL SCHOOLS DIETARY SERVICES LIMITED (NSDSL),

the State-owned Enterprise responsible for the School Nutrition Programme in Trinidad, located at #23B Camden Road, Unit 1 Couva 550627, invites suitably qualified Suppliers to register and submit documentary evidence of their qualifications and experience into the Office of Procurement Regulation (OPR) Procurement Depository for the specific service category

Line of Business: Catering Services UNSPS Code 90101603

1. Interested Suppliers are required to register in the OPR Procurement Depository located at <https://depository.oprtt.org>, publish their information and request pre-qualification. Submissions must be made in the English Language.
2. Only Suppliers requesting prequalification for **90101603** will be considered for prequalification and the subsequent procurement activity – **NSDSL/ASPPA/23-24/001 – The Supply and Delivery of School Meals under the School Nutrition Programme (SNP), Trinidad.**
3. Submissions made for prequalification **outside of the OPR procurement depository would not be accepted.**
4. Information on the Supplier Code of Ethics for Public Procurement and guidance for navigating the Procurement Depository Solution are available via the following links: Stage 1: first webinar session; <https://bit.ly/3psfxZZ> / Stage 2: second webinar session; <https://bit.ly/3olwNi3> / Supplier Resources: <https://oprtt.org/procurement-depository/>
5. The minimum level of documentation required to facilitate the pre-qualification process shall be as follows:
 - a) Name, address, telephone number and email of the individual or firm.
 - b) Line of Business (area of speciality) – Level 2 (\$100,001 - \$2,000,000) or Level 3 (\$2,000,000.01 - \$10,000,000.00).
 - c) Company/Individual Profile which should include details of catering contracts or similar work completed within the last five (5) years.
 - d) Detailed curriculum vitae of key professionals.
 - e) Certificate of Registration or Incorporation where applicable.
 - f) Value Added Tax Clearance Certificate or Letter of Exemption **valid** at the time of upload or in the case of an exemption letter, no older than three (3) months.
 - g) Income Tax Clearance Certificate or Letter of Exemption **valid** at the time of upload or in the case of an exemption letter, no older than three (3) months.
 - h) National Insurance Board Compliance Certificate or Letter of Exemption **valid** at the time of upload or in the case of an exemption letter, no older than three (3) months.
 - i) Management Accounts signed by the Company's directors for the financial years 2021, 2022 and 2023 or Audited Financials for the same period. In the case of an Individual, Management Accounts to be approved by the relevant personnel.
6. Subsequent to the prequalification deadline, a tender for this service will be issued to successful pre-qualified proponents
7. All queries can be emailed to procurement@nsdsl.gov.tt and Administration@nsdsl.gov.tt

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DEADLINE: Friday 9th August 2024