

INVITATION TO PRE-QUALIFY ON THE 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 profile 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 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:
 - 1) Name, address, telephone number and email of the individual or firm
 - 2) Line of Business (area of speciality) – Level 2 (\$100,001 - \$2,000,000) or Level 3 (\$2,000,000.01 - \$10,000,000.00)
 - 3) Company Profile
 - 4) Detailed curriculum vitae of key professionals
 - 5) Certificate of Registration or Incorporation
 - 6) Valid Value Added Tax Clearance Certificate or Letter of Exemption
 - 7) Valid Income Tax Clearance Certificate or Letter of Exemption
 - 8) Valid National Insurance Board Compliance or Letter of Exemption
 - 9) Management Accounts signed by the Company's directors for the financial years 2021, 2022 and 2023 or Audited Financials for the same period
6. Eligibility to be deemed pre-qualified will be determined on a pass/ fail basis as follows:
 - (a) the submission of all required information and documentation as listed in 5 above
 - (b) The company profile which should include demonstrable experience in providing quantity food production (bulk catering and delivery service)
 - (c) Employee resumes should include demonstrable experience and professional certification in food preparation and safety
 - (d) 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
 - (e) 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
 - (f) National Insurance Board Compliance or Letter of Exemption **valid** at the time of upload or in the case of an exemption letter, no older than three (3) months
7. Subsequent to the prequalification deadline, a tender for this service will be issued to successful pre-qualified proponents, who will have to provide evidence of the following:
 - (a) Ministry of Health Public Health Certificate of Registration of the Premises for the kitchen
 - (b) Documented evidence to legitimate access to kitchen premises, e.g. deed or valid lease agreement
8. All queries can be emailed to procurement@nsdsl.gov.tt and Administration@nsdsl.gov.tt

Submissions made for prequalification outside of the procurement depository would not be accepted

DEADLINE: Tuesday 16th July 2024