**The Children’s Authority of Trinidad and Tobago**

**Corner Dere Street & Queens Park West, Port of Spain**

**INVITATION TO PRE-QUALIFY FOR**

**THE SUPPLY OF FURNITURE (OFFICE)**

1. The Authority invites suitably qualified suppliers to register and submit documentary evidence of their qualifications and experience to the **OPR** to supply the Children’s Authority for the specific service category:

* **UNSPSC Code: 56000000 - Furniture and Furnishings**

1. Interested suppliers are required to register in the Procurement Depository, publish their profile and request pre-qualification. Submissions must be made in the English Language.
2. Only Suppliers requesting pre-qualification for **56000000 – Furniture and Furnishings** will be considered for pre-qualification and the subsequent procurement activity **– RFP 001-11/2022-23**- **- The Supply of Furniture.**
3. Submissions made for pre-qualification **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/>

1. The minimum level of documentation in accordance with Section 29 of the ‘The Act, 2015’ required to facilitate the pre-qualification process shall be as follows:
2. Name, address, telephone number and email of the individual firm
3. Line of business (area of specialty)
4. Company Profile
5. Detailed curriculum vitae of key beneficial owners, Directors, and executives
6. Certificate of Registration or Incorporation
7. Value Added Tax Clearance Certificate or Letter of Exemption
8. Income Tax Clearance Certificate or Letter of Exemption
9. National Insurance Board Compliance or Letter of Exemption
10. Eligibility to be deemed pre-qualified will be determined on a pass/fail basis as follows:
11. The submission of all required information and documentation as listed in 6 above
12. The company profile which should include demonstrable experience in providing, installing and maintaining office furniture.
13. The company should provide relevant resumes as it relates to its employees’ capacity to efficiently source, install and maintain appropriate furniture.
14. 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.
15. 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.
16. 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.

Please contact the Children’s Authority at:

1-(868)-627-8597 or 1-(868)-627-0748 Ext. 40324/40329/40363

Email: [procurement@ttchildren.org](mailto:procurement@ttchildren.org)

**Procurement Department**

**The Children’s Authority**