



### HEAD OFFICE

23 Stanmore Avenue, Newtown, Port of Spain, 190210  
1 (868) 638-5222 (LAAA) | info@laaa.gov.tt

## INVITATION TO PRE-QUALIFY IN THE PROCUREMENT DEPOSITORY FOR THE PROVISION OF PERSONAL COMPUTERS

CLOSING DATE: TUESDAY 12 MAY, 2026 @ 4:00PM

### INSTRUCTIONS TO APPLICANTS:

Legal Aid and Advisory Authority invites suitable suppliers and contractors to register and apply for prequalification in the Procurement Depository for the provision of personal computers.

In keeping with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), all suppliers wishing to conduct business with Legal Aid and Advisory Authority must be registered and prequalified in the OPR Procurement Depository. Registration guidelines and requirements are available on the OPR website at <https://oprtd.org/procurement-depository/>. Submissions must be made in the English Language.

### Interested Suppliers are required to:

1. Register under the following Line of Business (LOB) and Value Category:
  - Line of Business: 43211508 Personal Computers
  - Value Category: Level 2 (TT \$100,000.01 - \$2,000,000.00)
2.
  - a) Interested Suppliers/Contractors must submit evidence of successful Registration to the Legal Aid and Advisory Procurement Department at [procurement@laaa.gov.tt](mailto:procurement@laaa.gov.tt)
  - b) Suppliers who are already registered must ensure that their documents are updated for the requested Line of Business on the OPR's Procurement Depository and advise the Legal Aid and Advisory Procurement Department accordingly.

**Note: Submissions made for pre-qualification outside of the OPR Depository will not be accepted, only Suppliers/Contractors pre-qualified in the requested Line of Business and Value Category will be considered**

### The minimum level of documentation required for creation of a company profile and to facilitate the prequalification process shall be as follows:

- i. Name, address, telephone number and email of the individual or firm.
- ii. Line of Business (area of specialty/core business services and/or material items).
- iii. Company Profile and Organization Structure.
- iv. Certificate of Incorporation and the relevant Articles or Business Registration Certificate.
- v. List of Directors/Owners/Shareholders/Partners (if Applicable)
- vi. Value Added Tax (VAT) 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.
- vii. Income Tax (BIR) 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.

**Arima**  
10-10A Devenish Street,  
Arima  
1 (868) 638-5222 Ext. 3401

**Chaguanas**  
62 Eleanore Street,  
Chaguanas  
1 (868) 225-4522

**San Fernando**  
6 Harris Street,  
Paradise, San Fernando  
1 (868) 638-5222 Ext. 4000

**Tobago**  
CARIBANA Building,  
Bacolet Street, Scarborough  
1 (868) 635-0779

viii. National Insurance Board (NIB) 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.

Eligibility to be deemed pre-qualified will be determined on a pass/fail basis from information provided on the OPR Depository. Only suppliers successfully pre-qualified by the stated cut-off date will be invited to participate in the subsequent Limited Bidding Request for Quotation (RFQ) for this procurement.

**Depository as follows:**

1. The submission of all required information and documentation as listed in Item 7 (i) – (viii) above.
2. A Bank Reference letter indicating whether credit facilities are available and the digit factor, no older than three (3) months.
3. Last three (3) years of Audited Financial Statements or Management Accounts.
4. Evidence of Insurance Coverage, a copy of which must be uploaded e.g., Public Liability, Workmen Compensation, Motor Vehicle and All Risks or any other relevant type of insurance.
5. Evidence of competence of key Management, Professional and Technical Employees including evidence of detailed curriculum vitae/résumés.
6. Key References which should include the company’s demonstrable experience in providing the relevant goods or services listed.
7. List of Key contracts executed with reference contacts relevant to the LOBs listed above.
8. Evidence of licenses or certification, relevant to the good or service code listed above.

**Once the documents have been assigned and attached, Suppliers MUST then:**

1. Click the “**PUBLISH YOUR INFORMATION**” button.
2. Once the information is published, click the “**PREQUALIFY HERE**” button.



**Arima**  
10-10A Devenish Street,  
Arima  
1 (868) 638-5222 Ext. 3401

**Chaguanas**  
62 Eleanore Street,  
Chaguanas  
1 (868) 225-4522

**San Fernando**  
6 Harris Street,  
Paradise, San Fernando  
1 (868) 638-5222 Ext. 4000

**Tobago**  
CARIBANA Building,  
Bacolet Street, Scarborough  
1 (868) 635-0779