



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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794

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

CONFIRMATION OF APPOINTMENT

IN ACCORDANCE with part (1) of the Director of Personnel Administration's Circular Memorandum E/18 of 2006, the following arrangement is submitted for publication:

Confirmation

| Name | Rank of Officer | Date |
|-------------------------------------|----------------------------------|-----------------|
| Mrs. Nicole Goodridge-Wilson | Human Resource Officer II | 13th July, 2021 |

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OFFICE OF THE PRIME MINISTER

SEPARATION

IN ACCORDANCE with the Director of Personnel Administration's Circular Memorandum No. E: 26/06, dated 25th August, 2006, the undermentioned notice is published for general information:

Resignation

| Name | Rank of Officer | Ministry/Department | Date | Remarks |
|-----------------------|----------------------------|------------------------------|-----------------|-------------|
| Mr. David Roberts ... | Deputy Permanent Secretary | Office of the Prime Minister | 11th July, 2025 | Resignation |

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MINISTRY OF HOUSING AND URBAN DEVELOPMENT

SEPARATION

IN ACCORDANCE with the Director of Personnel Administration's Circular Memorandum No. E: 26/06, dated 25th August, 2006, the undermentioned notice is published for general information:

Retirement

| Name | Rank of Officer | Ministry/Department | Date | Remarks |
|------------------------------|----------------------------|---|----------------|-----------------------|
| Mrs. Shanmatee Singh Ng Sang | Deputy Permanent Secretary | Ministry of Housing and Urban Development | 8th June, 2026 | Compulsory Retirement |



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
2024 Public Statement
(UPDATED PUBLICATION)
of the
Office of Procurement Regulation

In compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA).
The following is published with the approval of the Minister of Finance

In accordance with sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ("FOIA") the Office of Procurement Regulation ("the OPR") being a public authority under the purview of the Ministry of Finance and a regulatory body is required by law to publish this statement, which lists the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access information held by the OPR.
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the OPR, and such information is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
- Upon a Notice of Refusal, a legal right to complain in writing to the Ombudsman and to apply to the High Court for Judicial Review of decisions under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i):

The OPR is a body corporate created by an Act of Parliament, namely the Public Procurement and Disposal of Public Property Act 2015, as amended, ("the PPDPPA") with a mandate to inter alia "provide for public procurement, and for the retention and disposal of public property, in accordance with the principles of good governance, namely accountability, transparency, integrity and value for money".

The core functions of the OPR are as follows:

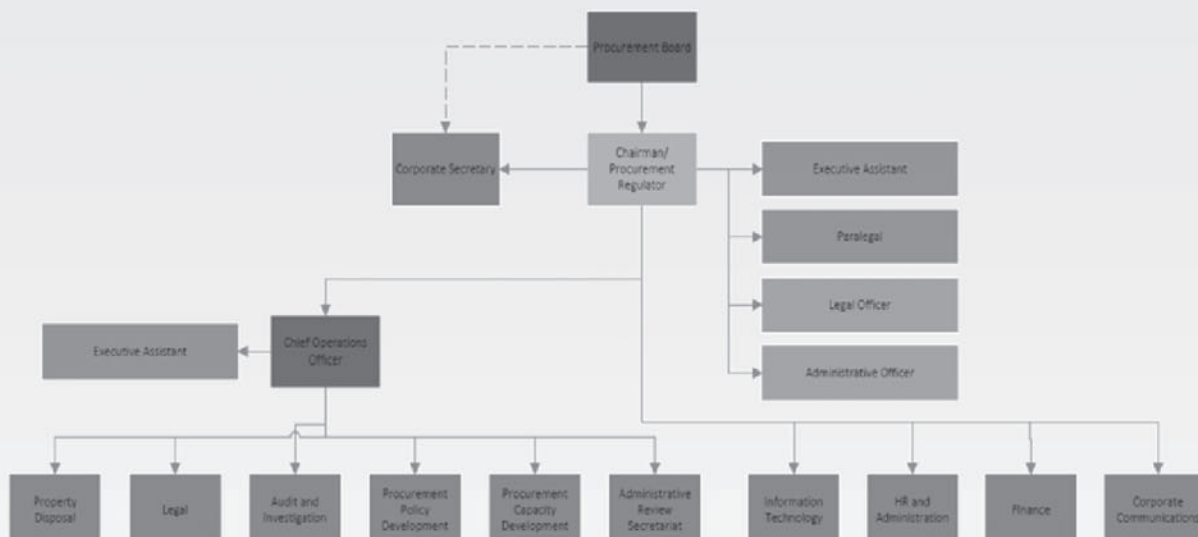
- i. To establish a comprehensive database of information on public procurement, including information on tenders received, the award and value of contracts, and such other information of public interest as the Office thinks fit.
- ii. To set training standards, competence levels and certification requirements to promote best practices in procurement.
- iii. To issue and review guidelines in relation to public procurement and the retention and disposal of public property, including model guidelines for special guide lines under sections 30 (1) (b) and 54 (1) (b).
- iv. To prepare, update and issue model handbooks, incorporating standardized bidding documents, procedural forms and relevant documents for use in public procurement and the retention and disposal of public property.
- v. To approve, in respect of each procuring entity, special guidelines and handbooks in relation to public procurement and the retention and disposal of public property.
- vi. To promote the use of technology in public procurement and the retention and disposal of public property.
- vii. To provide best practice advice in the conduct of procurement activities, including the promotion of electronic transactions.
- viii. To audit and review the system of procurement and

disposal of public property to ensure compliance with the objectives of the Act.

- ix. To harmonize policies, systems and practices in relation to public procurement activities and the disposal of public property.
- x. To review procurement practices and delivery systems on an annual basis to identify best practices.
- xi. To determine, develop, introduce, maintain and update related system-wide databases and technology.
- xii. To promote the awareness of public of public bodies and the public to issues relating to public procurement and disposal of public property.
- xiii. To undertake research and surveys with respect to public procurement and disposal of public property.
- xiv. To investigate, on its own initiative or upon complaint from any party involved in public procurement or disposal of public property or any member of the public, any alleged or suspected breach of the Act.
- xv. To act for, in the name and on behalf of the State to dispose of real property owned by the Government in such manner as the Government may consider appropriate and desirable.
- xvi. To create and publish standard form contracts for public procurement and disposal of public property.
- xvii. To prepare and maintain a database of pre-qualified contractors and suppliers.

ORGANISATIONAL CHART

The OPR's Organisational Chart (Website Version)





2024 PUBLIC STATEMENT (UPDATED PUBLICATION) OF THE OFFICE OF PROCUREMENT REGULATION

- xviii. To prepare and maintain a list of pre-qualified mediators, arbitrators, and experts for the purposes of alternative dispute resolution under the Act; and
- xix. To provide advice on best practice on the aggregation of the procurement or disposal of goods for the purpose of obtaining value for money.

Vision Statement:

To be a catalyst for transformation through best practice in procurement, retention and disposal of public property.

Mission Statement:

To regulate public procurement, retention and disposal of public property through capacity development, leveraging technology, monitoring and enforcement to promote best practices and socio-economic development in Trinidad and Tobago.

Values:

- Value for money
- Integrity
- Transparency
- Accountability

(SEE ORGANISATIONAL CHART)

DEPARTMENTS AND FUNCTIONS

The OPR is governed by a Procurement Board comprising of eleven (11) members. The members of the Procurement Board are drawn from amongst persons with expertise in legal, financial, business or administrative matters. In accordance with section 11 (2) of the Act, the Chairman of the Board is also the Procurement Regulator who is entrusted with the day-to-day management, administration, direction and control of the business of the office.

The following departments and functions report directly to the Procurement Regulator:

1. Chief Operations Officer (COO)
2. Corporate Secretary
3. Legal
4. Property Disposal
5. Procurement Policy Development
6. Procurement Capacity Development
7. Administrative Review Secretariat
8. Audit and Investigation
9. Corporate Communications
10. Finance
11. Human Resource and Administration
12. Information and Communications Technology (ICT)

Chief Operation Officer

The COO is the operational lead of the OPR, with responsibility for managing and overseeing the day-to-day administration and business operations of the Office. He is required to adhere to the programme of work set by the Chairman/Procurement Regulator, consistent with the strategic direction given by the Board of the OPR. The COO is required to take the lead role in building enhanced capacity, robust operational systems and procedures and the necessary infrastructure that enables the OPR to deliver on its mandate in accordance with the Act. The COO is responsible for ensuring that the OPR is positioned to deliver on the expectations of all key stakeholders.

Corporate Secretary

The Corporate Secretary functions as the primary communication channel between the Procurement Board and the OPR's Management Team and is required to provide sound advice and guidance to the Procurement Board in relation to their roles, responsibilities, obligations and authorities under their terms of appointment. The Corporate Secretary ensures good corporate governance and corporate compliance on the part of the Procurement Board and the OPR's Management team.

Legal

The Legal department provides legal institutional support, advice and guidance to all other department and to the Procurement Board. The Legal department assists in strengthening the policy, legal, regulatory, research and development framework on public procurement and disposal of public property in Trinidad and Tobago.

Human Resource and Administration

The Human Resource and Administration Department is responsible for key functions in human resource planning and development, performance management, employee and industrial relations, and training and development. This department plays a critical role in formulating policies and plans to support the

recruitment and retention of staff with the necessary skills, knowledge, and competencies. In addition, it oversees office maintenance, improvement projects, and the inventory management of stationery and office supplies. Notably, Safety and Security Co-ordination also falls under the Human Resource and Administration Department, ensuring a safe and secure working environment for all employees.

Finance

The Finance department is responsible for the receipt and management of all financial resources allocated to the OPR by the Ministry of Finance, salary processing and payment and for the management of expenditure in accordance with the pertinent financial legislation, established procedures, policies and guidelines related to the adherence of proper accounting standards.

Information Technology

The Information Technology Unit is responsible for providing and managing the information technology and systems policy, which includes planning administration, information system and application support, networking and communications and service support.

Corporate Communications

The Corporate Communications Department is responsible for the development, design and implementation of The OPR's communication strategy, policies and procedures. This department also implements the internal and external communication initiatives that will advance The OPR brand identity, broaden awareness of its programmes and priorities and increase the knowledge of the impact of its programmes across key stakeholder audiences.

Audit and Investigation

Pursuant to Sections 13 (h) and (n) of the Public Procurement and Disposal of Public Property Act 2015, the Audit and Investigations Department has the authority to conduct an independent review of the procurement policies and procedures employed by any public entity to determine whether the objectives of the Act are being met, through an audit. The investigations' function has the responsibility of conducting fieldwork to gather evidence to either prove or disprove claims either of its own initiative or due to a complaint made by any party and report findings on same.

Property Disposal

This department informs and advises on the retention and disposal of public property based on best practices. It is charged with the preparation and development of Handbooks and General Guidelines. This department also reviews Special Guidelines as and when submitted by public entities and information provided on the OPR's database to enable report on any discrepancies.

Procurement Policy Development

This department is responsible for the preparation and issuance of guidelines and model handbooks on public procurement, retention and disposal of public property in accordance with Section 13 (c), (d), (e) of the PP&DPP Act 2015 as amended. Their responsibilities include review of special guidelines and handbooks prepared by procuring entities in accordance with Section 13 (c), (d) (e) as well as stakeholder analysis, mapping and engagement to support policy development, communication to stakeholders and monitoring of effectiveness of policy implementation.

Procurement Capacity Development

The Procurement Capacity Development Department is responsible for building procurement capacity across all public bodies to ensure that public procurement is conducted in a transparent, fair and efficient manner consistent with Section 5 of the Public Procurement and Disposal of Public Property Act (2015). Core functions of the Department include setting training standards, competence levels and certification requirements to promote best practices and promoting awareness of the issues relating to public procurement and disposal of public property.

Administrative Review Secretariat

The Administrative Review Secretariat provides legal and administrative support to the OPR's Hearing Panels which are responsible for determining Challenge Proceedings pursuant to Part V of the PP&DPPA as well as Ineligibility Proceedings pursuant to Section 58 of the PP&DPPA. The Secretariat is responsible for overseeing the procedures and processes utilized for the filing of documents, case management and other ancillary services to enable the Hearing Panels to decide Challenge and Ineligibility Proceedings in a fair and efficient manner. The Administrative Review Secretariat also provides legal support to the Corporate Secretary in relation to the activities of the Board and its Committees under the PP&DPPA.

SECTION 7 (1) (a) (ii):

Categories of documents held and maintained in possession of the OPR:

1. Files dealing with the general administrative documents for the operations of the OPR.
2. Files dealing with contracts for services and consultancy services.
3. Personnel files, which detail all staff appointments, contracts of employment, job applications, job specifications, transfers, promotions, employee performance appraisals, leave, vacation, retirements, deaths, statement of gratuity computation, letters of approval for gratuity payment etc.
4. Files relating to applications for employment, terms of engagement and offers of employment.
5. Files dealing with the financial and accounting management functions of the OPR.
6. Financial reports and statements, financial records such as schedule of accounts, cheques, vouchers, receipts, cash books, pay records, invoice orders; journals, salary deduction information, requests for release of funds, monthly expenditure statements, monthly bank reconciliation statements, annual statement of budgetary proposals, annual financial statements etc.).
7. Statements on annual return of remuneration paid and income tax and health surcharge deducted.
8. Requests for statement of PAYE indebtedness.
9. Files dealing with matters relating to the procurement of supplies, services and equipment and requisition forms.
10. Files dealing with official functions, conferences and events and attended by the OPR.
11. Files dealing training- local and foreign and technical co-operation.
12. Policy and procedure documents.
13. Legal contracts and other legal instruments.
14. Legal opinions and related matters.
15. Correspondence.
16. Copies of legislation, laws, legal notices, Bills, regulations etc.
17. Gazettes, books, booklets, leaflets, pamphlets, brochures, public relations material and newspaper clippings.
18. Reports-annual/monthly/weekly/quarterly, statistical, audit, economic, consultants', technical, valuation, corporate etc.
19. News releases, speeches, interview reports and statements originating in the OPR.
20. Internal and external correspondence files.
21. Digital media.
22. Photographs, CD's, DVD's, videos, tapes, charts, abstracts and catalogues.
23. Minutes and agenda of meetings.
24. Complaint/suggestion files.
25. Strategic plans.
26. Tender documents.
27. Training plans.
28. Registers.
29. Fixed asset registers.
30. Cabinet notes.
31. Internal Reports.
32. Complaint classification forms.
33. Complaint additional information forms.
34. Complaint information sheets.
35. Internal policies.
36. Organisational Chart.
37. Group Health policies and documents.
38. Standard Operating Procedure documents and logs.

SECTION 7 (1) (a) (iii):

Material prepared for publication and inspection:

The following documents can be accessed on the website at <https://oprtrt.org/resource-centre>

1. Comprehensive Handbook on Procurement Retention & Disposal
2. Basic Procurement Handbook
3. General Guidelines - Preparation of Special Guidelines for Approval
4. General Guidelines - Developing the Annual Procurement Plan
5. General Guidelines - Procurement Portfolio Management & Supply
6. General Guidelines - Category Management
7. General Guidelines - Management of Risks in Procurement



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SECTION 7 (1) (a) (iii):

Material prepared for publication and inspection cont'd:

8. General Guidelines - Developing Specifications
9. General Guidelines - Sustainable Development & Sustainable Procurement
10. General Guidelines - Supply Contracts
11. General Guidelines - Procurement Methods and Procedures
12. Request for Information Guideline and Template
13. Supplier-Contract Appraisal Template
14. Procurement Strategy Development Template - High R-V
15. Procurement Strategy Development Template - Low R-V
16. Request for Quotation Letter with Forms
17. Purchase Requisition-Template
18. Tender Evaluation Report Template
19. Market Research Report Template
20. General Guidelines - Pre-qualification and Pre-Selection
21. General Guidelines - eProcurement
22. General Guidelines - Evaluation of Submissions & Award of Contracts
23. General Guidelines - Negotiation in Procurement
24. General Guidelines - Standstill Period General Guidelines
25. General Guidelines - Management and Monitoring of Procurement Contract
26. General Guidelines - Record Keeping and Maintenance of Procurement Files
27. General Guidelines - Retention & Disposal of Personal Property
28. Handbook - Retention & Disposal of Personal Property
29. Disposal Forms Editable Templates.
30. General Guidelines - Framework for Internal Control for Procurement
31. General Guideline - Developing Procurement Capacity
32. General Guidelines Procurement of Works
33. General Guidelines: Ethical Conduct for Suppliers and Contractors
34. General Guidelines: Ethical Conduct for Public Bodies and Public Officers
35. General Guidelines: Simplified Procurement
36. Desktop Reference: Procurement Methods & Procedures - Quick Guide
37. General Guidelines: Framework Agreements
38. General Guidelines: Treating with Unsolicited Proposals
39. General Guidelines: Disposal of Real Property
40. 2020 Sensitisation Sessions and Documents
41. 2019 Capacity Building Workshop Report and Documents
42. Model Handbook
43. Stakeholder Consultation Workshops- Overview of the Special Guidelines
44. Trinidad Workshop Summary Report
45. Tobago Workshop Summary Report
46. Audited Financial Statements
47. Stewardship Report with Organisational Chart 2018-2020
48. Strategic Plan 2020-2022
49. Annual Schedule of Planned Procurement Activities Template
50. "Standard Bidding Document RFP Template - Consultancy Services"
51. "Standard Bidding Document ITB Template - Framework Agreement"
52. "Standard Bidding Document ITB Template - Procurement of Goods"
53. Procurement Notice
54. Standard Terms and Conditions of Purchase
55. Developing the Annual Procurement Performance Report
56. Handbook & Special Guidelines Template
57. Letter Template - Notification of Unsatisfactory Evidence of Payment of Taxes and Contributions
58. Letter Template - Evidence of Payment of Taxes and Contributions
59. Simplified Procurement Complaint Form
60. Annual Report to Parliament April 2023 - April 2024

The public may inspect and/or obtain copies of the materials listed from the Designated Officer between the hours of 8:00 a.m. and 4:00 p.m. Mondays to Fridays except for public holidays at:

The Office of Procurement Regulation
Level 19, Port of Spain International Waterfront
Centre
1A Wrightson Road
Port of Spain
Telephone number: 1 (868) 226-4OPR (4677)
Website: www.oprrt.org

SECTION 7 (1) (a) (iv)

Literature available by subscription:

The OPR does not currently publish any documents that are available by way of subscription.

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing a document from the OPR:

General Procedure

The OPR's policy is to answer all requests, both oral and written, for information. However, in order to exercise the rights given to the public by the FOIA, the applicant must make his/ her request in the following manner:

- i. Obtain a copy of the appropriate form (Request for Access to Official Documents) available at the reception desk at the OPR and on the OPR's website on <https://oprrt.org/>. Complete the form either at the OPR's office or at your own convenience.

Addressing Requests

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer of the OPR.

Details in the Request

Applicants should provide details that will allow for ready identification and location of the information that is being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant needs assistance in writing a request or what details to include, they should communicate with the Designated Officer. The relevant information that must be provided to the OPR includes:

- a. Name of Applicant.
- b. Contact Information.
- c. Information requested and format to provide the information.
- d. Date of request.
- e. Signature of applicant; and
- f. Applications should be addressed to the Designated Officer of the OPR (see section 7 (1) (a) (vi)).

Request not handled under the FOIA

In accordance with section 12, requests under the FOIA that will not be processed are as follows:

- i. Documents which contain information, which is open to public access, as part of a public register.
- ii. Documents which contain information that is available for purchase by the public.
- iii. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority.
- iv. Documents which are stored for or safe custody.
- v. Documents that are subject to an investigation.

Retrieving Documents

The OPR is only required to furnish copies of documents that it has in its possession, custody or control or can be retrieved from storage.

Furnishing Documents

The OPR is required to furnish only one (1) copy of a document. If a legible copy of the document to be released cannot be made, the OPR will not attempt to reconstruct it. Instead, the best copy possible will be furnished with its quality noted in the OPR's reply.

Please note that the OPR is not compelled to do the following:

- a) Create new documents. For example, the OPR is not required to write a new programme so that a computer will print information in the format preferred by the applicant; and
- b) Perform research for the public.

Time Limits.

General:

The FOIA gives a stipulated time of thirty (30) calendar days from the date of receipt of an application for the OPR to determine the approval or refusal of the documents/information requested by the applicant. The OPR will try meticulously to comply with the statutory time limit. Since there is a possibility that requests may be wrongly addressed or directed, the applicant may wish to call or write to confirm that the OPR has received a request and ascertain its status.

Time Allowed:

The OPR will determine whether to grant a request for access to information as soon as practicable but no later than thirty (30) calendar days from the date it was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies. If it is determined that the documents/information cannot be disclosed, then the applicant will be informed of the refusal and their rights according to Section 38A and 39 of the FOIA.

SECTION 7 (1) (a) (vi)

Officers in the OPR responsible for:

- a) The initial receipt of and action upon notices under Section 10 of the FOIA.
- b) Requests for access to documents under Section 13 of the FOIA.
- c) Applications for correction of personal information under Section 36 of the FOIA

The Designated Officer is:

Mrs. Delrene Liverpool-Young
Corporate Secretary,
The Office of Procurement Regulation
Level 19, Tower D
Port of Spain International Waterfront Centre
1A Wrightson Road, Port of Spain
Telephone: 226- 4OPR (4677)
E-mail: delrene.liverpool-young@opr.org.tt

1st Alternate Designated Officer:

Ms. Lindy-Ann Mitchell
Head, Legal
The Office of Procurement Regulation
Level 19, Tower D
Port of Spain International Waterfront Centre
1A Wrightson Road, Port of Spain
Telephone: 226- 4OPR (4677)
E-mail: lindy-ann.mitchell@opr.org.tt

2nd Alternate Designated Officer:

Ms. Stasha Mahabir
Executive Assistant to the Chairman
The Office of Procurement Regulation
Level 19, Tower D
Port of Spain International Waterfront Centre
1A Wrightson Road, Port of Spain
Telephone: 226- 4OPR (4677)
E-mail: stasha.mahabir@opr.org.tt

SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other bodies (Where meetings/minutes are open to the public.

Pursuant to Section 10 of the PPDPPA the OPR is governed by a Board which was appointed by the President after consultation with the Prime Minister and the Leader of the Opposition. By virtue of Section 16 the Board may appoint such committees as it considers necessary. The following are appointed Committees within the OPR:

- i. Audit Committee.
- ii. Human Resource Committee.
- iii. Finance and Budget Committee.
- iv. Procurement and Disposal Advisory Committee.

SECTION 7 (1) (a) (viii)

Library/Reading Room Facilities

Any applicant requesting to view information can make general enquiries by calling the Designated Officer under section 7 (1) (a) (vi). The necessary arrangements will be made to accommodate the applicant at the library/reading room facility of the OPR between the hours of 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. on Mondays to Fridays save for Public Holidays.

SECTION 8 STATEMENTS

SECTION 8 (1) (a)

The public is at liberty to access documents that are provided by the OPR for the use or guidance of the OPR or its officers in making decisions or recommendations, or in providing advice to persons outside the public authority, with respect to rights, privileges, benefits, obligations, penalties or other detriments being:



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SECTION 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the OPR, not being particulars contained in another written law

1. Public Procurement and Disposal of Public Property Act No. 1 of 2015.
2. Public Procurement and Disposal of Public Property (Amendment) Act, 2016.
3. Public Procurement and Disposal of Public Property (Amendment) Act, 2017.
4. Public Procurement and Disposal of Public Property (Amendment) Act, 2020.
5. Public Procurement and Disposal of Public Property (Retention and Disposal of Personal Property) Regulations, 2021.
6. Public Procurement and Disposal of Public Property (Record of Procurement Proceedings) Regulations, 2021.
7. Public Procurement and Disposal of Public Property (Procurement of Consultants) Regulations, 2021.
8. Public Procurement and Disposal of Public Property (Procurement Methods and Procedures) Regulations, 2021.
9. Public Procurement and Disposal of Public Property (Pre-Qualification and Pre-Selection) Regulations, 2021.
10. Public Procurement and Disposal of Public Property (Participation in Procurement) Regulations, 2021.
11. Public Procurement and Disposal of Public Property (Miscellaneous) Regulations, 2021.
12. Public Procurement and Disposal of Public Property (Ineligibility Proceedings) Regulations, 2021.
13. Public Procurement and Disposal of Public Property (Evaluation) Regulations, 2021.
14. Public Procurement and Disposal of Public Property (Challenge Proceedings) Regulations, 2021.
15. Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations, 2024.

SECTION 8 (1) (a) (ii)

Manuals, Rules of Procedure, Statements of Policy, Records of Decisions, Letters of Advice to persons outside the OPR, or similar documents containing rules, policies, guidelines, practices or precedents.

1. Comprehensive Handbook on Procurement Retention & Disposal.
2. Basic Procurement Handbook.
3. General Guidelines - Preparation of Handbook & Special Guidelines for Approval.
4. General Guidelines - Developing the Annual Procurement Plan.
5. General Guidelines - Procurement Portfolio Management & Supply.
6. General Guidelines - Category Management.
7. General Guidelines - Management of Risks in Procurement.
8. General Guidelines - Developing Specifications.
9. General Guidelines - Sustainable Development & Sustainable Procurement.
10. General Guidelines - Supply Contracts.
11. General Guidelines - Pre-qualification and Pre-Selection.
12. General Guidelines - Evaluation of Submissions & Award of Contracts.
13. General Guidelines - Negotiation in Procurement.
14. General Guidelines - Standstill Period General Guidelines.
15. General Guidelines - Management Monitoring of Procurement Contract.
16. General Guidelines - Retention & Disposal of Personal Property.
17. Handbook - Retention & Disposal of Personal Property.
18. General Guidelines - Framework for Internal Control for Procurement.
19. General Guidelines - Procurement of Works.
20. General Guidelines: Ethical Conduct for Suppliers and Contractors
21. General Guidelines: Ethical Conduct for Public Bodies and Public Officers
22. General Guidelines: Simplified Procurement
23. Desktop Reference: Procurement Methods & Procedures - Quick Guide
24. General Guidelines: Framework Agreements
25. General Guidelines: Treating with Unsolicited Proposals
26. General Guidelines: Disposal of Real Property
27. The Charter of the Board.
28. The Audit Committee Charter.
29. Delegation of Authority Policy.
30. Cash Management Policy.
31. Online E-first Policy.

32. Clean Desk Policy.
33. Open Floor Policy.
34. Professional Fees Policy.
35. Care and Use of Company Vehicles Policy.
36. Leave Management Policy.
37. Communication Policy
38. Credit Card Policy.
39. Hours of Work and Flexi Time Policy.
40. Payments Policy.
41. Parking Validation Policy.
42. Customer Service Policy.
43. Crisis Communication Policy.
44. Education Assistance Policy.
45. Training Policy.
46. OPR Graduate and Internship Programme Policy.
47. Management of Change Policy.
48. Employment Conversion Policy.
49. Performance Management Policy.
50. Complaints Process Map.
51. Complaints Sensitisation material
52. Challenge Process Map.
53. Challenge Sensitisation material.
54. Hearing Rules and Procedures for Part V Challenge Proceedings.
55. Electronic Filing and Hearing Rules for Part V Challenge Proceedings.
56. Ineligibility Process Map.
57. Ineligibility sensitization material.
58. Hearing Rules and Procedures for Ineligibility Proceedings
59. Health and Safety Policy.
60. Internal Policy – Procurement Special Guidelines and Handbook.
61. Grievance Policy and Procedure.
62. Disciplinary Policy and Procedure.
63. Fixed Asset Management Policy.
64. Recruitment and Selection Policy.
65. E-mail Policy; and
66. Data Privacy Policy.

SECTION 8 (1) (b)

In enforcing written laws or schemes administered by the OPR where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

There are no reports or statements to be published under this subsection at this time.

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

Any report or statement containing the advice or recommendations, of a body or entity established within the OPR.

- OPR Stewardship Report 2018 -2020

SECTION 9 (1) (b)

Any report or statement containing the advice or recommendations of a body or entity established outside of the OPR by or under a written law; or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the OPR or to the responsible Minister.

- i. Sixth Report of the Joint Select Committee on Finance and Legal Affairs: Inquiry into the Implementation of the New Public Procurement System.
- ii. Sixth Report of the Joint Select Committee on Finance and Legal Affairs on a follow-up inquiry into the implementation of the new Public Procurement System, Third Session (2022/2023), Twelfth Parliament

SECTION 9 (1) (c)

Any report or statement containing the advice or recommendations of an interdepartmental committee whose membership includes an officer of the OPR

At this time, there are no reports or statements to be published under this subsection.

SECTION 9 (1) (d)

Any report or statement containing the advice or recommendations, of a committee established within the OPR to submit

a report, provide advice or make recommendations to the responsible Minister for the OPR or another officer of the OPR who a member of such committee is not.

At this time, there are no reports or statements to be published under this subsection.

SECTION 9 (1) (e)

Any report (including a report concerning the results of studies, surveys or tests) prepared for the OPR by a scientific or technical expert, whether employed within the OPR or not, including a report expressing the opinion of such an expert on scientific or technical matters.

At this time, there are no reports to be published under this subsection.

SECTION 9 (1) (f)

Any report prepared for the OPR by a consultant who was paid for preparing the report.

Currently, the OPR has no documents which fall within the meaning of this section.

SECTION 9 (1) (g)

Any report prepared within the OPR and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations, on feasibility of establishing a new or proposed government policy, programme or project.

At this time, there are no reports to be published under this subsection.

SECTION 9 (1) (h)

Any report on the performance or efficiency of the OPR, or of an office, division or branch of the OPR, whether the report is of a general nature or concerns a particular policy, programme or project administered by the OPR.

- OPR Strategic Plan 2023 – 2025
- Revised OPR Strategic Plan 2020 – 2022
- OPR Strategic Plan 2020 – 2022
- OPR Stewardship Report 2018 – 2020
- OPR Annual Schedule of Planned Procurement Activities (FY 2023 – 2024)
- OPR Annual Schedule of Planned Procurement Activities (FY 2022 – 2023)
- OPR Annual Schedule of Planned Procurement Activities (FY 2020 – 2021)

SECTION 9 (1) (i)

Any report containing final plans or proposals for the re-organisation of functions of the OPR, the establishment of a new policy, programme or project administered by the OPR, whether or not the plans or proposals are subject to approval by an officer or the OPR, another public authority, the responsible Minister for the OPR or Cabinet.

- OPR Strategic Plan 2020 - 2022

SECTION 9 (1) (j)

Any statement prepared within the OPR and containing policy directions for the drafting of legislation.

At this time, the OPR has no documents which fall within the meaning of this section.

SECTION 9 (1) (k)

Any report of a test carried out within the OPR on a product for the purpose of purchasing equipment.

At this time, there is no such report to be published under this subsection.

SECTION 9 (1) (l)

Any environment impact statement prepared within the OPR.

At this time, there is no such statement to be published under this subsection.

SECTION 9 (1) (m)

Any valuation report prepared for the OPR by a valuator, whether or not the valuator is an officer of the OPR.

At this time, there is no such report to be published under this subsection.

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REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01
[Pursuant to Rule 110 and Section 416(2)]

In the Matter of

ISLAND VIEW LIMITED

(IN VOLUNTARY LIQUIDATION)

NOTICE OF FINAL MEETING

TAKE NOTICE that a general meeting of the members of the Company in the above matter will be held at Building 27A, Harmony Hall Industrial Park, Marabella, on the 25th day of June, 2025, at 10.30 a.m. for the purpose of having an account laid before the members, and to receive the Liquidator's report showing the manner in which the winding up of the Company has been conducted, and its property disposed of; and of hearing any explanation that may be given by the Liquidator and also of determining by ordinary resolution the manner in which the books, accounts, papers and documents of the Company, and of the Liquidator thereof, shall be disposed of.

Dated this 16th day of May, 2025.

VARUNE MUNGAL
Liquidator

799

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT

PREMIER QUALITY SERVICES LIMITED

(IN CREDITORS VOLUNTARY WINDING UP)

RETURN OF FINAL WINDING UP MEETING

NOTICE IS HEREBY GIVEN, pursuant to section 425(1) of the Companies Act, Chap. 88:01, that a final meeting of the members of the above named Company will be held at Building 27A, Harmony Hall Industrial Park, Marabella, on the 2nd day of July, 2025, at 10.30 a.m. for the purpose of having an account laid before them, showing the manner in which the winding up has been conducted, and the property of the Company disposed of, and of hearing any explanation that may be given by the liquidator, and also of determining by extraordinary resolution in the manner in which the books, accounts, and documents of the Company, and of the liquidator thereof, shall be disposed of.

Dated this 21st day of May, 2025.

VARUNE MUNGAL
Liquidator

800

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

ANISA ALI-RAMSAROOP having made sworn declaration that Policy Number 397230 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of KEVIN RAMSAROOP (Deceased), has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

Dated the 27th day of May, 2025.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

801

SHARON BOODOO having made sworn declaration that Policy Number 350767 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of WAYNE BOODOO (Deceased), has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

Dated the 27th day of May, 2025.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

802

TESSA LEOPOLD having made sworn declaration that Policy Number 389509 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of LENWAYNE LEOPOLD (Deceased), has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

Dated the 27th day of May, 2025.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.