OPR
THE OFFICE OF PROCUREMENT REGULATION
ACCOUNTABILITY | INTEGRITY | TRANSPARENCY | VALUE FOR MONEY

Annual Report to Parliament

April 2023 2024



Unlearning the Old...
Embracing the New...
A Year of Transformative Change

Unlearning the Old... Embracing the New...

A Year of Transformative Change





LETTER OF TRANSMITTAL

July 30, 2024.

The Honourable Nigel de Freitas, President of the Senate
The Honourable Bridgid Mary Annisette-George, MP
Speaker of the House of Representatives
The Red House
Parliamentary Complex
Cabildo Building
St. Vincent Street
PORT OF SPAIN.

Dear Presiding Officers,

Re: Letter of Transmittal

I have the honour to submit to you the First Annual Report for the Office of Procurement Regulation of Trinidad and Tobago ("the Office") for the period April 26, 2023 to April 25, 2024, marking one year from full proclamation of the Public Procurement and Disposal of Public Property Act, 2015, as amended ("the Act").

This Report is submitted pursuant to Section 24 of the Act.

Yours sincerely,

Beverly Khan
Chairman/Procurement Regulator
The Office of Procurement Regulation
Republic of Trinidad and Tobago

Cc: The Honourable Colm Imbert, Minister of Finance, Ministry of Finance

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LIST OF ACRONYMS

ACRONYMS

AO	Accounting Officer
ASPPA	Annual Schedule of Planned Procurement Activities
CTB	Central Tenders Board
LMS	Learning Management System
NPO	'Named' Procurement Officer
OECD	The Organization for Economic Cooperation and Development.
PDAC	The Procurement and Disposal Advisory Committee
PFM	Public Financial Management
PSIP	Public Sector Investment Programme
RACI	Responsible, Accountable, Consulted, and Informed
RFI	Request for Information
RFQ	Request for Quotation
SME	Small and Medium Enterprise
UNCITRAL	United Nations Commission on International Trade Law
UNSDGs	United Nations Sustainable Development Goals
UNSPSC	United Nations Standard Products and Services Code

GLOSSARY OF TERMS

GLOSSARY

Accounting Officer	A person appointed by the Treasury and charged with the duty of accounting for any service in respect of which monies have been appropriated by the Constitution or by Parliament, or any person to whom issues are made from the Exchequer Account in accordance with the Exchequer and Audit Act, or the Chief Executive Officer or any other person holding the equivalent position in a procuring entity.
Annual Procurement Plan (APP)	The APP is developed by the 'Named' Procurement Officer in collaboration with the public body's budget holders, concurrent with the development of the public body's Annual Estimate of Capital, Recurrent and PSIP Expenditure or Annual Budget. It provides the details of the items to be procured, risk and market analyses, procurement strategies and objectives and contract management strategies for the spend categories for a 12-month period.
Annual Schedule of Planned Procurement Activities (ASPPA)	The schedule of all planned procurement activities to be undertaken by a procuring entity for a 12-month period which shall be published on the procuring entity's website or other electronic platform no later than six (6) weeks after approval of the National Budget.
Bid Rigging	Collusive price-fixing and anti-competitive behaviour which is designed to unfairly influence the outcome of a competitive tender process in favour of one of more bidders.
Complaint	A formal written statement of an allegation that bid rigging or other forms of collusion, an irregularity in procurement proceedings or a breach of the Public Procurement and Disposal of Public Property Act No. 1 of 2015, as amended ("the Act") has occurred. This is submitted to the Office in accordance with section 41 of the Act.
Disposal/ Book Value	The cost of asset/property less accumulated depreciation.
Disposal Committee	A committee established by a public body pursuant to section 55 of the Act, comprising no fewer than three officers responsible for recommending the best method of disposal for unserviceable, obsolete or surplus stores or equipment.

GLOSSARY

Disposal Consideration Value	The sale price of the asset/property being disposed.
Disposal of Public Property	Includes the transfer without value, sale, lease, concession, or other alienation of property that is owned by a public body.
E-Procurement	Electronic procurement occurs when the activities of the purchasing process are conducted electronically, typically over the internet, to shorten the cycle time and lower the transaction costs of the acquisition process. In its broadest sense, E-procurement involves electronic data transfers to support operational, tactical and strategic procurement.
Framework Agreement	An agreement or other arrangement between one or more procuring entities and one or more suppliers/contractors which establishes the terms, as it relates to price and, where appropriate, quantity, under which the contractor or supplier will enter into one or more contracts with the procuring entity during the period in which the framework agreement.
Ineligibility List	A list of suppliers or contractors who shall not participate in procurement proceedings and which is prepared and maintained by the Office in accordance with section 58 of the Act.
Limited Bidding	Inviting a specific set of pre-qualified suppliers to submit bids to enhance quality control and efficiency.
Local Content	The local value added to goods, works or services measured as the amount of money or percentage of each dollar of expenditure remaining in Trinidad and Tobago after the production of the good or the performance of the work or service.
Named Procurement Officer ("NPO")	The person appointed by a public body in accordance with section 61(2) of the Act and who is assigned the responsibility for public procurement and disposal of public property for that public body.
Obsolete	Items considered outdated or outmoded due to changes in technology.
Open Bidding	Also known as open tendering, is a procurement method where any interested and qualified supplier may submit a bid in response to an 'invitation to bid' advertised publicly, either nationally, regionally or internationally.
Personal Property	Defined as physical property, inclusive of stores, equipment, computers, motor vehicles.
Pre-Qualification	The procedure to identify, prior to solicitation, suppliers or contractors who are qualified.

GLOSSARY OF TERMS

GLOSSARY

Pre-Selection	The procedure to identify, prior to solicitation, a limited number of suppliers or contractors who best meet the qualification criteria for the procurement concerned.
Procurement Depository	An online database designed by the Office to manage, capture, and report information as described in sections 13, 24, 26, 29 and 58 of the Act.
Procurement and Disposal Advisory Committee (PDAC)	A committee established by a procuring entity pursuant to Regulation 21 of the Public Procurement and Disposal (Procurement Methods and Procedures) Regulations, 2021.
Procurement Contract	A contract concluded between a procuring entity and supplier or a contractor.
Procurement Method	A procurement method is the process by which goods, services, or works are obtained by a public body or entity. Common procurement methods include open bidding, limited bidding, single or sole source selection, request for proposals (RFP), request for quotations (RFQ).
Procurement Proceedings	Procurement proceedings in relation to public procurement, includes the process of procurement from the planning stage, soliciting of tenders, awarding of contracts, and contract management to the formal acknowledgement of completion of the contract.
Procuring Entity	A public body engaged in procurement proceedings.
Public Procurement	The acquisition of goods, works or services involving the use of public money.
Public Property	Real or personal property owned by a public body.
Public Sale/ Public Auction	Public sale, also known as a public auction, is a method of selling goods or other items to the highest bidder in an open and public setting.
Public Tender	A public tender, also known as a tender, is a formal process through which public bodies invite bids or proposals from qualified suppliers/ contractors to fulfil a specific project or contract.
Real Property	Defined as land and buildings and items permanently attached to the land and buildings.

GLOSSARY

Services	Any objects of procurement or disposal other than goods and works and includes professional, non-professional and commercial services as well as goods and works which are incidental to, but not exceeding, the value of those services.
Unserviceable	Items which can no longer be repaired or reconditioned.
Variation	A change or difference in condition, amount, or level, typically within certain limits in a procurement contract?
Whistleblowing	The act of reporting illegal or unethical procurement activity.
Works	Includes construction and engineering works of all kinds.

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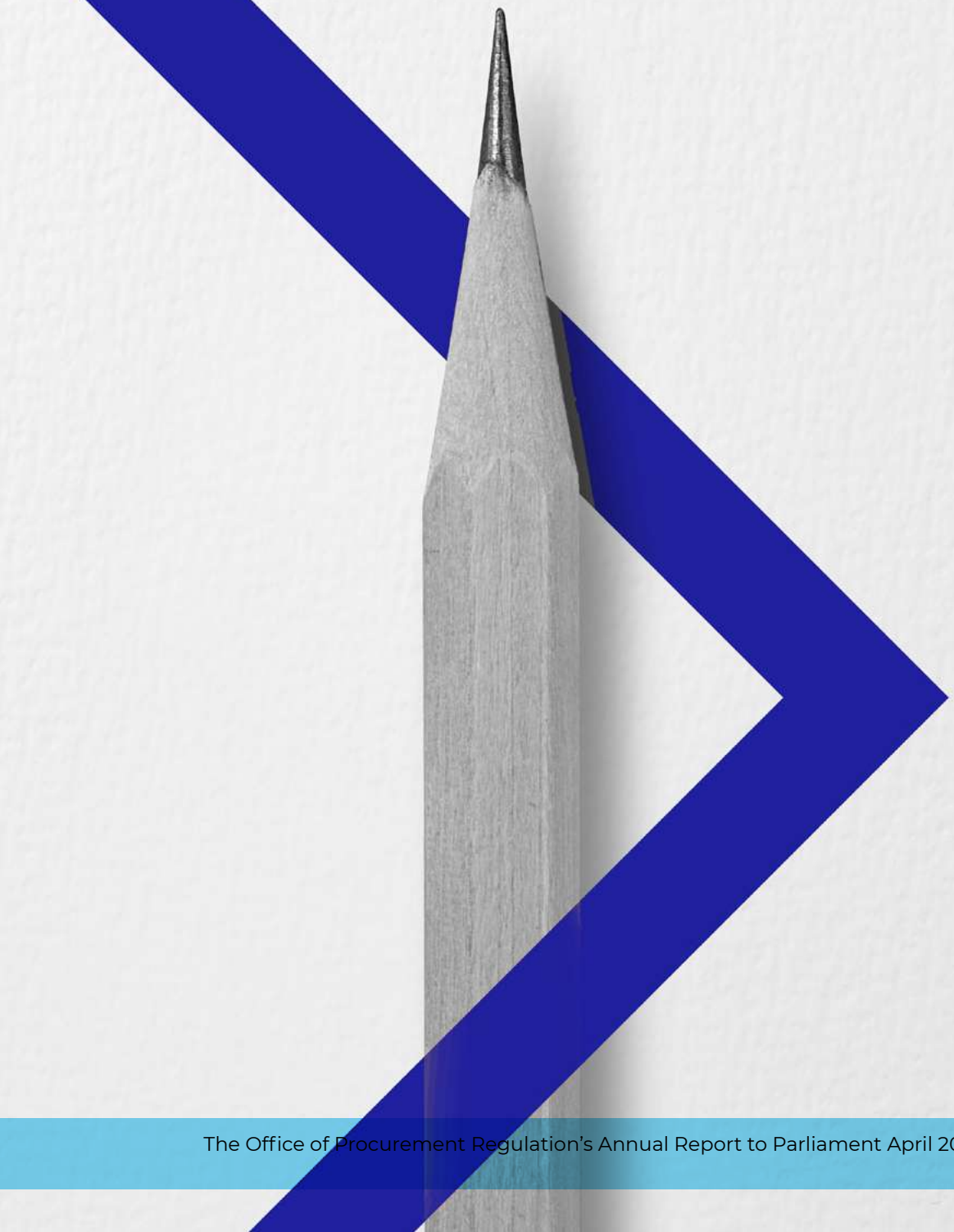
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OUTLINING THE CONTEXT





THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY ACT, ACT NO 1 OF 2015 (AS AMENDED)

An Act to 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 establishment of the Office of Procurement Regulation, the repeal of the Central Tenders Board Act, Chap. 71:91 and related matters.

The Act also repealed Section 28 of the Tobago House of Assembly Act.

The Act was partially proclaimed on July 29, 2015 by Legal Notice No. 150 of 2015 and came into full operation on April 26, 2023 by way of the proclamation of the remaining sections of the Act via Legal Notice No. 106 of 2023.

The Act was amended by the following:

Act No. 5 of 2016
Act No. 3 of 2017
Act No. 27 of 2020
Act No 13 of 2023

The Act is supported by ten (10) individual Regulations which were approved in the House of Representatives on January 14, 2022 and in the Senate on February 8, 2022 and the Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations, 2024, which was approved by negative resolution on April 5, 2024.

The legislation may be downloaded from the Office's website at https://oprtt.org/legislative-framework/?cn-reloaded=1

Section 5(2) of the Act mandates that a public body shall carry out public procurement and the disposal of public property in a manner that is consistent with the objects of this Act.

OBJECTS OF THE ACT

EFFICIENCY

means reducing administrative costs, resources and time in the execution of the procurement and disposal functions.

VALUE FOR MONEY

is the value derived from the optimal balance of outcomes and input costs on the basis of the total cost of supply, maintenance and sustainable use.

TRANSPARENCY

means that information on the public procurement process must be available in the public domain unless there are legal reasons to keep certain information confidential.

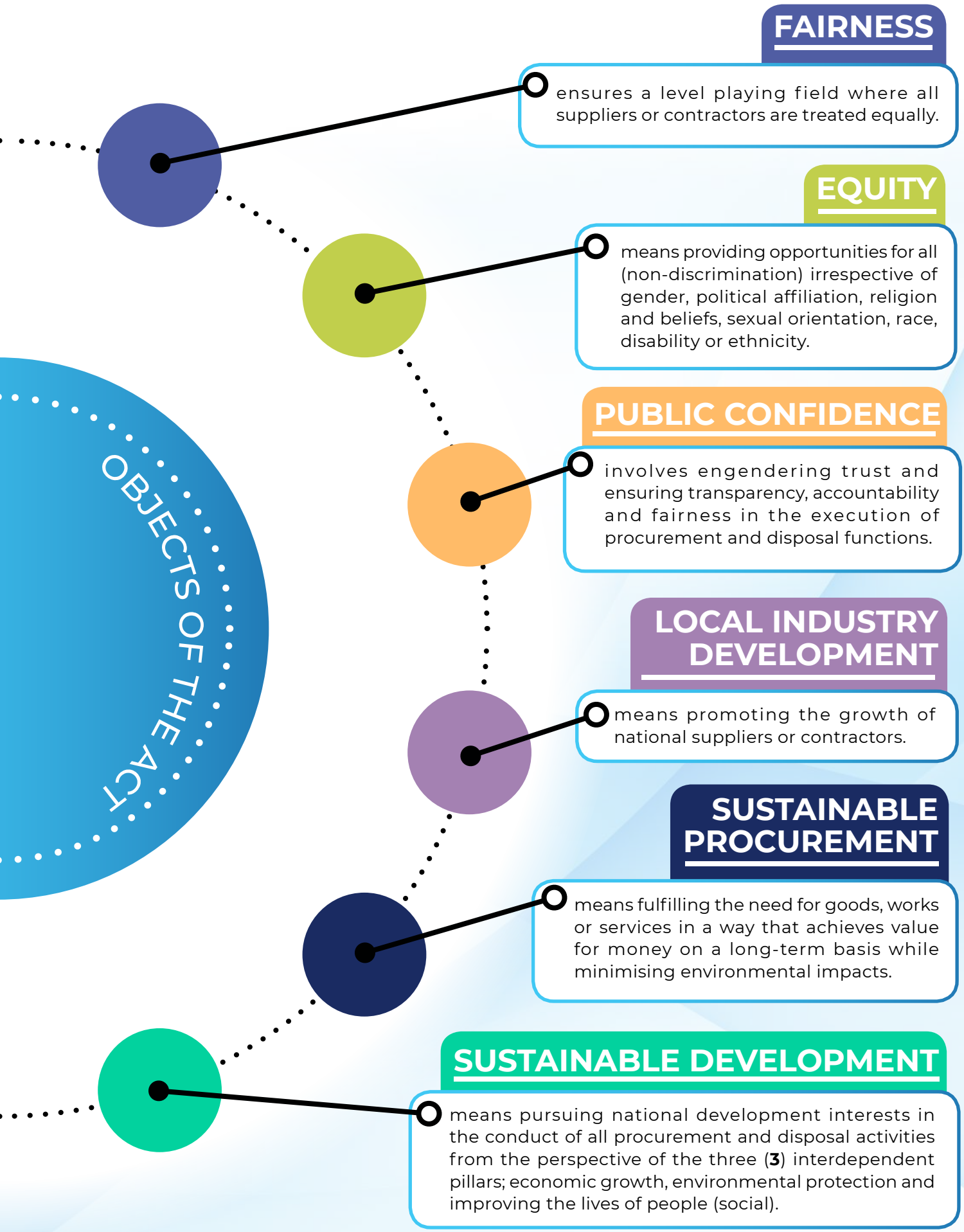
INTEGRITY

means avoiding corruption, conflicts of interest and breaches of the law in execution of procurement and disposal.

ACCOUNTABILITY

means being held responsible for the actions/ decisions taken in procurement and disposal proceedings and the resulting outcomes. Requires a clear chain of responsibility between management, budget, technical, legal and procurement/ disposal officials.




OBJECTS OF THE ACT
FAIRNESS
ensures a level playing field where all suppliers or contractors are treated equally.
EQUITY
means providing opportunities for all (non-discrimination) irrespective of gender, political affiliation, religion and beliefs, sexual orientation, race, disability or ethnicity.
PUBLIC CONFIDENCE
involves engendering trust and ensuring transparency, accountability and fairness in the execution of procurement and disposal functions.
LOCAL INDUSTRY DEVELOPMENT
means promoting the growth of national suppliers or contractors.
SUSTAINABLE PROCUREMENT
means fulfilling the need for goods, works or services in a way that achieves value for money on a long-term basis while minimising environmental impacts.
SUSTAINABLE DEVELOPMENT
means pursuing national development interests in the conduct of all procurement and disposal activities from the perspective of the three (3) interdependent pillars; economic growth, environmental protection and improving the lives of people (social).

THE LEGAL, REGULATORY AND OPERATIONAL FRAMEWORK

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY ACT, 2015 (AS AMENDED)

Challenge Proceedings Regulations, 2021.

Evaluation Regulations, 2021

Ineligibility Proceedings Regulations, 2021.

Miscellaneous Regulations, 2021.

Participation in Procurement Regulations, 2021.

Pre-Qualification and Pre-Selection Regulations, 2021.

Procurement Methods and Procedures Regulations, 2021.

Procurement of Consultants Regulations, 2021.

Record of Procurement Proceedings Regulations, 2021.

Retention and Disposal Regulations, 2021.

Simplified Procurement Regulations, 2024.

Handbooks and Guidelines,
Procedural Forms and Templates
(as prepared by the Office)

SCHEDULE 1 (SECTION 61):
OFFENCES AND PENALITIES

Section	Offence	Specified Penalty
31	Splitting of Procurement	Summary Conviction- $500,000 and One Year
39	Breach of confidentiality	Summary Conviction- $500,000 and One Year
40	Victimisation	Summary Conviction- $500,000 and One Year
41	Failure to report collusion	Summary Conviction- $500,000 and One Year
46	Concealing/ destroying information required for an investigation	Conviction on Indictment - $5.0M and Ten Years
52	Failure to comply with requirements with confidentiality in challenge proceedings	Summary Conviction- $500,000 and One Year
14 (2)	Failure to comply with a direction by the OPR issued under the Act to ensure compliance with the Act (public body or person)	Summary Conviction- $100,000
17 (2)	Failure of a member of the Board (OPR) or a Committee constituted by the Board (knowingly or willfully) to disclose an interest	Summary Conviction- $500,000 and One Year
41 (4)	False report to the Office	Summary Conviction- $500,000 and One Year
59 (10)	Conduct influencing public officer (bribery, conflicts of interest, corrupt, fraudulent, collusive, coercive or obstructive practices)	Conviction - $1.0M and Five Years
60 (1)	Bid-rigging, influencing procurement proceedings	Conviction- $5.0M and Ten Years
60 (2)	Altering a procurement document to influence the outcome of the procurement proceedings	$2.0M and Seven Years
63 (2)	Contravention of a regulation made by the Minister on the recommendation of the OPR (challenge proceedings, ineligibility list)	≤$1.0M and Five Years

THE OFFICE OF PROCUREMENT REGULATION

The Office of Procurement Regulation ("the Office") is an independent regulatory body established pursuant to Section 9 of the Act with responsibility for ensuring that public procurement and the disposal and retention of public property are carried out in accordance with the objects of the Act.

The Office is thereby mandated to regulate the public procurement and disposal system in accordance with the Act and the supporting Regulations, which are grounded in the core tenets of good governance.

With its independence enshrined in Section 13(2)(b) of the Act, the Office operates autonomously, accountable solely to the Parliament.

VISION

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

MISSION

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.

CORE VALUES



FUNCTIONS
(SECTION 13 OF THE ACT)

13(1)(a)	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.
13(1)(b)	set training standards, competence levels and certification requirements to promote best practices in procurement.
13(1)(c)	issue and review guidelines in relation to public procurement and the retention and disposal of public property, including model guidelines for special guidelines under sections 30(1)(b) and 54(1)(b).
13(1)(d)	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.
13(1)(e)	approve, in respect of each procuring entity, special guidelines and handbooks in relation to public procurement and the retention and disposal of public property.
13(1)(f)	promote the use of technology in public procurement and the retention and disposal of public property;
13(1)(g)	provide best practice advice in the conduct of procurement activities, including the promotion of electronic transactions;
13(1)(h)	audit and review the system of procurement and disposal of public property to ensure compliance with the objectives of the Act;
13(1)(i)	harmonize policies, systems and practices in relation to public procurement activities and the disposal of public property;

13(1)(j)	review procurement practices and delivery systems on an annual basis to identify best practices;
13(1)(k)	determine, develop, introduce, maintain, and update system-wide databases and technology.
13(1)(l)	promote the awareness of public bodies and the public to issues relating to public procurement and disposal of public property.
13(1)(m)	undertake research and surveys with respect to public procurement and disposal of public property.
13(1)(n)	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.
13(1)(0)	Deleted by Act No. 27 of 2020
13(1)(p)	create and publish standard form contracts for public procurement and disposal of public property.
13(1)(q)	prepare and maintain a database of prequalified contractors and suppliers.
13(1)(r)	prepare and maintain a list of pre-qualified mediators, arbitrators and experts for the purposes of alternative dispute resolution under this Act.
13(1)(s)	provide advice on best practice on the aggregation of the procurement or disposal of goods for the purpose of obtaining value for money.

POWERS OF THE OFFICE
(SECTION 14 OF THE ACT)

The Office is also empowered to:

- **14(1)(a)** monitor the procurement of goods, works and services, and the disposal of public property, by public bodies to ensure compliance with the Act.
- **14(1)(b)** conduct audits and periodic inspections of public bodies to ensure compliance with the Act.
- **14(1)(c)** issue directions to public bodies to ensure compliance with the Act.
- **14(1)(d)** carry out such other activities and do such other acts as it considers necessary or expedient for the carrying out of its functions.

KEY MILESTONES

SEPTEMBER 2020
Launched Procurement Depository

APRIL 2023
Full Proclamation of the Act

JUNE 2023
Established Challenge & Inelligibility Proceedings Processes

JUNE 2023
Established Complaints Process

JUNE 2023
Introduced Learning Management System (LMS) to NPOs

JULY 2023
The Office's First Complaint Received

JULY 2023
First Challenge Proceeding Conducted

JULY 2023
First Quarterly Contract Reporting requested from Public Bodies

AUGUST 2023
Launched Whistleblowing Platform

AUGUST 2023
First Investigation Initiated

DEFINITION OF PUBLIC BODY AND PUBLIC MONEY

SECTION 4 OF THE ACT STATES THAT "PUBLIC BODY MEANS—

(a) the Office of the President;

(b) the Parliament;

(c) the Judiciary;

(d) a Ministry or a department or division of a Ministry;

(e) the Tobago House of Assembly, or a division of the Tobago House of Assembly;

(f) a Municipal Corporation established under the Municipal Corporations Act;

(g) a Regional Health Authority established under the Regional Health Authorities Act;

(h) a statutory body, responsibility for which is assigned to a Minister of Government;

(I) a State-controlled enterprise;

(j) a Service Commission established under the Constitution or other written law; or

(k) a body corporate or unincorporated entity—

(i) in relation to any function which it exercises on behalf of the State; or

(ii) which is established by virtue of the President's prerogative, by a Minister of Government in his capacity as such or by another public authority; or

(l) a body corporate or unincorporated entity in relation to any function, project, scheme or arrangement which involves the use by it, of public money."

PUBLIC MONEY IS DEFINED IN SECTION 4 AS "MONEY THAT IS—

(a) received or receivable by a public body;

(b) raised by an instrument from which it can be reasonably inferred that the State accepts ultimate liability in the case of default;

(c) spent or committed for future expenditure, by a public body;

(d) distributed by a public body to a person;

(e) raised in accordance with a written law, for a public purpose; or

(f) appropriated by Parliament;

REPORTING TO THE PARLIAMENT AND THE MINISTER

SECTIONS 24(1) AND (2) OF THE ACT STATE:

"(1) The Regulator shall submit his reports annually to the Speaker of the House of Representatives, the President of the Senate and the Minister.

(2) A report under subsection (1) shall include—

a) a figure representing the total value of contracts as awarded by public bodies, and another figure representing the cost of the total value of procurement contract variances for that year;

b) the number of unfulfilled contracts awarded by public bodies in respect of procurement;

c) a summary of transactions in respect of each public body specifying in respect of public procurement—

(i) the number of procurement contracts awarded;

(ii) the number of procurement contracts varied;

(iii) the quantum of those variances;

(iv) the number of unfulfilled procurement contracts and the quantum of cost incurred;

(v) with respect to the procurement for a project, a brief description, the awardee, the value, the scope of works and the expected deliverables of the project; and

(vi) lessons learnt as a consequence of the management of procurement contracts;

d) a summary of transactions in respect of each public body concerning the disposal of public property—

(i) in respect of real property, the address and other identifying details of the property disposed of, including value, to whom it was disposed, date of disposal, means of disposal and consideration; and

(ii) in respect of property other than real property, details of the property disposed of, including value, to whom it was disposed, means of disposal, and consideration;

e) details of changes implemented to ensure current best practice for procurement, and disposal of public property;

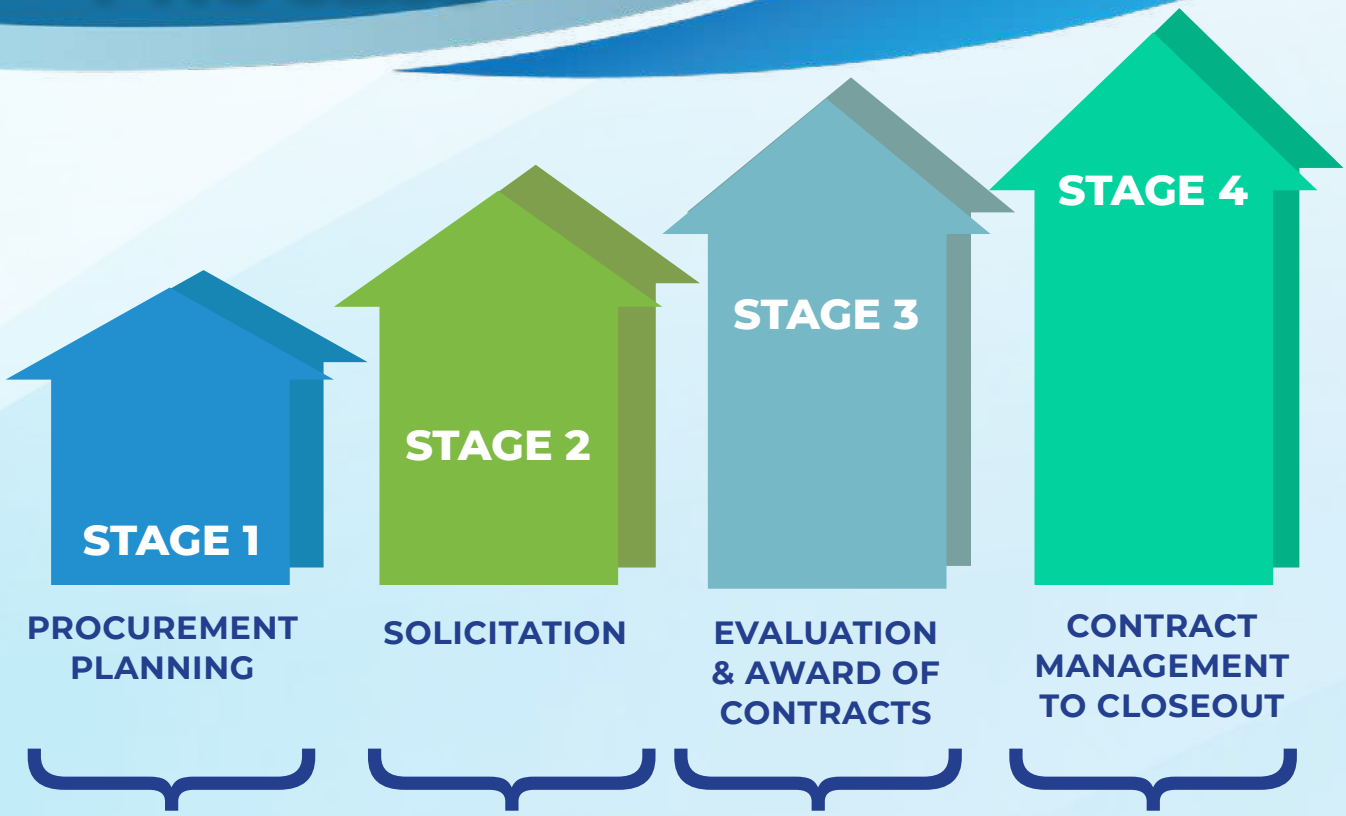
f) the names of public bodies that have failed to comply with this Act;

g) an assessment of the overall performance of the procurement system;

h) a summary of unresolved issues that are to be dealt with; and

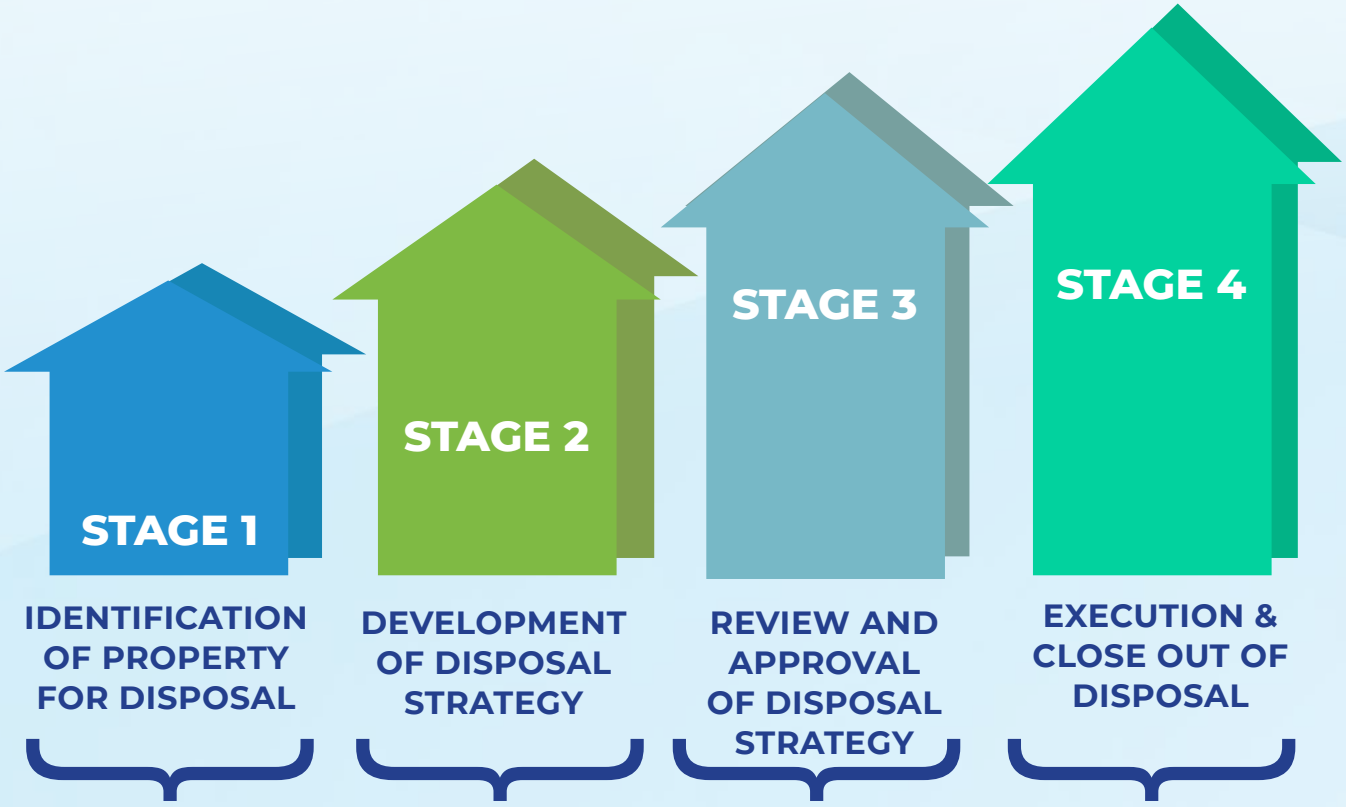
i) any recommendations requiring action on the part of a procuring entity."

THE FOUR (4) STAGES OF THE PROCUREMENT PROCESS



PROCUREMENT PLANNING	SOLICITATION	EVALUATION & AWARD OF CONTRACTS	CONTRACT MANAGEMENT TO CLOSEOUT
• Involves the annual planning for procurement activities following the budgetary allocaton • Market research and analysis • Procurement portfolio analysis, development of risk mitigation strategies, procurement and contract management strategies • Detailed planning of individual procurements	• RFQ/ RFP/ ITB • Site Visit • Clarification • Receipt of bids	• Evaluation of submissions • Preparation of evaluation report. • Approval process • Standstill period (where applicable) • Contract award	• Performance of contract • Management of contract • Vendor relationship management • Reporting on contractor performance • Contract close-out

THE FOUR (4) STAGES OF THE DISPOSAL PROCESS



IDENTIFICATION OF PROPERTY FOR DISPOSAL	DEVELOPMENT OF DISPOSAL STRATEGY	REVIEW AND APPROVAL OF DISPOSAL STRATEGY	EXECUTION & CLOSE OUT OF DISPOSAL
• Identify property for disposal reported to NPO • NPO convenes meeting with Disposal Committee	• Disposal Committee conducts inventory and inspection, appraisal, market, and stakeholder analysis • Disposal Committee drafts disposal strategy development report with recommended method of disposal	• Strategy development report submitted to NPO, who then submits to PDAC for review • PDAC submits to the AO for final approval	• Execute disposal as approved • Evaluate and review executed disposal. • NPO to report completed disposal to the Office

CHAIRMAN'S FOREWORD

In accordance with the requirements of Sections 24(1) and (2) of the Public Procurement and Disposal of Public Property Act, 2015, as amended ("the Act"), I am pleased to submit the inaugural Annual Report of the Office of Procurement Regulation ("the Office"). In this Report, the Office has extensively addressed the performance of the public procurement and disposal of public property system and the work it has undertaken in the one-year period since full proclamation of the Act on April 26, 2023.

The Office has had to grapple with several complexities in the acquisition, consolidation and validation of the data necessary to facilitate a comprehensive analysis for reporting purposes. The process would have commenced in earnest in October 2023. The intent then was to report on the five-month period between full proclamation and the end of the fiscal year 2022/2023 and thereafter, on an annual basis for each fiscal year. However, this process was stymied as public bodies encountered a multiplicity of challenges with timely and effective reporting while the Office manoeuvred emerging deficiencies in the reporting platform. The convergence of these factors made data reconciliation and validation difficult, with adverse consequences for data quality to the extent that the data reported for the period was deemed "unreliable". Cognisant of our statutory responsibility to all stakeholders, the Office weighed the risks associated with reporting prematurely on unreliable data. The decision was taken to delay reporting to provide a fair opportunity to public bodies to improve their level of reporting, thus providing an accurate and comprehensive report to the Parliament.

It is against this background that the Office pivoted course to understand and resolve, as far as possible, the reporting and compliance challenges

faced by public bodies with a view to accelerating their knowledge and understanding of the new system. In this effort, the Office unearthed the prevalence of a sizeable capacity deficit within public bodies, in terms of both competent human resources and systems, and a general unpreparedness to operate in accordance with the new legislative framework. The Office also encountered its own challenges as it navigated an avalanche of demands from public bodies for clarifications, guidance and technical support, while having to balance the resolution of operational issues with supplier and contractor registration and pre-qualification on the Procurement Depository. In reality, the level of preparedness for the transformative changes brought on by full proclamation of the Act was grossly inadequate.

Consequently, the Office focussed its energies on improving compliance, particularly in terms of reporting and data quality over the first two (2) quarters of fiscal year 2023/2024, with a view to reporting on the one-year period since full proclamation of the Act. The Office strongly believes that this approach provides the Parliament and all our stakeholders with a more in-depth appreciation of how the system has fared and the pervasive challenges that warrant immediate attention. Moreover, the extended reporting period provides the Office with the early opportunity to highlight the progress we have made in enhancing transparency and promoting fair competition and accountability through the redress mechanisms afforded by the legislation.

As the Office reflects on this first year's performance of the new system and anticipates the future, what is apparent is that there is still much work to done by Government agencies charged with human resource management and systematic change in the public service, as well as by public bodies, suppliers and contractors and the Office. Indeed, to truly harness the rich potential of public procurement done right, there must be a purposeful and deliberate move to unlearn the old and embrace the new. This mindset change is crucial to the transformation of public procurement, retention and disposal into a critically prominent lynchpin in the development of Trinidad and Tobago – one that prioritises transparency, accountability, fairness and equity, champions responsible public spending to optimise

value for all citizens and serves as a catalyst for sustainability, technological advancement, innovation and social equity.

The Office is optimistic that procurement reform will redound to the benefit of Trinidad and Tobago, with the understanding that such a monumental shift will require the benefit of time, collective will, the participation by all stakeholders and the regulatory oversight provided for in the Act.

As the Office navigates the next year, the priorities are to reduce the significant capacity deficit that exists, build greater efficiencies in the system, strengthen stakeholder relations and continue the re-orientation of the procurement and disposal culture. At the same time, however, the Office will adopt a stricter stance in respect of enforcing the requirements of the legislative framework and the exercise of its powers embedded therein.

The Office remains committed and vigilant in its efforts to pursue, at all times, the objects of the Act and to resolutely uphold the law.

Beverly Khan
Chairman/ Procurement Regulator

EXECUTIVE SUMMARY

The implementation of the Public Procurement and Disposal of Public Property Act, 2015, as amended ("the Act") and its attendant Regulations heralds a new era in public procurement, retention and disposal in Trinidad and Tobago. A change of this magnitude requires a significant investment of time and gargantuan collective effort to build robust supporting structures and systems, as well as purposeful cultural modifications and increased capacities, for reform to take root. This paradigm shift is geared towards enhancing the quality of public sector procurement and disposal and systemic re-engineering of the public financial management system.

Over the maiden year of the full-scale implementation and operationalisation of the Act and its Regulatory framework, the Office of Procurement Regulation ("the Office") has amassed credible insights into the current procurement, retention and disposal landscape, which **remains in a state of flux.**

While the transition to the new regime was never expected to be seamless, the last year has shown that public bodies were not adequately equipped to take the reins of these new regulatory requirements. Anticipated disruptions to the procurement and disposal status quo were further magnified by operational, technological, systematic, and cultural hurdles. Practitioners struggled to navigate the new system amidst limited human resources, inadequate professional capacity, outdated policies and procedures, a lack of systems to support the new regime and continuous legislative and procedural developments. The Report is replete with evidence of an expansive capacity deficit and antiquated procurement and disposal customs and practices, requiring immediate reorientation to come into compliance with the current legislative framework.

The implementation of the Public Procurement and Disposal of Public Property Act, 2015, as amended ("the Act") and its attendant Regulations heralds a new era in public procurement, retention and disposal in Trinidad and Tobago. A change of this magnitude requires a significant investment of time and gargantuan collective effort to build robust supporting structures and systems, as well as purposeful cultural modifications and increased capacities, for reform to take root. This paradigm shift is geared towards enhancing the quality of public sector procurement and disposal and systemic re-engineering of the public financial management system.

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Burgeoning public confidence and trust in this new era was impacted by challenges with the Depository, as well as conflicting views in the public domain on the impact of amendments to the Act. This further muddled the will of practitioners and elevated uncertainty amongst key stakeholders.

The novelty of the redress mechanisms did not intimidate stakeholders from engaging in these processes. Notwithstanding this achievement,

procedural failures limited many who sought to utilise these statutory processes.

These transitional hurdles became the impetus to propel the Office to further understand the root causes and identify the key change agents and resources required to effect this transitional change. Anchored on the aspirations of the good governance, the Office's 2023-2025 Strategic Plan was re-evaluated to realign strategic objectives and operations with core needs identified during the period of transition. These include:

a) The redevelopment of the Depository;
b) The deployment of extensive and continuous capacity building initiatives;
c) The championing for professionalisation of procurement and disposal practitioners and the implementation of supporting structures;
d) The strengthening of public trust and confidence in the Office as the authority on procurement and sisposal matters;
e) The overall improvement in customer service and feedback; and
f) The Office's contribution to the development of a national procurement strategy.

This inaugural year of transformative change is only the initial step in a long journey of ***unlearning the old and embracing the new***. As we move towards a settled state, a place of consistency and relative stability under this new regime, the 12-month observations backed by analytical data provide stakeholders and the Office with ample direction for the journey ahead.

Accordingly, apart from highlighting the challenges, this Report demonstrates the advancements made by the Office in the execution of its strategic and legislative mandate, together with its dynamic initiatives in addressing stakeholder challenges during this initial period of public procurement, retention and disposal reform.

The Report covers the period April 26, 2023 to April 25, 2024 ("the reporting period"'), with the exception of Section I - Part I and Section IX which cover the period April 26, 2023 – March 31, 2024 and is further distinguishable by reporting quarters[1] in accordance with Section 37 of the Act.

First Year Performance Review of the Public Procurement and Disposal of Public Property System

COMPLIANCE AT A GLANCE

Published ASPPA
Number of Public bodies - 145
Compliance Achieved - 59%

Reporting of the NPO
Number of Public bodies - 209
Compliance Achieved - 86%

Reporting of the Accounting Officer
Number of Public Bodies - 203
Compliance Achieved - 83%

Reporting of the composition of the PDAC
Number of Public Bodies - 40
Compiance Achieved - 16%

Compliance monitoring is one of the principal functions of the Office in regulating public procurement, retention and disposal, aimed at ensuring adherence to established legislative and regulatory principles and procedures in the acquisition, retention, and disposal of goods, works and services.

A total of **244** public bodies acknowledged their "public body" status under the Act. Against this backdrop, the following observations were made.

A. Compliance with the requirements of the Legislative Framework

Notwithstanding the time extension offered to address both capacity and technological challenges impacting the publication of the Annual Schedule of Planned Procurement Activities ("ASPPA"), only moderate compliance was achieved.

[1] **Q3-2023** (April 26 – June 30, 2023); **Q4-2023** (July 1 – September 31, 2023); **Q1-2024** (October 1 – December 31, 2023); and **Q2-2024** (January 1 – March 31, 2024).

Access to the Procurement Depository required public bodies to notify the Office of their designated NPO and/or Accounting Officer. Although this pre-requisite guaranteed a higher compliance in this reporting category, 100 per cent compliance was not achieved.

The Procurement and Disposal Advisory Committee ("PDAC") serves as a key internal control for public bodies under this new regime. PDAC provides independent oversight over the procurement and disposal processes providing a level of assurance and control in relation to compliance. Given the critical role of PDAC within this system, the Office is concerned about the low compliance rate by public bodies. The absence of the PDAC can lead to susceptibility to significant breaches and expose public bodies to increased challenges from affected parties.

B. Procurement Contract Reporting

The Office made the following observations in collating and assessing the procurement contract reporting by public bodies -

Unsatisfactory Reporting Response Rate. Despite the requirement of open contract reporting[2] by public bodies in furtherance of the objectives of transparency and accountability, public bodies recorded a mediocre response rate during the reporting period. However, there was a gradual increase in contract reporting which was interrupted by a slight decline in Q2-2014.

CONTRACT REPORTING HIGHLIGHTS

Unsatisfactory Reporting Response Rate

Q3-2023 - 38.9%
Q4-2023 - 44.3%
Q1 2024 - 51.2%
Q2-2024 - 49.6%

Excessive Use of Limited and Non-Competitive Procurement Methods

Q3-2023 - 51.5% ($0.58 Bn)
Q4-2023 - 78.9% ($1.48 Bn)
Q1 2024 - 70.8% ($0.9 Bn)
Q2-2024 - 87.3% ($1.9 Bn)

[2] Section 37 of the Act.

Excessive Use of Limited and Non-Competitive Procurement Methods. The tenet of competition reinforces the founding principles of fairness, equity, and value for money enshrined in the Act. Notwithstanding the new public procurement regime established open bidding as the default procurement method, the Office observed an excessive use of limited and non-competitive procurement methods, with considerable increases as the reporting quarters progressed.

Some of the practices observed included the inappropriate and unjustifiable use of limited and non-competitive procurement methods. Single and sole source methods were frequently used, indicating a level of resistance to the use of open bidding methods by public bodies.

Inadequate Infrastructure and resources to support required changes. Essential to the effective implementation of the new public procurement and disposal framework and sustained public procurement and disposal reform, is an advancement of technological resources, enhancement and/or expansion of human resources, and designation or allocation of sufficient financial resources. The Office noted that public bodies faced critical challenges in meeting the demands of the new procurement regime, attributable to inadequate infrastructure and financial and human resource constraints necessary to facilitate the decentralisation of the procurement function.

In response, the Office adopted short term measures to alleviate reporting challenges, namely, the suspension of reporting on the Depository subsequent to Q4-2023, and the re-design and introduction of a new Contract Reporting Template for fiscal 2023/2024. These measures, though negligible on their own, ultimately generated an increase in responsiveness over the following quarters, Q1-2024 and Q2-2024.

Slow Supplier and Contractor Registration and Pre-Qualification. Suppliers and contractors are material to the operationalisation and success of the new public procurement and disposal system, and by extension, the functionality and usefulness of the Depository.

CONTRACT REPORTING HIGHLIGHTS

Slow Supplier and Contractor Registration and Pre-Qualification

Period	Number Registered	Number Pre-Qualified	Percentage Achieved
Q3-2023	7,432	759	**10.2%**
Q4-2024	10,794	1,494	**13.8%**

The analysis revealed that public bodies were proactive in pre-qualifying suppliers and contractors who completed the registration process, resulting in a steady increase of suppliers and contractors completing initial registration on the Depository and achieving pre-qualification for one or more lines of business.

Notwithstanding this, there was a declining trend in the number of suppliers and contractors advancing through each stage of the registration process. Failure by suppliers and contractors to complete all stages of the registration process prohibited their visibility to public bodies for pre-qualification. Consequently, **83** per cent of suppliers and contractors with incomplete registration on the Depository failed to achieve pre-qualification status[3] at end of Q2-2024.

Key Data Highlights – 12 months in Review

During the reporting period, **160** public bodies submitted at least one (1) quarterly report to the Office on contract awards for the provision of goods, works and services.

A low reporting compliance rate was observed from Q3-2023

12 MONTH DATA HIGHLIGHTS

Overall Contract Reporting

Public Bodies which reported minimum of one (1) quarterly contract report- 66% (160 public bodies)

Quarterly Submission Breakdown

Q3-2023 - 36.8% (90 public bodies)
Q4-2023 - 44.2% (108 public bodies)
Q1 2024 - 50.5% (124 public bodies)
Q2-2024 - 49.6% (121 public bodies)

[3] Public bodies accept/reject suppliers/contractors after conducting their due diligence requirements.

with an unsatisfactory but steady improvement in each quarter. This notwithstanding, an analysis of the reported awards magnified the Office's concerns surrounding public bodies' under-reporting, the lack of understanding of the reporting requirements, the need for technological advancement and capacity development.

Although the total value of contracts awarded for Q3-2023 and Q4-2023, collectively, was **$2.8 Bn** the reported data was assessed by the Office as "unreliable".

Mounting challenges faced by public bodies during this year of transition were evident in their data submissions. The Office observed inconsistent interpretation of the data fields, failure to distinguish foreign and local currency values, duplicated transactions, and reporting of contracts which may have been terminated, cancelled or unawarded. Notable were instances of reporting of non-procurement-related transactions, "dump" reporting, unintentional misrepresentations, and misclassifications.

Understanding public bodies' Q3-2023 and Q4-2023 reporting experiences prompted a redesign of the contact reporting template. The new design sought to simplify and bring clarity to practitioners on the reporting requirements, resulting in an increase in the responsiveness of public bodies.

In Q1-2024 public bodies reported a total of **$2.5 Bn** in contracts awarded, inclusive of purchase orders issued. Variations totalled **$0.06 Bn**, and unfulfilled contracts **$0.4 Bn**. Q2-2024, saw a total value of **$3.3 Bn** in contracts awarded, inclusive of purchase orders, with **$0.1 Bn** in variations and **$0.2 Bn** in unfulfilled contracts.

Disposal Transaction Reporting

Public bodies are required to ensure that value for money is achieved in their disposal processes. The reporting period recorded a considerably low submission rate. For the period April 26 to March 31, 2024, **94** disposal

transactions were reported with real property, and personal property disposals amounted to **$36.7 Mn**.

DISPOSAL HIGHLIGHTS

Overall Submission Rate

19.3% (47 public bodies)

Reporting Breakdown

Period	No. Reported	Revenue Generated	
		Real Property	Personal Property
Q3-2023 & Q4-2023	48	$36.3 Mn	$0.4 Mn
Q1-2024	37	$0.0 Mn*	$0.1 Mn
Q2-2024	9	Nil	$0.02 Mn

*Total revenue property amounted to $250.00

Common observations during the reporting period included: the net book value was greater than the value received by public bodies upon disposal, with "obsolete" being the prevailing reason for disposal and "destroy/dump" being the most frequently used method of disposal.

The Procurement Depository: The Platform for Engineering Change

The Office created the Depository as an innovative platform to serve as a repository of pre-qualified suppliers and contractors, and a common space for suppliers, contractors and public bodies to communicate and share information in real time. The Depository enabled accountability and transparent reporting while encouraging competition and market outreach. Significantly, by the end of Q2-2024, a total of **15,149** suppliers and contractors from the Caribbean, Europe, Asia, Central and South America, Australia, and the Middle East commenced registration in the Depository, with **2,569** being pre-qualified for **23, 996** lines of business.

Harnessing the Power of Technology and Collaboration for Sustained Capacity Development

REDRESS MECHANISMS HIGHLIGHTS

Challenge Proceedings
Number of Challenges Received - 8
Number of Decisions issued - 8

Ineligibility Proceedings
Number of Reports Received - NIL

Breakdown of the Satus of Complaints
Closed - 5
Under Review - 13
Being Investigated - 14

Complaints via Whistleblowing
Number of Reports Received - 49

Breakdown of the Status of Whistleblowing Complaints
Number under review - 8
No. closed due to insufficient evidence or failure to meet the remit assessment - 41

The execution of the various stages of the procurement cycle by proficient public procurement practitioners is a key component in the success of a decentralised public procurement, retention and disposal regime. Driven by the tenets of integrity and value for money, the Office undertook several capacity development projects and initiatives. These were aimed at augmenting professionalism and developing human resources to accelerate overall public procurement and disposal performance. Noteworthy was the launch of the Office's Learning Management System ("LMS") on June 20, 2023, which is intended to transform capacity building interventions through the delivery of on-demand content, and further, aid in the tracking and reporting of learners' progress.

Additionally, the Office partnered with various local, regional and international counterparts to assist with the strengthening of individual and organisational capacity, aimed at the development of professionalisation within the public procurement and disposal function.

The Redress Mechanisms: Championing Equality and Fairness

Notably entrenched in the legislative framework are redress mechanisms, accessible to all participants in public procurement and disposal, to wit, Challenge proceedings, Ineligibility proceedings, Investigations and a

Complaints function, which is extended through its online Whistleblowing platform. This allows any member of the public to anonymously report breaches of Act, irregularities in procurement and disposal proceedings and/or allegations of bid rigging or other forms of collusion.

The Office recognises the great significance of an effective redress system in encouraging compliance with the legal and regulatory framework, building public trust and confidence, and adherence to the fundamental principles of equity and fairness. In this regard, the Office continues to ensure that these redress mechanisms work together in contributing to a healthy public procurement and disposal system.

Challenge Proceedings

Challenges received during the reporting period indicate an interest by suppliers and contractors to utilise this process to probe the methodologies undertaken by procuring entities, thereby increasing transparency and accountability in public procurement.

The nature of the Challenges received by the Office ranged from the terms of solicitation, failure to provide responses to requests for clarification, and failure to publish evaluation criteria and methodology.

All decisions were rendered within the legislated mandated timelines.

Ineligibility Proceedings

There were **no** reports of prohibited conduct submitted to the Office during the reporting period, however it is anticipated that the engagement of this process can assist suppliers and contractors with employing measures to mitigate against infringements of the tenets of the Act.

Complaints

The Office noted that many of the Complaints submitted to the Office related to the poor development of specifications/requirements, inappropriate choice of procurement procedures, and improper requests for proposal/bids. Whistleblowing included reports on matters of allegations of fraud,

corruption, mismanagement of public funds, and breaches of procurement procedures. **83.7** per cent or **41** of these reports were closed due to insufficient evidence or failure to meet the remit assessment[4].

Driving Transformation through Stakeholder Engagement

STAKEHOLDER ENGAGEMENT HIGHLIGHTS

Sensitisation/Capacity Building Sessions

Total Bespoke Sessions Conducted - 395

Total Bespoke Sessions within the reporting period - 50

Other Areas of Stakeholder Engagement

Public awareness campaigns

Publication of Frequently Asked Questions ("FAQs")

Virtual Meetings

Questions and Answer ("Q&A") Sessions

Noteable Developments

Opening of a sub-office in Tobago

The Office continued robust engagement in bespoke sensitisation/capacity building sessions. These focused on areas such as the legislative and regulatory requirements, procurement rules and regulations, the Depository, redress mechanisms, retention, and the disposal of public property.

Additionally, the Office conducted a myriad of public awareness campaigns via mass media to ensure maximum coverage and exposure to key information. These fora included radio, television and press, as well as digital marketing channels (i.e., website, direct emails and social media feeds) and prominent outdoor advertising spaces.

Moreover, to further assist in clarifying a spectrum of questions and concerns hovering over the public procurement landscape, the Office devised an extensive list of Frequently Asked Questions ("FAQs"), which was published on the Office's website for public consumption.

Significantly, in response to the clarion call for the Office's presence on the sister isle, on March 15, 2024, the Office proudly launched its Sub-Office in the Crown Point area of Tobago, to serve the growing needs of our

[4] In accordance with Section 41(2) of the Act

neighbouring stakeholders, followed by a series of subsequent Depository Clinics and stakeholder engagements.

Gauging Public Trust and Confidence in Public Procurement Reform

The transformative nature of the new legislative framework requires a concerted effort aimed at promoting public trust and confidence in the public procurement and disposal process. Consequently, the Office actively used stakeholder feedback to assess the responsiveness of the reform. Immediately preceding the full proclamation of the Act, topics trending in the public domain ranged from optimism about reform, the Depository and its functionality, proposed amendments to the legal and regulatory framework, to transparency in contract reporting and Office's whistleblowing and complaints system. In this regard, data was collected from public opinions expressed via traditional and social media channels and thematically examined. Notably, a **98** per cent satisfaction rate was recorded for the Office's regional stakeholder engagement sessions hosted during the reporting period.

Tackling the Core Challenges with Strategic Interventions

The transition from a check-box system to the principle-based approach envisioned by the new legislative framework presented unique challenges to public bodies in navigating the procurement and disposal processes. The Office recorded the emergence of various challenges at both the strategic and operational levels, synonymous with the inaugural year of full proclamation. Notably, core challenges pertained to the implementation, utilisation, operationalisation, and optimisation of the new public procurement and disposal system. The Office also noted deficiencies in institutional capacity and capabilities, a lack of professionalisation in the public procurement and disposal function, reluctance to depart from antiquated procurement practices, a resistance to change, and significant challenges in adapting to the new legal and regulatory complexities.

Notwithstanding the legislative framework's paramount importance, the Office is also sensitive to the pain points experienced by key stakeholders in the immediate post proclamation period. Accordingly, the Office devised strategic initiatives geared towards mitigating against any resultant impact and the prevention of any consequential pervasive threats. These include change management interventions, targeted communications, considerable stakeholder engagement, as well as training and capacity building initiatives which are in progress at various stages, from planning to implementation.

New Development - Simplified Procurement

The Simplified Procurement Regulations, 2024 marked a significant milestone in the country's public procurement landscape. Its development was earmarked to address the strict pre-qualification requirements on the Depository which, effectively, limited competition and posed significant barriers to participation for certain suppliers and contractors, particularly, SMEs and international entities. Consequently, its transition into law is expected to stimulate accelerated interest and participation thereby enhancing competition, local industry development and providing the impetus for the adoption of sustainable initiatives.

Furthermore, the Simplified Procurement Regulations aim to streamline the conduct of lower value procurements (transactions not exceeding **$1 million**) to ensure efficiency and continuity in the procurement process.

The Office recognises that public procurement directly influences the development of small and medium enterprises ("SMEs") and promotes local industry development and sustainable development initiatives. Accordingly, "Micro procurement"[5] and "Small-Scale Procurement"[6] were introduced to allow for greater simplification, better value for money, and flexibility of the procurement process

[5] Procurement of goods, works and services up to $75,000.00
[6] Procurement of goods, works and services which exceeds $75,000.00, but does not exceed $1Mn.

Final Takeaways: Initiating Real and Sustainable Change

Core challenges in implementing and navigating the new public procurement, retention and disposal landscape require substantial and sustained co-ordinated efforts to occasion notable improvements in the public procurement landscape and realise the benefits of the reform envisioned in the August 2005 - *White Paper on Reform of The Public Sector Procurement Regime*.

Nonetheless, the data and information gleaned during the inaugural reporting period have provided the Office with some major insights, which, combined with the overall improvement in professionalisation/capacity development, advancement of technology, and execution of effective change management strategy, will serve to strengthen public procurement and the disposal of public property in Trinidad and Tobago.

As we advance into the second year of full operationalisation of the Act, public bodies are integral to the culture shift from endemic poor procurement and disposal practices to a system that not only embraces, but also champions, the principles of good governance. The Office is optimistic that public bodies will take up the mantle of initiating real and sustainable change through the conceptualisation of reform initiatives and governing principles, and the adherence to the overarching legislative and regulatory framework.

Essential to the tenets of the Act, all stakeholders must strive to ensure that mechanisms are in place to enable the advancement of a National Procurement Strategy that engenders a mindset of efficiency and fairness, bolsters the local economy and supports sustainable national development. In this effort, building public trust and confidence, achieving quality governance, promoting the public interest, and ensuring value for money in the use of public funds, are paramount for collective action.



INTRODUCTION

For over 60 years, public procurement in Trinidad and Tobago was governed by the Central Tenders Board Act ("the CTBA"), which was amended 21 times to maintain its relevance in light of new developments in the environment within which public entities operate. A new legislative framework designed to modernise public procurement in the country was crafted over a period of approximately 20 years. The new way forward was informed by, inter alia, research into international best practices for public procurement, retention and disposal of public property, and consultation with key stakeholders from the public and private sectors.

On April 26, 2023, the CTBA and Section 28 of the Tobago House of Assembly Act were repealed when the Act was fully proclaimed. The CTBA provided a rules-based, check-box approach to public procurement that was appropriate for its time. With social, economic, technical and technological developments progressing globally and locally, however, it became increasingly evident that the 'one-size fits all' approach was inadequate for managing the public procurement and disposal of public property system.

Full proclamation of the Act ushered in a paradigm shift. The previous prescriptive approach was replaced by a principle-based approach. In accordance with Section 5 of the Act, the primary goal for public bodies is to ensure that, in conducting their procurements and disposals, they promote and achieve the good governance principles and policy objectives expressly enshrined therein. Section 6(1) of the Act renders procurements not carried out in accordance with the Act as void and illegal. Accordingly, the public body is required to ensure that all stages of the procurement and disposal process are conducted with the primary goal of achieving the objects of the Act.

However, mirroring behaviours developed under the CTBA, public bodies appear to be maintaining the check-box approach, placing heavy emphasis on the merits of the procurement and disposal processes and procedures they elect to apply, in a manner that seems to suggest that these processes and procedures operate in a vacuum, rather than within the context of the procurement and disposal activities they are undertaking. Conversely, under the new public procurement and disposal regime, the primary responsibility of the public body is to ensure that the processes and procedures they employ assist them in promoting the principles and achieving the policy objects enshrined in the Act.

Within the reporting period, public bodies have been signalling that the objective of their procurement decisions is to select the most economically advantageous tender. This, in their view, appears to be the lowest priced tender. However, one of the objects of the Act is the promotion of the value for money principle, which is defined as the value derived from the optimal balance of outcomes and input costs on the basis of the total cost of supply, maintenance and sustainable use. In promoting the value for money principle, there must be balance, and the principles of accountability, efficiency, transparency, equity and fairness must be given equal consideration.

Adopting a principle-based rather than a rules-based method necessitates that public bodies also incorporate a risk-based approach to their procurements and disposals. Accordingly, the general guidelines, tools and templates issued by the Office provide the operational framework to support public bodies in achieving the objects of the Act to the degree that is appropriate to the complexity and estimated value of each of their procurements and disposals. The utilisation of these resources is critical to capacity development for procurement practitioners and the institutionalisation of the new public procurement system within procuring entities.

Having regard to the new approaches required, the conduct of procurement and disposal activities has been transformed from being a merely clerical function to one that is strategic in focus and geared towards assuring the judicious use of public funds.

With these transformative changes in effect, the Office deems it essential to establish public trust in the new public procurement, retention and disposal system and as such, has committed much of the first year since full proclamation to extensive stakeholder engagements and public outreach activities. The intent was to deepen knowledge and understanding of the Act and the supporting Regulations across the country and to underscore the role of all stakeholders – public bodies, suppliers and contractors, the general public and the Office in the successful operationalisation of the new system.

In fulfilment of the requirements of Sections 24(1) and (2) of the Act, this Report provides an account of the new system in operation in the one-year period since full proclamation. It presents data on compliance by public bodies and the reported contract and disposal information. In addition, the Report highlights the challenges encountered and the priority areas for attention by the Office in resolving these challenges.

Accordingly, The Report is presented in nine (9) sections as follows:

Section I provides a *First-year Performance Overview* of the public procurement and disposal system in three (3) parts. Part I provides an overview of public bodies' compliance in the following key areas:

- Publication of the Annual Schedule of Planned Procurement Activities pursuant to Section 27 of the Act;
- Reporting of the "named" Procurement Officer pursuant to Section 61(2) of the Act and notification of the Accounting Officer; and
- Appointment of a Procurement and Disposal Advisory Committee ("PDAC") pursuant to Regulation 21(1) of the Procurement Methods and Procedures Regulations, 2021 and Disposal Committee pursuant to Section 55 of the Act.

Part II analyses the contract data reported to the Office pursuant to Section 24 of the Act and highlights the challenges encountered in the reporting and analysis of such data. Part III includes a review of disposal information submitted by public bodies in the context of the Act's objectives, taking into account best practice in disposal transactions.

Section II reviews the performance of the Procurement Depository, which was developed pursuant to Sections 13(1)(a) and 26 (1) of the Act to be a comprehensive database where suppliers and contractors could submit information to facilitate their engagement in public procurement. The Depository is also intended to be the reporting platform for public bodies in respect of their procurement contract activities.

Section III expands upon the capacity building initiatives of the Office, including the introduction of a Learning Management System ("LMS") and the use of a Readiness Assessment Checklist ("RAC") to guide compliance with the legislative framework. This Section also highlights the drive towards professionalisation of the procurement function.

Section IV outlines the *Redress Mechanisms* that came into effect with the full operationalisation of the Act. These mechanisms provide suppliers and contractors with avenues to address and rectify issues encountered with public bodies during the procurement process and include Challenge Proceedings, Complaints, Whistleblowing Reports and Ineligibility Proceedings.

Section V provides an account of the *Stakeholder Engagements* undertaken by the Office to increase awareness and understanding among public bodies, suppliers and contractors and the general public of issues relating to public procurement and disposal of public property, in line with the function of the Office pursuant to Section 13(1)(l) of the Act.

The Office's *Monitoring of Public Trust and Confidence* in the procurement reform process is outlined in **Section VI** of the Report, which underscores the importance of continuous and effective surveillance of the implementation of the legislative framework.

Section VII presents the *Core Challenges* faced in the first year since operation of the new public procurement regime. This Section further elaborates on the Strategic Interventions identified by the Office to effectively treat with the core challenges identified.

The recent introduction of the *Simplified Procurement* dimension to the new system is a key strategic intervention by the Office developed in conjunction with the Ministry of Finance, to streamline the process for the procurement of goods, works and services valued up to $1.0 million. Details on conducting simplified procurements are outlined in **Section VIII**.

Concluding the Report in **Section IX** is the *Quarterly Review of Procurement Reporting* pursuant to Section 37 of the Act and Disposal Reporting pursuant to Regulation 6(5)(h) of the Retention and Disposal of Personal Property Regulations, 2021, with the reported data summarised by quarter. This Section takes a deep dive into the reported data and the challenges encountered by the Office in the collation and analysis process.

The data reported and analysed in **Section I Part II** and **Section IX** relate to the following reporting periods:

- April 26 – June 30, 2023 ("Q3-2023")
- July 1- September 31, 2023 ("Q4-2023")
- October 1 – December 31, 2023 ("Q1-2024")
- January 1 – March 31, 2024 ("Q2-2024")

In all other Sections of the Report, the data presented relates to the full reporting period of April 26, 2023 to April 25, 2024.

The nine (9) Sections of the Report are supported by seven (7) Appendices.

The Office is optimistic that this Report will: -

a) prompt constructive discussions among key stakeholders;
b) stimulate urgency in the adoption of proactive and sustained measures to address transitional challenges, operational, administrative and reporting limitations as well as to elevate procurement and disposal as strategic functions in the national development process;
c) guide decision makers towards strategic legislative and system amendments;
d) spur collaborative dialogue and action on the cultural, attitudinal and behavioural changes that are necessary to build and sustain a governance driven public procurement and disposal of public property system; and
e) be a catalyst for building meaningful stakeholder relationships.



SECTION I

FIRST YEAR PERFORMANCE REVIEW OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY SYSTEM



PART 1

COMPLIANCE WITH THE REQUIREMENTS OF THE LEGISLATIVE FRAMEWORK



INTRODUCTION

Demonstrating commitment to compliance enhances a public body's credibility, instills trust in stakeholders and the general public, builds a positive reputation and reflects ethical practices and responsible conduct.

Compliance monitoring is one of the key functions of the Office in regulating public procurement and the disposal of public property. This process ensures that public bodies adhere to the principles and procedures enshrined in the legislative and regulatory framework, as well as the Office's Handbooks and Guidelines.

Significantly, the reporting framework under the Act and its Regulations enables the Office to fulfil its legislative mandate in ensuring that public bodies are compliant with all legal requirements. Rooted in the tenets of the Act, to *wit*, accountability, transparency, and public confidence, public bodies are required to, *inter alia*:

1. Publish their annual schedule of planned procurement activities for the fiscal year, within six (6) weeks of the approval of the National Budget;

2. Submit to the Office, no later than three (3) weeks after the end of each quarter, their quarterly reports of all contracts awarded during the preceding quarter;

3. Notify the Office, in writing, of their appointed/designated "named" Procurement Officer;

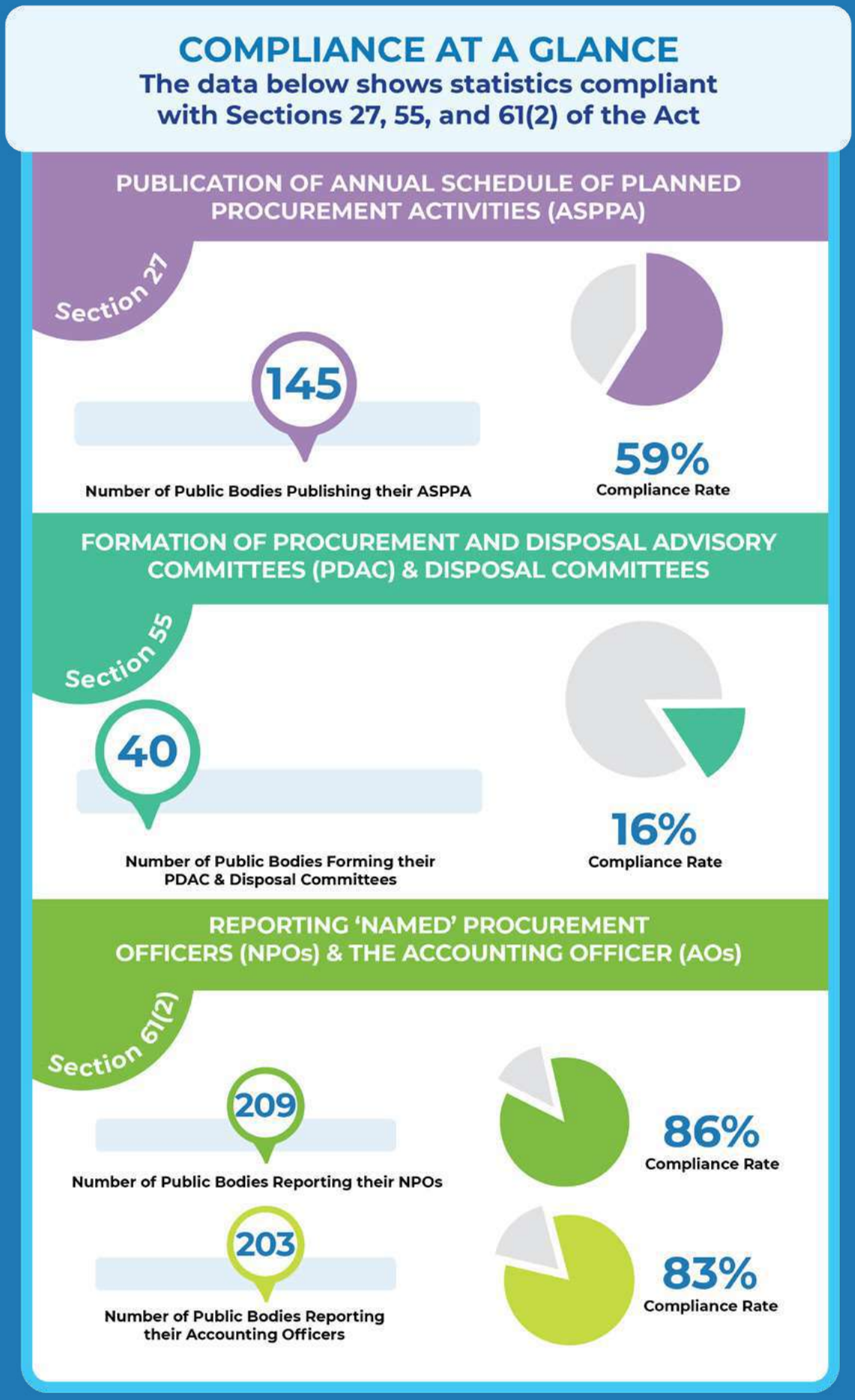
4. Establish their Procurement and Disposal Advisory Committee and Disposal Committee; and

5. Notify the Office of any disposal of personal property in excess of $100,000.00.

These compliance requirements are intended to enhance transparency, accountability, fairness and value for money in the public procurement landscape, and further, mitigate against obvious procurement and financial risks. It is against this backdrop that one can also expect an advancement or refinement of internal control measures, naturally flowing from said compliance.

Information regarding the public procurement and disposal process to be utilised by public bodies is readily accessible in the public domain. This includes, but is not limited to, public bodies' publication of their annual schedule of planned procurement activities and contract awards. In so doing suppliers and contractors are incorporated into the procurement process, thus enabling them to track, monitor and contribute to the optimisation and overall long-term success of the new public procurement and disposal systems existing within the new procurement landscape.

The data and analysis in this section covers the period April 26, 2023 - April 25, 2024.



Section I- Diagram 1: Compliance at a Glance-ASPPA, PDAC and Reporting of NPOs and AOs

PUBLICATION OF THE ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES ("ASPPA")

Section 27 of the Act requires public bodies to "no later than six (6) weeks after the approval of the National Budget, publish on its website or in any other electronic format, information regarding all planned procurement activities for the following twelve (12) months".

The full proclamation of the Act on April 26, 2023 and subsequent approval of the National Budget for fiscal 2023/2024 on October 27, 2023, meant that public bodies were legally mandated to publish their ASPPA on or before December 8, 2023.

With a view to attaining this objective, the Office activated several key initiatives including, the rollout of additional stakeholder sensitisation sessions and communiqués, during the period October 4, 2023, to December 5, 2023, particularly:

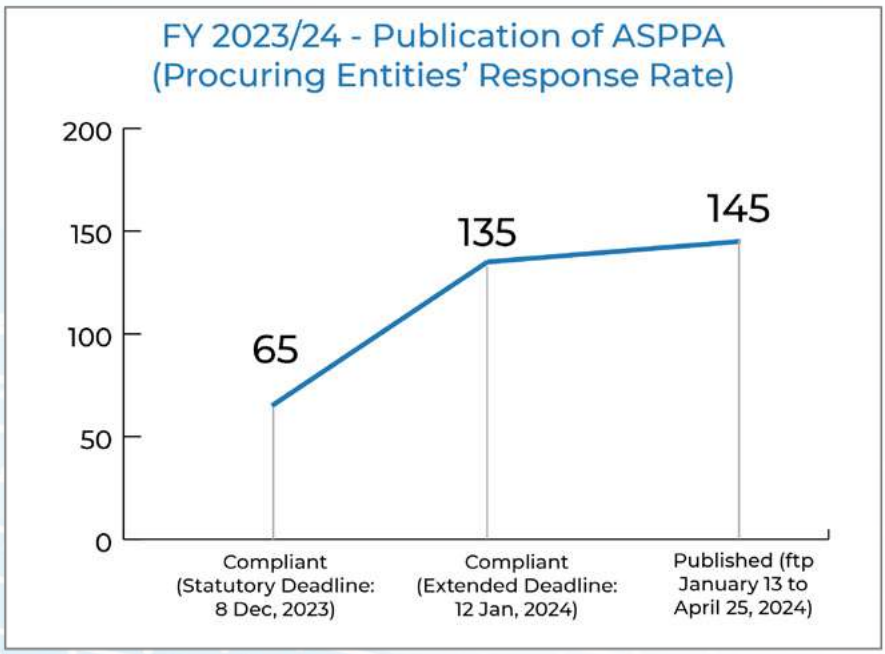
a) The issuance of correspondence to public bodies dated October 4, 2023, highlighting the statutory requirement to publish the ASPPA; and November 14, 2023 informing of the approval of the National Budget and the deadline for publication of the ASPPA; and

b) The hosting of three (3) webinar Question and Answer ("Q & A") sessions on November 17 and 29, 2023 and December 5, 2023. A total of 456 persons representing 152 public bodies were in attendance.

Additionally, on December 28 and 29, 2023, the Office dispatched targeted correspondence to 153 non-compliant public bodies, which informed of said non-compliance and issued a directive to publish their ASPPA. Notwithstanding this extensive guidance and direction provided by the Office prior to the December 8, 2023 statutory limitation period, **only** 63 of the 244 public bodies, representing 26 per cent, published the ASPPA on their respective websites or in another electronic format, and notified the Office as directed[7].

This unsatisfactory and concerningly low compliance rate prompted the Office to extend the publication deadline to January 12, 2024, to ensure compliance with the Act. Consequently, an additional 72 public bodies published the ASPPA on their respective websites or in any other electronic format, increasing the total of reporting public bodies to 135, representing a 56 per cent compliance rate.

Subsequent to the expiration of the extended deadline, an additional ten (10) public bodies published their ASPPA, bringing the overall total to 145 public bodies, representing a 59 per cent compliance rate.

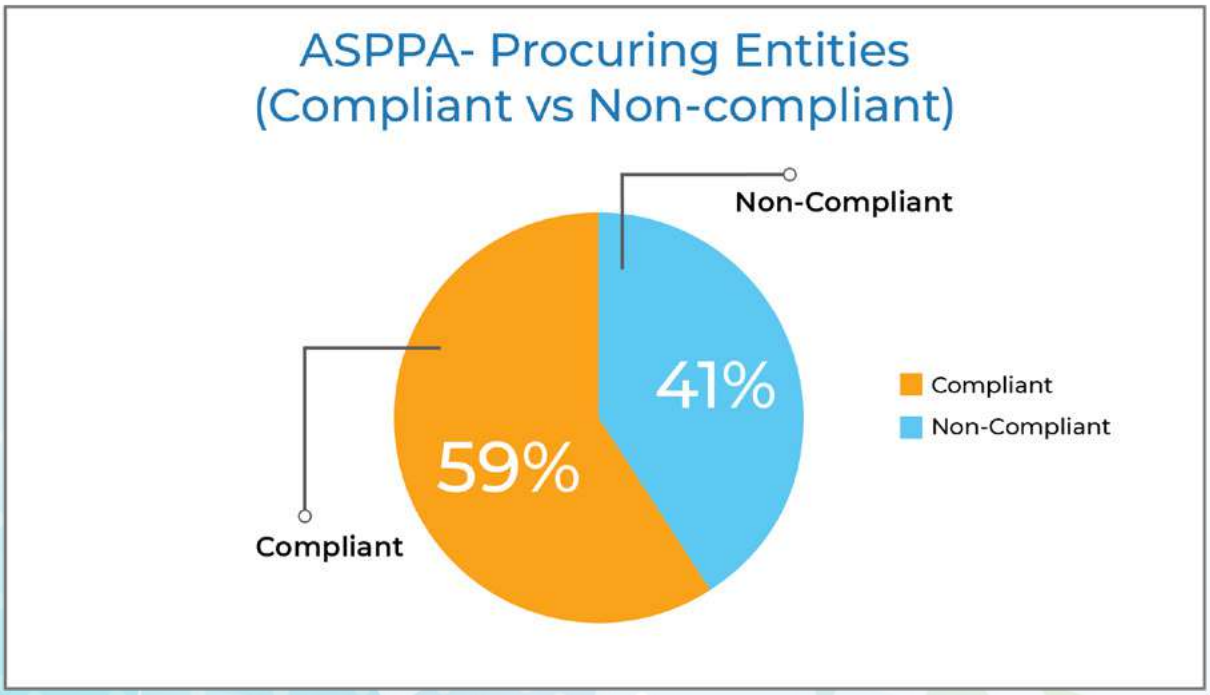


Section I- Diagram 2: Number of ASPPA published as at April 25, 2024

[7] A public body that did not notify the Office but published the ASPPA on its website or other electronic format was deemed compliant.

ANALYSIS OF ASPPA PUBLICATION COMPLIANCE

The Office noted, with grave concern, a 41 per cent non-compliance rate, notwithstanding the extensive preparatory work, sensitisation sessions, workshops, one-on-one engagements with public bodies, and publication of information and training content by the Office. Significantly, all of the aforementioned initiatives preceded the statutory deadline for publication of the ASPPA. This non-compliance is therefore indicative of public bodies' unpreparedness to meet the requirements of the Act and/or a disinclination to transition to the new public procurement framework.



Section I- Diagram 3: ASPPA Compliant vs Non-compliant Procuring Entities

The instant assessment is further supported by "justifications" provided by public bodies on their non-compliance, as follows:

- *Staff constraints (capacity or human resource shortfalls)*

  Public bodies indicated that they were deficient or devoid of the requisite staff with the technical/ professional capability to develop the ASPPA. The ASPPA is an integral tool in the planning stage of public procurement and it is preceded by the creation of the procuring entity's Annual Procurement Plan. Of note, Section 61 (2) of the Act places the onus for the procurement function within the remit of the public body's "named" Procurement Officer. This responsibility spans from the planning stage, through contract management, to the closeout stage of public procurement proceedings. Further, Regulation 3 of the Procurement Methods and Procedures Regulations, 2021 directs that the procurement officer *"shall be suitably qualified, experienced and competent to prepare the annual procurement plan for the approval of the Accounting Officer"*. The public bodies' indication of capacity and/ or human resource deficiencies suggest a lack of adherence to the resource requirement of the Act and Regulations.

- *Contention with the categorisation of being a "public body" within the meaning of the Act*

  Section 4 of the Act defines which entities are to be considered a "public body". The said Section further defines what is deemed "public money". Notwithstanding these definitions, some entities challenged their status as public bodies under the Act and/or were conflicted as to whether the Act was directly applicable to their operations. Consequentially, these entities refused to comply with the ASPPA publication requirements.

  The Office is currently actively engaged in addressing these status challenges with a view to resolving the issue of whether these entities are to be properly considered as "public bodies" by virtue of their standing under the Act and/or consequent upon their receipt of public money.

- *Challenges with publishing on a website or other electronic format*

Public bodies expressed challenges with publishing the ASPPA on a website or in another electronic format, due to the absence of a website available for their organisation.

The Office has underscored the requirement for publication of the ASPPA since 2018, through its extensive public awareness campaign via the mass media, public consultations, and sensitisation sessions (both in collective and individual fora) to assist public bodies in their readiness for the full operationalisation of the Act. The Office has also indicated to public bodies that this obligation can be achieved through publication on the website of its line Ministry.

The challenges therefore expressed by public bodies in achieving compliance with the publishing requirements, demonstrate their lack of conformance and/or preparedness to fulfil the requirements of the Act.

PLAN OF ACTION

In a concerted effort to address the challenges identified by public bodies and to achieve full legal and regulatory compliance, the Office intends to intensify its data analysis and outreach, employing the following short, medium and long-term actions:

- *Short-term actions (over the next year)*
  - Review the published ASPPAs to verify their completeness and accuracy in accordance with the General Guidelines published by the Office; and
  - Provide supplementary guidance to assist in building capacity within procuring entities and support for the preparation of the Annual Procurement Plan and the ASPPA.

- *Medium-term actions (over the next 3 years)*
  - Identify a listing of procuring entities, as a subset of the full listing of public bodies identified in the Gazette, and the State Boards and subsidiary organisations identified in the Ministry of Finance's State Enterprise Investment Programme 2023. The Office will work closely with this subset in the review of their ASPPA, and subsequently, prepare a guidance document for dissemination to other public bodies. This strategy is intended to improve the level of compliance while simultaneously enhancing the quality and accuracy of the ASPPA;

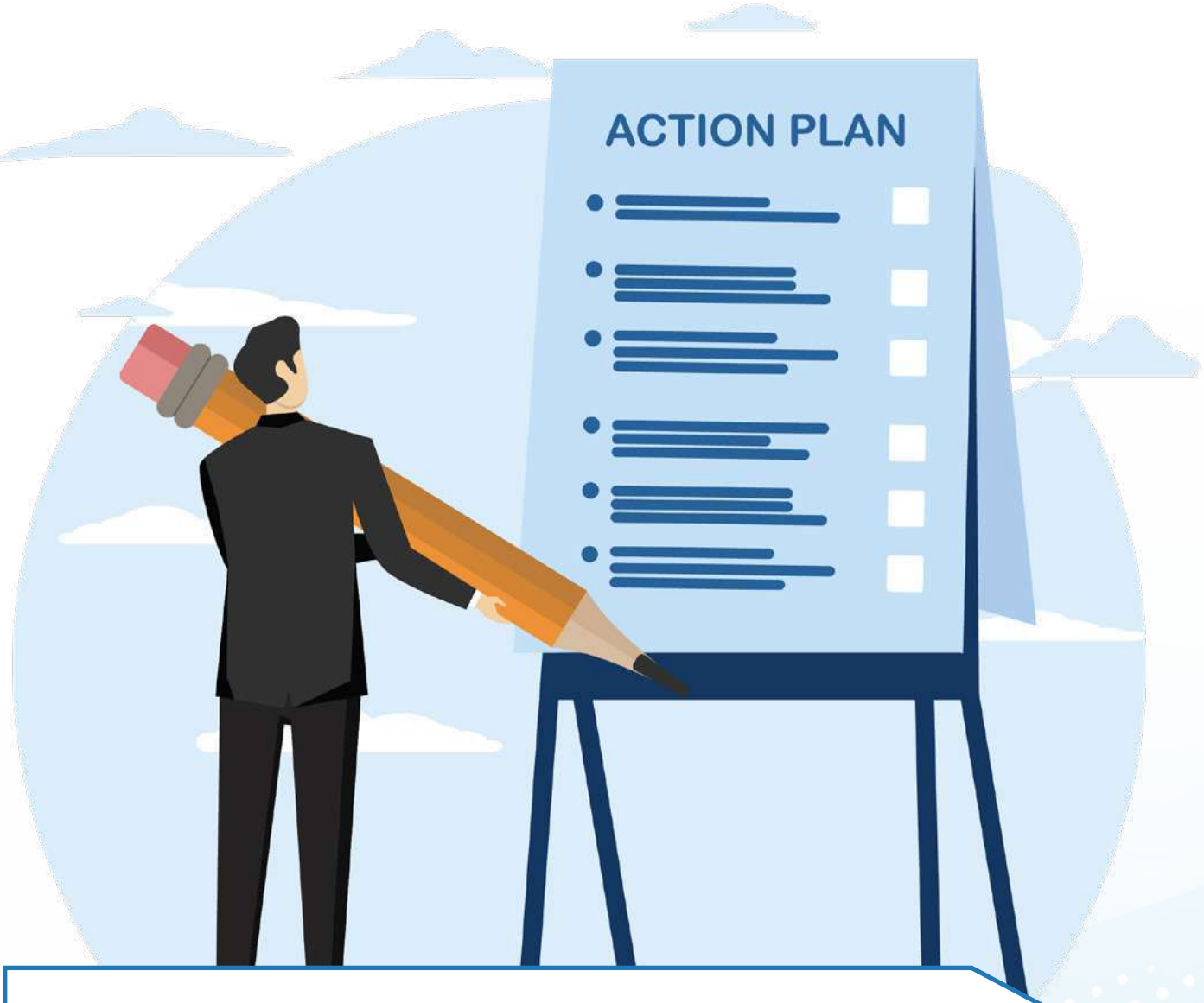
  - Identify procuring entities with micro procurements that do not exceed $75,000.00 as these micro procurements are exempt from publication in the ASPPA, pursuant to Regulation 7(2) of the Simplified Procurement Regulations, 2024;

  - Develop comparative data to determine the alignment between public bodies' ASPPAs and their procurements, contracts awarded and framework arrangements established; and

  - Conduct surveys amongst suppliers and contractors registered in the Procurement Depository to assist in measuring the impact of the ASPPA on supplier and contractor participation in public procurement.

- *Long-term actions (over the next 5 years)*
  - Utilise data from surveys conducted, feedback from key stakeholders and analyses performed by the Office to inform future actions. These may include, but are not limited to, the following:

    - Updating the Handbooks and General Guidelines issued by the Office;
    - Updating training content on the ASPPA on the Learning Management System ("LMS"); and
    - Making recommendations for amendments to the Act and Regulations (if required).



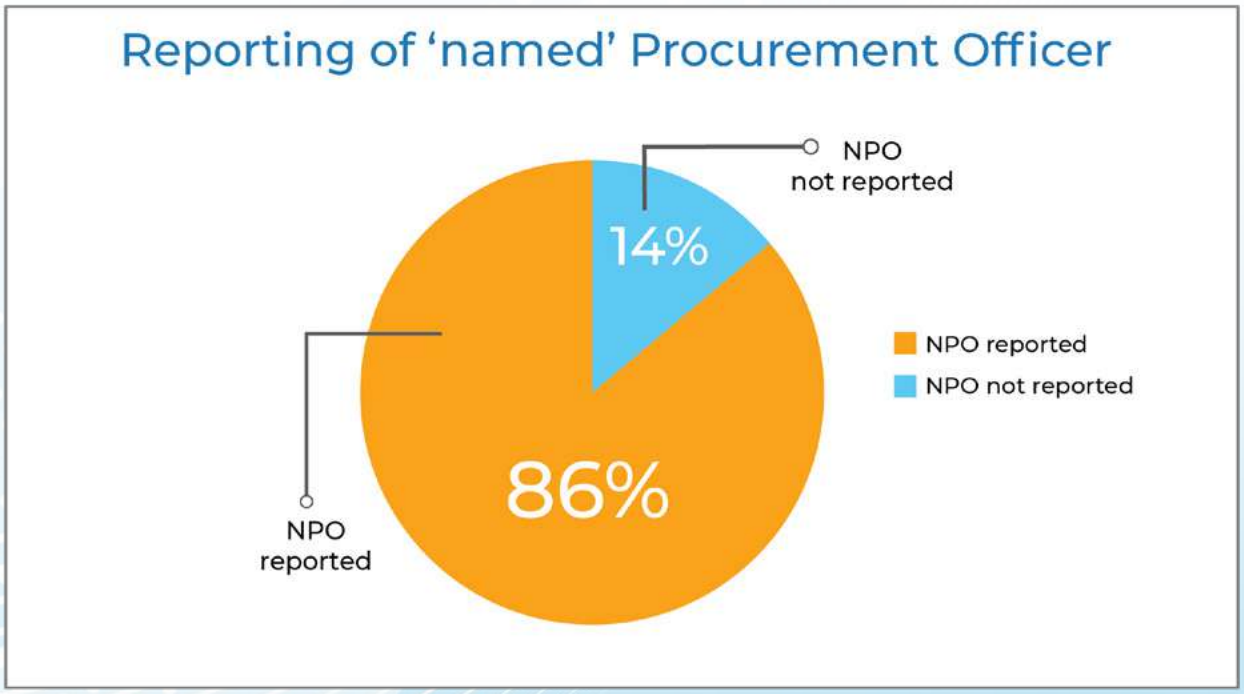
REPORTING OF THE "NAMED" PROCUREMENT OFFICER AND THE ACCOUNTING OFFICER

Section 61 (2) of the Act mandates that every "public body shall have a procurement officer who shall be responsible for public procurement and disposal of public property for that body and shall notify the Office, in writing of the name and designation of its procurement officer".

The effect of this provision is the decentralisation of public procurement, rendering each public body responsible and accountable for carrying out all stages of the procurement cycle. Further, Regulation 3 of the Procurement Methods and Procedures Regulations, 2021 requires that *"the named procurement officer shall be suitably qualified, experienced and competent to prepare the annual procurement plan".*

"Named" Procurement Officer

In compliance with Section 61(2) of the Act, as at April 25, 2024, 209 public bodies have named their procurement officer to the Office, representing an 86 per cent compliance rate.



Section I- Diagram 4: Reporting of "named" Procurement Officer as at April 25, 2024

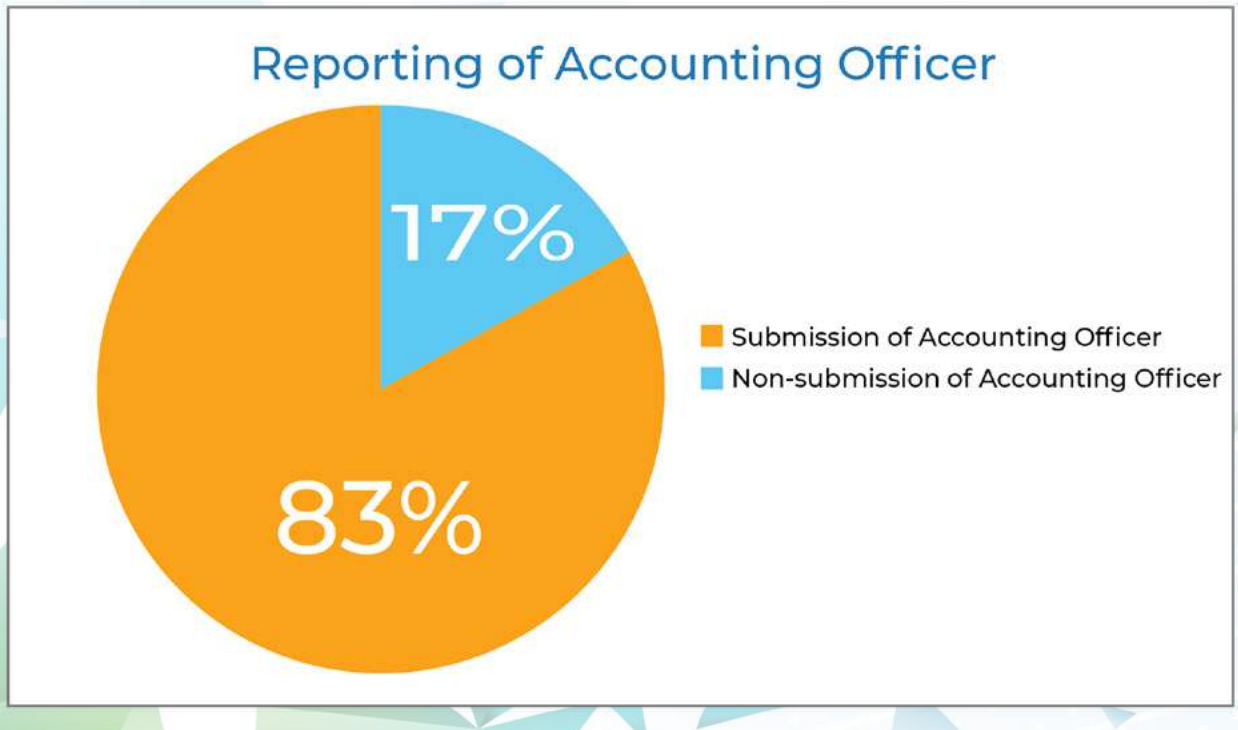
Public Advisory #19 issued on April 28, 2023

The Office requested that all public bodies and persons/ entities in receipt of public money, as defined in Section 4 of the Act submit the name, designation and contact information of the organisation's Accounting Offfficer and "named" Procurement Officer.



Accounting Officer

Following the Office's issuance of Public Advisory #19, as at April 26, 2024, 203 public bodies submitted the name, designation and contact information of their Accounting Officer, indicative of an 83 per cent compliance rate.



Section I- Diagram 5: Reporting of Accounting Officer as at April 26, 2024

APPOINTMENT OF PROCUREMENT AND DISPOSAL ADVISORY COMMITTEE ("PDAC") AND DISPOSAL COMMITTEE

Regulation 21 (1) of the Procurement Methods and Procedures Regulations, 2021 requires a public body to establish a Procurement and Disposal Advisory Committee to review reports, recommendations for contract award, procurement proceedings and property disposal files to determine adherence with the Act, Regulations, Handbooks and Guidelines, approved procurement/ disposal strategy and achievement of the objects of the Act.

Section 55 of the Act requires a public body to "establish a disposal committee comprising not less than three (3) officers to recommend the best method of disposing of unserviceable, obsolete or surplus stores or equipment."

By letter dated October 31, 2023, the Office advised public bodies on their compliance requirements, and directed that they (i) establish a Disposal Committee in accordance with Section 55 of the Act and (ii) confirm the establishment of the PDAC in compliance with Regulation 21 (1) of the Procurement Methods and Procedures Regulations, 2021.

Of the 244 public bodies, only 40 submitted responses on their PDAC and Disposal Committees, representing a compliance rate of approximately 16 per cent.

The poor response rate is indicative of the high levels of non-compliance by public bodies and the tardy approach to fulfilling the requirements of the Act and Regulations. Furthermore, it reveals an indifference by many public

bodies to the directives of the Office which were issued in the performance of its functions grounded in Sections 14 (1) (a), (c) and 14 (2) of the Act.

A full listing of compliant public bodies is provided at Appendix 1 - Compliance by Public Body.

CONCLUSION

The Office acknowledges that reporting is an important mechanism within the legal and regulatory framework of the Act, which will champion real change and ensure accountability and transparency in the public procurement and disposal process. Significantly, reporting informs law and policy, identifies trends and gaps/inefficiencies in the procurement process, measures success, and ensures the responsible use of public money. Compliance with the legislative and regulatory reporting requirements are, therefore, crucial to the realisation of the Act's objectives and its overall intended impact and measures success/progress.

A fundamental and integral aspect of compliance monitoring is access to reliable information/data on public procurement and disposal activities, such as, the annual schedule of planned procurement activities, procurement and disposal methods and procedures, and decisions/contract awards. This enables the Office to monitor and assess compliance as well as any gaps/ risks existing within the procurement and disposal function.

Notably, despite the extensive efforts undertaken by the Office in the dissemination of information and conduct of numerous stakeholder awareness sessions, regarding the legal and regulatory requirements, the rate of non-compliance is disconcerting.

It appears that public bodies have not grasped the gravity of non-compliance with the legislative framework that now governs public procurement and the disposal of public property in Trinidad and Tobago.

Materially, the cascading effect of non-compliance is such that public trust and confidence are eroded, there is the potential for financially reckless decisions to be made, and value for money not being achieved, thus, giving way to a compromised procurement system. Imperative to the success of the current public procurement system and/or any legislative/regulatory reform is the timely identification and rectification of non-compliance issues, to mitigate against any further negative impact.

Addressing non-compliance issues requires a multifaceted approach, which includes robust detection mechanisms, preventative measures, and intentional corrective actions. The Office has identified several key initiatives in the short, medium, and long term intended to counter the arduous issue of non-compliance. These additional initiatives encompass training, capacity building, and mechanisms to enhance transparency.

Conclusively, key to the rectification of non-compliance is the acceptance by public bodies of their significant roles and responsibilities in the procurement landscape. Public bodies are therefore expected to take on a more proactive approach in the fulfilment of the Act's objectives. Non-compliant public bodies are required to:

- Immediately audit or investigate the root cause of their non- compliance;
- Develop a diligent action plan;
- Implement a robust compliance monitoring system;
- Update related policies and procedures to ensure alignment with the legal and regulatory framework; and
- Conduct targeted training sessions for all staff involved in the procurement and disposal function, to ensure a levelling up of the existing workforce and a thorough understanding of the compliance requirements.

By adopting these steps, public bodies can effectively tackle any existing non-compliance issues, restore integrity and trust in their procurement processes, and build a foundation for sustained compliance and good governance.



PART 2
PROCUREMENT CONTRACT REPORTING

Transparent reporting on contracts in public procurement, as required by Section 37 of the Act, is essential for promoting accountability, open and fair competition according to the highest standards of probity and professionalism, and efficiency in the use of public funds. Recognising that the public interest is paramount in the utilisation of public funds, transparency in the public procurement process affirms to the public that the procurement practices, methods and procedures utilised are appropriate, thus, restoring and deepening public confidence in the procurement system. Moreover, in the early stages of procurement reform, it can help to identify best practices, trends and inefficiencies, which can serve to further improve the overall functioning of the entire system.

This Section provides an overview of public bodies' compliance with the reporting requirements, as well as summary elements of the contract information reported to the Office. Notably, the Office has made some key observations which highlight a number of acute challenges impacting the public procurement process, through its interactions with public bodies and an interrogation of the information reported.

The analysis focusses on five (5) reporting areas. These areas and a brief description of what they represent are presented in Section I – Table 1- Brief description of the five (5) reporting areas.

Contracts Awarded	All new contracts awarded[8] within the quarter ONLY. *Awarded means that the Notice of Award has been issued by the public body to the successful supplier or contractor.*
Purchase Orders Issued	All "stand-alone" purchase orders issued during the reporting quarter that were not generated in relation to a contract.
Variations	ALL changes made to new and exisiting contracts that occured over the reporting quarter.
Unfulfilled Contracts	Reporting of ANY contracts that were determined to be incomplete, delayed or terminated during the reporting quarter.
Payment Progress	All payments made in relation to procurement activities during the reporting period.

Section I - Table 6 – Brief description of the five reporting areas.

[8] "Awarded" means that the Notice of Award has been issued by the public body to the successful supplier or contractor.

Further, public bodies were classified into the following five (5) groups for the purposes of data analysis:

GROUP A **GOVERNMENT MINISTRIES AND KEY OFFICES**

*This group consists of **twenty-eight** (**28**) **public bodies** (i.e., the 21 Ministries, the Office of the President, the Office of Parliament, the Office of the Chief Personnel Officer and the three (3) reporting departments of the Office of the Prime Minister and the Judiciary.*

GROUP B **TOBAGO HOUSE OF ASSEMBLY DIVISIONS & KEY OFFICES**

*This group consists of **twelve** (**12**) **public bodies** (i.e., the nine (**9**) divisions of the THA,the Office of the Chief Secretary, the Office of the Deputy Chief Secretary and the Office of Prime Minister- Central Administrative Services Tobago).*

GROUP C **MUNICIPAL CORPORATIONS**

*This group consists of **fourteen** (**14**) **municipal corporations**.*

GROUP D **REGIONAL HEALTH AUTHORITIES**

*This group consists of **five** (**5**) **RHAs.***

GROUP E **ALL OTHER REPORTING PUBLIC BODIES**

This group consists of 185 public bodies which include State-controlled Enterprises, Statutory Bodies, Subsidiaries and all other reporting public bodies

Section I - Diagram 6 – Classification of Public Bodies

It should be noted that public bodies were deemed to have **not reported** if they:

- Did not meet the extended deadlines for submission of their contract reporting information; or
- Did not submit their information in a format that was compatible with the required reporting template or compatible for consolidation purposes.

The Office made the decision to accept all submissions received from public bodies in Q3-2023 and Q4-2023 due to the initial reporting challenges experience in those quarters which are further detailed in the report.

Summary of Contract Reporting by Public Bodies for the Period April 26, 2023 – March 31, 2024

Contract Reporting

Of the 244 public bodies that reported, only 58 (23.8 per cent) reported consistently, on a quarterly basis, in accordance with Section 37 of the Act. These included:

- 14 Ministries and Key Offices;
- Two (2) Divisions of the Tobago House of Assembly (THA);
- Three (3) Municipal Corporations;
- One (1) Regional Health Authority (RHA); and
- 38 State Enterprises, Statutory Bodies and Related Subsidiaries, and other Public Bodies.

In contrast, a total of 85 public bodies (34.8 per cent) failed to report in any of the quarters reported on. These included:

- Three (3) Ministries[9];
- Three (3) Divisions of the THA and three (3) Key Offices in Tobago;
- One (1) Municipal Corporation;
- One (1) Regional Health Authority; and
- 74 State Enterprises, Statutory Bodies and Related Subsidiaries, and other Public Bodies.

Approximately 76.2 per cent of the 244 public bodies either did not report or partially reported on contracts awarded.

The remaining 101 public bodies (41.4 per cent) reported in one or more of the reporting quarters, but not all.

Details on the reporting performance of each public body is provided in Section I – Table 2 - Contract Reporting History by Public Body Groupings.

[9] Subsequent to the compilation of the data and analysis for this Section, the Office was advised that the Ministry of Tourism, Culture and the Arts had made its quarterly submissions.However, the submissions were not in accordance with the directions of the Office and were therefore not included in the analysis.

SECTION 24 STATISTICS

The data below represents statistics amongst the reporting periods from the date of proclamation April 26th 2023 to March 31st 2024

CONTRACTS AWARDED

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
6,737	14,262	19,936

Number of Procurement Contracts Awarded

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
TTD 2.8 Bn	TTD 2.4 Bn	TTD 3.2 Bn

Total Value of Contracts Awarded

VARIATIONS

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
NIL	220	210

Number of Procurement Contracts Varied

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
TTD Nil	TTD 60.9 Mn	TTD 138.4 Mn

Total Value of Procurement Contracts Varied

UNFULFILLED

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
Nil	593	648

Number of Unfulfilled Procurement Contracts Awarded

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
TTD Nil	TTD 355.5 Mn	TTD 227.1 Mn

Total Value of Unfulfilled Procurement Contracts

*Mn - Million | *Bn - Billion

QUARTERLY CONTRACT REPORTING HISTORY BY PUBLIC BODY GROUPINGS

For the period April 26, 2023 - March 31, 2024

A. Government Ministries & Key Offices (29 bodies)	Q3 2023	Q4 2023	Q1 2024	Q2 2024
MINISTRY OF FOREIGN AND CARICOM AFFAIRS	**No**	**No**	**No**	**No**
MINISTRY OF NATIONAL SECURITY	**No**	**No**	**No**	**No**
MINISTRY OF TOURISM, CULTURE AND THE ARTS	**No**	**No**	**No**	**No**
MINISTRY OF ENERGY AND ENERGY INDUSTRIES	**No**	**No**	Yes	Yes
OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS	Yes	**No**	**No**	Yes
THE OFFICE OF THE PRIME MINISTER- Communications	**No**	**No**	Yes	Yes
THE OFFICE OF THE PRIME MINISTER - Corporate	**No**	**No**	Yes	Yes
THE OFFICE OF THE PRIME MINISTER - Gender and Child Affairs	**No**	**No**	Yes	Yes
MINISTRY OF DIGITAL TRANSFORMATION	Yes	Yes	Yes	**No**
MINISTRY OF EDUCATION	Yes	Yes	Yes	**No**
MINISTRY OF PUBLIC UTILITIES	**No**	Yes	Yes	Yes
MINISTRY OF TRADE AND INDUSTRY	Yes	Yes	Yes	**No**
MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE	Yes	Yes	Yes	**No**
OFFICE OF THE CHIEF PERSONNEL OFFICER - PERSONNEL DEPARTMENT	**No**	Yes	Yes	Yes
JUDICIARY TRINIDAD AND TOBAGO	Yes	Yes	Yes	Yes
MINISTRY OF AGRICULTURE LAND AND FISHERIES	Yes	Yes	Yes	Yes
MINISTRY OF FINANCE	Yes	Yes	Yes	Yes
MINISTRY OF HEALTH	Yes	Yes	Yes	Yes
MINISTRY OF HOUSING AND URBAN DEVELOPMENT	Yes	Yes	Yes	Yes
MINISTRY OF LABOUR	Yes	Yes	Yes	Yes
MINISTRY OF PLANNING AND DEVELOPMENT	Yes	Yes	Yes	Yes
MINISTRY OF PUBLIC ADMINISTRATION	Yes	Yes	Yes	Yes
MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT	Yes	Yes	Yes	Yes
MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES	Yes	Yes	Yes	Yes
MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT	Yes	Yes	Yes	Yes
MINISTRY OF WORKS AND TRANSPORT	Yes	Yes	Yes	Yes
OFFICE OF THE PARLIAMENT	Yes	Yes	Yes	Yes
OFFICE OF THE PRESIDENT	Yes	Yes	Yes	Yes
Total Submissions Received	**19**	**20**	**24**	**21**

B. THA Divisions & Key Offices (12 bodies)	*Q3 2023*	*Q4 2023*	*Q1 2024*	*Q2 2024*
THA- DIV. OF EDUCATION, RESEARCH AND TECHNOLOGY	**No**	**No**	**No**	**No**
THA- DIV. OF INFRASTRUCTURE, QUARRIES AND URBAN DEVELOPMENT	**No**	**No**	**No**	**No**
THA- DIV. OF TOURISM, CULTURE, ANTIQUITIES AND TRANSPORTATION	**No**	**No**	**No**	**No**
OFFICE OF THE CHIEF SECRETARY- ADMINISTRATOR'S OFFICE	**No**	**No**	**No**	**No**
OFFICE OF THE DEPUTY CHIEF SECRETARY- ADMINISTRATOR'S OFFICE	**No**	**No**	**No**	**No**
OFFICE OF THE PRIME MINISTER - CENTRAL ADMINISTRATIVE SERVICES TOBAGO	**No**	**No**	**No**	**No**
THA- DIV. OF FINANCE, TRADE AND THE ECONOMY	**No**	**No**	**No**	Yes
THA- DIV. OF FOOD SECURITY, NATURAL RESOURCES, THE ENVIRONMENT & SUSTAINABLE DEVELOPMENT	**No**	**No**	**No**	Yes
THA-DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT	**No**	**No**	**No**	Yes
THA- DIV. OF HEALTH, WELLNESS AND SOCIAL PROTECTION	**No**	Yes	Yes	Yes
THA- DIV. ASSEMBLY LEGISLATURE	Yes	Yes	Yes	Yes
THA- DIV. OF COMMUNITY DEVELOPMENT, YOUTH DEVELOPMENT AND SPORT	Yes	Yes	Yes	Yes
Total Submissions Received	**2**	**3**	**3**	**6**

C. Municipal Corporations (14 Bodies)	*Q3 2023*	*Q4 2023*	*Q1 2024*	*Q2 2024*
DIEGO MARTIN BOROUGH CORPORATION	**No**	**No**	**No**	**No**
SAN FERNANDO CITY CORPORATION	Yes	**No**	**No**	**No**
SIPARIA BOROUGH CORPORATION	**No**	**No**	Yes	**No**
COUVA/ TABAQUITE/ TALPARO REGIONAL CORPORATION	**No**	Yes	Yes	**No**
MAYARO/ RIO CLARO REGIONAL CORPORATION	**No**	**No**	Yes	Yes
POINT FORTIN BOROUGH CORPORATION	**No**	**No**	Yes	Yes
PORT OF SPAIN CITY CORPORATION	**No**	**No**	Yes	Yes
SANGRE GRANDE REGIONAL CORPORATION	**No**	Yes	**No**	Yes
CHAGUANAS BOROUGH CORPORATION	**No**	Yes	Yes	Yes
PENAL/DEBE REGIONAL CORPORATION	Yes	Yes	Yes	**No**
SAN JUAN / LAVENTILLE REGIONAL CORPORATION	**No**	Yes	Yes	Yes
ARIMA BOROUGH CORPORATION	Yes	Yes	Yes	Yes
PRINCES TOWN REGIONAL CORPORATION (PTRC)	Yes	Yes	Yes	Yes
TUNAPUNA/PIARCO REGIONAL CORPORATION	Yes	Yes	Yes	Yes
Total Submissions Received	**5**	**8**	**11**	**9**

QUARTERLY CONTRACT REPORTING HISTORY BY PUBLIC BODY GROUPINGS

For the period April 26, 2023 - March 31, 2024

D. Regional Health Authorities (5 RHAs)	Q3 2023	Q4 2023	Q1 2024	Q2 2024
NORTH WEST REGIONAL HEALTH AUTHORITY	**No**	**No**	**No**	**No**
NORTH CENTRAL REGIONAL HEALTH AUTHORITY	**No**	**No**	Yes	Yes
TOBAGO REGIONAL HEALTH AUTHORITY	Yes	Yes	**No**	**No**
EASTERN REGIONAL HEALTH AUTHORITY	Yes	Yes	**No**	Yes
SOUTH WEST REGIONAL HEALTH AUTHORITY	Yes	Yes	Yes	Yes
Total Submissions Received	**3**	**3**	**2**	**3**

E. State Enterprises, Statutory Bodies & related subsidiaries and other public bodies (185 public bodies)	Q3 2023	Q4 2023	Q1 2024	Q2 2024
AGRICULTURAL SOCIETY OF TRINIDAD AND TOBAGO	**No**	**No**	**No**	**No**
BETTING LEVY BOARD	**No**	**No**	**No**	**No**
CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE	**No**	**No**	**No**	**No**
CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE	**No**	**No**	**No**	**No**
CHILDREN'S LIFE FUND AUTHORITY	**No**	**No**	**No**	**No**
CIPRIANI COLLEGE OF LABOUR AND CO-OPERATIVE STUDIES	**No**	**No**	**No**	**No**
COLONIAL LIFE INSURANCE COMPANY (TRINIDAD) LIMITED (CLICO)	**No**	**No**	**No**	**No**
CONSTRUCTION COMPANY LIMITED	**No**	**No**	**No**	**No**
CRIMINAL INJURIES COMPENSATION BOARD	**No**	**No**	**No**	**No**
CUSTOMS AND EXCISE DIVISION	**No**	**No**	**No**	**No**
DEVELOPMENT FINANCE LIMITED	**No**	**No**	**No**	**No**
ELECTIONS AND BOUNDARIES COMMISSION (EBC)	**No**	**No**	**No**	**No**
EQUAL OPPORTUNITY COMMISSION	**No**	**No**	**No**	**No**
FAMILY PLANNING ASSOCIATION OF TRINIDAD AND TOBAGO	**No**	**No**	**No**	**No**
GAMBLING CONTROL COMMISSION OF TRINIDAD AND TOBAGO	**No**	**No**	**No**	**No**
GOLDEN GROVE-BUCCOO LIMITED	**No**	**No**	**No**	**No**
INLAND REVENUE DIVISION	**No**	**No**	**No**	**No**
INVESTT TRINIDAD AND TOBAGO LIMITED	**No**	**No**	**No**	**No**

E. State Enterprises, Statutory Bodies & related subsidiaries and other public bodies (185 public bodies)	Q3 2023	Q4 2023	Q1 2024	Q2 2024
L.I.F.E. CENTRE	No	No	No	No
LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED (LABIDCO)	No	No	No	N/A
LAKE ASPHALT OF TRINIDAD AND TOBAGO (1978) LIMITED	No	No	No	No
LAND SETTLEMENT AGENCY	No	No	No	No
LAND SURVEY BOARD OF TRINIDAD AND TOBAGO	No	No	No	No
LAW REVISION COMMISSION	No	No	No	No
MEDICAL BOARD OF TRINIDAD AND TOBAGO	No	No	No	No
MILFORD ROAD ESPLANADE	No	No	No	No
NAPA HOTEL	No	No	No	No
NAPARIMA BOWL	No	No	No	No
NATIONAL AIDS COORDINATING COMMITTEE	No	No	No	No
NATIONAL ARCHIVES OF TRINIDAD AND TOBAGO	No	No	No	No
NATIONAL ASSOCIATION OF VILLAGE AND COMMUNITY COUNCILS	No	No	No	No
NATIONAL INSURANCE APPEALS TRIBUNAL	No	No	No	No
NATIONAL MUSEUM AND ART GALLERY	No	No	No	No
NEW CITY MALL	No	No	No	No
OFFICE OF DISASTER PREPAREDNESS MANAGEMENT	No	No	No	No
PAN TRINBAGO INC. T.C	No	No	No	No
PORTFOLIO CREDIT MANAGEMENT LIMITED	No	No	No	No
PUBLIC SERVICE APPEAL BOARD	No	No	No	No
REBIRTH HOUSE	No	No	No	No
REGULATED INDUSTRIES COMMISSION	No	No	No	No
RINCON DEVELOPMENT LIMITED	No	No	No	No
SANTA ROSA FIRST PEOPLES' COMMUNITY	No	No	No	No
SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)	No	No	No	No
SPORT AND CULTURE BOARD OF MANAGEMENT	No	No	No	No
ST. DOMINIC'S HOME	No	No	No	No
ST. JUDE'S INDUSTRIAL SCHOOL FOR GIRLS	No	No	No	No
ST. MARY'S CHILDREN'S HOME	No	No	No	No
STRATEGIC SERVICES AGENCY (SSA)	No	No	No	No
STUDLEY PARK ENTERPRISE LIMITED (SPEL)	No	No	No	No
SUGARCANE FEEDS CENTRE	No	No	No	No

QUARTERLY CONTRACT REPORTING HISTORY BY PUBLIC BODY GROUPINGS

For the period April 26, 2023 - March 31, 2024

E. State Enterprises, Statutory Bodies & related subsidiaries and other public bodies (185 public bodies)	Q3 2023	Q4 2023	Q1 2024	Q2 2024
TAURUS SERVICES LIMITED	No	No	No	No
TAX APPEAL BOARD	No	No	No	No
THE AUTISTIC SOCIETY OF TRINIDAD & TOBAGO	No	No	No	No
THE COUVA MEDICAL AND MULTI-TRAINING FACILITY LIMITED	No	No	No	No
THE IMMIGRATION DIVISION	No	No	No	No
THE NATIONAL ACADEMY FOR THE PERFORMING ARTS (NAPA)	No	No	No	No
THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO	No	No	No	No
THE OCCUPATIONAL SAFETY AND HEALTH AND AGENCY (OSHA)	No	No	No	No
THE OFFICE OF LAW ENFORCEMENT POLICY	No	No	No	No
TOBAGO FESTIVALS COMMISSION LTD	No	No	No	No
TOBAGO HOSPITALITY & TOURISM INSTITUTE	No	No	No	No
TRINIDAD AND TOBAGO ANTI-DOPING ORGANIZATION	No	No	No	No
TRINIDAD AND TOBAGO ASSOCIATION FOR RETARDED CHILDREN	No	No	No	No
TRINIDAD AND TOBAGO ASSOCIATION FOR THE HEARING IMPAIRED	No	No	No	No
TRINIDAD AND TOBAGO CRICKET BOARD	No	No	No	No
TRINIDAD AND TOBAGO FIRE SERVICE	No	No	No	No
TRINIDAD AND TOBAGO FREE ZONES COMPANY LIMITED	No	No	No	No
TRINIDAD AND TOBAGO MORTGAGE FINANCE	No	No	No	No
TRINIDAD AND TOBAGO RACING AUTHORITY	No	No	No	No
TRINIDAD AND TOBAGO RED CROSS SOCIETY	No	No	No	No
TTT LIMITED	No	No	No	No
VANGUARD HOTEL LIMITED (MAGDALENA GRAND BEACH AND GOLF RESORT)	No	No	No	No
VETERINARY SURGEONS' REGISTRATION BOARD	No	No	No	No
ZOOLOGICAL SOCIETY OF TRINIDAD AND TOBAGO	No	No	No	No
CHAGUARAMAS DEVELOPMENT AUTHORITY	No	Yes	No	No
EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED	No	Yes	No	No

E. State Enterprises, Statutory Bodies & related subsidiaries and other public bodies (185 public bodies)	*Q3 2023*	*Q4 2023*	*Q1 2024*	*Q2 2024*
HORSES HELPING HUMANS	**No**	**No**	Yes	**No**
NATIONAL DRAMA ASSOCIATION OF TRINIDAD AND TOBAGO (NDATT)	**No**	**No**	**No**	Yes
NATIONAL FLOUR MILLS (NFM)	**No**	**No**	Yes	**No**
NATIONAL INSTITUTE OF HIGHER EDUCATION RESEARCH, SCIENCE AND TECHNOLOGY	**No**	Yes	**No**	**No**
NATIONAL TRAINING AGENCY	**No**	Yes	**No**	**No**
NETWORK OF RURAL WOMEN PRODUCERS TRINIDAD AND TOBAGO - NRWPTT	**No**	**No**	Yes	**No**
REGISTRATION RECOGNITION AND CERTIFICATION BOARD	**No**	**No**	**No**	Yes
SUGAR MANUFACTURING COMPANY LMITED	**No**	**No**	**No**	Yes
THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO	**No**	Yes	**No**	**No**
THE NATIONAL TRUST OF TRINIDAD AND TOBAGO	**No**	**No**	**No**	Yes
THE VEHICLE MANAGEMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED	**No**	Yes	**No**	**No**
TOBAGO INFORMATION TECHNOLOGY LIMITED	**No**	**No**	**No**	Yes
TRINIDAD AND TOBAGO BLIND WELFARE ASSOCIATION	**No**	**No**	**No**	Yes
TRINIDAD AND TOBAGO HEART FOUNDATION	**No**	**No**	Yes	**No**
TRINIDAD AND TOBAGO POLICE SERVICE (TTPS)	**No**	Yes	**No**	**No**
TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)	**No**	**No**	**No**	Yes
TRINIDAD BOXING BOARD OF CONTROL	**No**	Yes	**No**	**No**
URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO (UDECOTT)	Yes	**No**	**No**	**No**
AMPLIA COMMUNICATIONS	**No**	**No**	Yes	Yes
AUDITOR GENERAL	**No**	Yes	Yes	**No**
COCOA DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED	**No**	Yes	Yes	**No**
ESTATE MANAGEMENT AND BUSINESS DEVELOPMENT COMPANY LIMITED	Yes	Yes	**No**	**No**
EVOLVING TECKNOLOGIES AND ENTERPRISE DEVELOPMENT COMPANY LIMITED (E-TECK)	Yes	Yes	**No**	**No**
EXPORTT LIMITED	**No**	**No**	Yes	Yes
LEGAL AID AND ADVISORY AUTHORITY	**No**	Yes	Yes	**No**
MAMATOTO RESOURCE AND BIRTH CENTRE	**No**	**No**	Yes	Yes
NATIONAL AGRICULTURAL MARKETING AND DEVELOPMENT CORPORATION (NAMDEVCO)	**No**	Yes	**No**	Yes
NATIONAL HELICOPTER SERVICES LIMITED	**No**	**No**	Yes	Yes

QUARTERLY CONTRACT REPORTING HISTORY BY PUBLIC BODY GROUPINGS

For the period April 26, 2023 - March 31, 2024

E. State Enterprises, Statutory Bodies & related subsidiaries and other public bodies (185 public bodies)	Q3 2023	Q4 2023	Q1 2024	Q2 2024
NATIONAL LIBRARY AND INFORMATION SYSTEMS AUTHORITY (NALIS)	**No**	**No**	Yes	Yes
NATIONAL LOTTERIES CONTROL BOARD (NLCB)	**No**	**No**	Yes	Yes
OFFICE OF THE OMBUDSMAN	**No**	**No**	Yes	Yes
PETROLEUM COMPANY OF TRINIDAD AND TOBAGO LIMITED (PETROTRIN)	Yes	Yes	**No**	**No**
POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION LIMITED	**No**	**No**	Yes	Yes
POLICE COMPLAINTS AUTHORITY (PCA)	**No**	**No**	Yes	Yes
PORT OF SPAIN SHOPPING COMPLEX LIMITED	Yes	Yes	**No**	**No**
PUBLIC TRANSPORT SERVICE CORPORATION	Yes	Yes	**No**	**No**
QUEEN'S HALL	**No**	**No**	Yes	Yes
STATUTORY AUTHORITIES SERVICE COMMISSION DEPARTMENT	Yes	Yes	**No**	**No**
THE COMMUNITY-BASED ENVIRONMENTAL PROTECTION AND ENHANCEMENT PROGRAMME (CEPEP)	**No**	**No**	Yes	Yes
THE COTTON TREE FOUNDATION	**No**	**No**	Yes	Yes
THE MEDICAL RESEARCH FOUNDATION OF TRINIDAD AND TOBAGO	**No**	**No**	Yes	Yes
THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO (NGC)	Yes	**No**	**No**	Yes
THE UNIVERSITY OF THE WEST INDIES	**No**	**No**	Yes	Yes
TOBAGO AGRIBUSINESS DEVELOPMENT COMPANY LIMITED (TADCO)	Yes	**No**	Yes	**No**
TOBAGO PERFORMING ARTS COMPANY	**No**	**No**	Yes	Yes
TOBAGO TOURISM AGENCY LIMITED	**No**	**No**	Yes	Yes
TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)	**No**	**No**	Yes	Yes
YOUTH TRAINING AND EMPLOYMENT PARTNERSHIP PROGRAMME	**No**	**No**	Yes	Yes
CARIBBEAN FISHERIES TRAINING AND DEVELOPMENT INSTITUTE	Yes	Yes	Yes	**No**
CARONI (1975) LIMITED	Yes	**No**	Yes	Yes
EQUAL OPPORTUNITY TRIBUNAL	Yes	**No**	Yes	Yes
EXPORT CENTRES COMPANY LIMITED	**No**	Yes	Yes	Yes

E. State Enterprises, Statutory Bodies & related subsidiaries and other public bodies (185 public bodies)	Q3 2023	Q4 2023	Q1 2024	Q2 2024
FAIR TRADING COMMISSION	**No**	Yes	Yes	Yes
FIRST CITIZENS GROUP FINANCIAL HOLDINGS LIMITED	**No**	Yes	Yes	Yes
NATIONAL CARNIVAL COMMISSION	Yes	Yes	Yes	**No**
NATIONAL COMMISSION FOR SELF HELP	**No**	Yes	Yes	Yes
NATIONAL ENERGY SKILLS CENTRE - TECHNICAL INSTITUTE (NESC-TI)	Yes	**No**	Yes	Yes
NATIONAL ENTREPRENEURSHIP DEVELOPMENT COMPANY LIMITED (NEDCO)	Yes	Yes	Yes	**No**
NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED(IGOVTT)	**No**	Yes	Yes	Yes
NATIONAL INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED (NIDCO)	Yes	Yes	**No**	Yes
NATIONAL INSURANCE PROPERTY DEVELOPMENT COMPANY (NIPDEC)	Yes	Yes	**No**	Yes
NATIONAL QUARRIES COMPANY LIMITED	**No**	Yes	Yes	Yes
NATIONAL SCHOOLS DIETARY SERVICES LIMITED (NSDSL)	**No**	Yes	Yes	Yes
SECONDARY ROAD REHABILITATION & IMPROVEMENT COMPANY LIMITED (SRRIC)	Yes	Yes	Yes	**No**
SERVICE COMMISSIONS DEPARTMENT	Yes	Yes	Yes	**No**
TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED (TSTT)	**No**	Yes	Yes	Yes
THE ENVIRONMENTAL COMMISSION OF TRINIDAD AND TOBAGO	Yes	**No**	Yes	Yes
TRINIDAD AND TOBAGO ELECTRICITY COMMISSION (T&TEC)	Yes	**No**	Yes	Yes
TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION	Yes	Yes	**No**	Yes
TRINIDAD AND TOBAGO NATIONAL COMMISSION FOR UNESCO	**No**	Yes	Yes	Yes
WATER AND SEWERAGE AUTHORITY	Yes	Yes	Yes	**No**
AGRICULTURAL DEVELOPMENT BANK OF TRINIDAD AND TOBAGO (ADB)	Yes	Yes	Yes	Yes
AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO (AATT)	Yes	Yes	Yes	Yes
CARIBBEAN AIRLINES LIMITED	Yes	Yes	Yes	Yes
CARIBBEAN DOCKYARD AND ENGINEERING SERVICES LIMITED	Yes	Yes	Yes	Yes
CHILDREN'S AUTHORITY OF TRINIDAD AND TOBAGO	Yes	Yes	Yes	Yes
COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT)	Yes	Yes	Yes	Yes

QUARTERLY CONTRACT REPORTING HISTORY BY PUBLIC BODY GROUPINGS

For the period April 26, 2023 - March 31, 2024

E. State Enterprises, Statutory Bodies & related subsidiaries and other public bodies (185 public bodies)	Q3 2023	Q4 2023	Q1 2024	Q2 2024
ECO-INDUSTRIAL DEVELOPMENT COMPANY OF TOBAGO (E-IDCOT) LIMITED	Yes	Yes	Yes	Yes
ENVIRONMENTAL MANAGEMENT AUTHORITY (EMA)	Yes	Yes	Yes	Yes
EXPORT IMPORT BANK OF TRINIDAD AND TOBAGO LIMITED (EXIM BANK)	Yes	Yes	Yes	Yes
HERITAGE PETROLEUM COMPANY LIMITED	Yes	Yes	Yes	Yes
INSTITUTE OF MARINE AFFAIRS	Yes	Yes	Yes	Yes
INTEGRITY COMMISSION	Yes	Yes	Yes	Yes
MIC INSTITUTE OF TECHNOLOGY LIMITED	Yes	Yes	Yes	Yes
NATIONAL ENERGY CORPORATION OF TRINIDAD AND TOBAGO LIMITED	Yes	Yes	Yes	Yes
NATIONAL ENTERPRISES LIMITED	Yes	Yes	Yes	Yes
NATIONAL INVESTMENT FUND HOLDING COMPANY LIMITED (NIF)	Yes	Yes	Yes	Yes
NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED (MTS)	Yes	Yes	Yes	Yes
PALO SECO AGRICULTURAL ENTERPRISES LIMITED	Yes	Yes	Yes	Yes
PARIA FUEL TRADING COMPANY LIMITED	Yes	Yes	Yes	Yes
PHOENIX PARK GAS PROCESSORS LIMITED	Yes	Yes	Yes	Yes
PORT AUTHORITY OF TRINIDAD AND TOBAGO	Yes	Yes	Yes	Yes
PRINCESS ELIZABETH HOME FOR HANDICAP CHILDREN	Yes	Yes	Yes	Yes
RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO (RDC)	Yes	Yes	Yes	Yes
SPORTS COMPANY OF TRINIDAD AND TOBAGO (SPORTT)	Yes	Yes	Yes	Yes
SUGAR INDUSTRY LABOUR WELFARE COMMITTEE	Yes	Yes	Yes	Yes
TELECOMMUNICATIONS AUTHORITY OF TRINIDAD AND TOBAGO (TATT)	Yes	Yes	Yes	Yes
THE GUARACARA REFINING COMPANY LIMITED	Yes	Yes	Yes	Yes
THE INDUSTRIAL COURT OF TRINIDAD AND TOBAGO	Yes	Yes	Yes	Yes
THE OFFICE OF PROCUREMENT REGULATION	Yes	Yes	Yes	Yes
TOURISM TRINIDAD LIMITED	Yes	Yes	Yes	Yes
TRINIDAD AND TOBAGO BUREAU OF STANDARDS	Yes	Yes	Yes	Yes

E. State Enterprises, Statutory Bodies & related subsidiaries and other public bodies (185 public bodies)	Q3 2023	Q4 2023	Q1 2024	Q2 2024
TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY	Yes	Yes	Yes	Yes
TRINIDAD AND TOBAGO CREATIVE INDUSTRIES LIMITED (CREATIVE TT)	Yes	Yes	Yes	Yes
TRINIDAD AND TOBAGO INTERNATIONAL FINANCIAL CENTRE	Yes	Yes	Yes	Yes
TRINIDAD AND TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED	Yes	Yes	Yes	Yes
TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION	Yes	Yes	Yes	Yes
TRINIDAD GENERATION UNLIMITED	Yes	Yes	Yes	Yes
UNIVERSITY OF TRINIDAD AND TOBAGO	Yes	Yes	Yes	Yes
	61	**74**	**84**	**82**

Section I – Table 2-Contract Reporting History by Public Body Groupings

LEGEND

- Public Bodies that **did not** submit in any Quarter
- Public Bodies that submitted in one Quarter
- Public Bodies that submitted in two Quarters
- Public Bodies that submitted in three Quarters
- Public Bodies that submitted in all Quarters

Contracts Awarded Inclusive of Purchase Orders Issued

Public bodies awarded 40,935 contracts (inclusive of purchase orders issued) with a total value of approximately $8.6 billion. Almost one-third (31.4 per cent) of these contracts were awarded by State-Controlled Enterprises, with a further 25.3 per cent awarded by the Statutory Bodies. Ministries and Departments/Divisions of Ministries and the Municipal Corporations each accounted for approximately 10 per cent of the contracts awarded. Section I - Table 3 refers.

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders ($Mn)	% of Total Value of Contracts Awarded (Includes Purchase Orders)
STATE CONTROLLED ENTERPRISE	12,850	4,837.8	56.3
STATUTORY BODY	10,360	2,150.6	25.0
MINISTRY, DEPARTMENT OR DIVISION OF MINISTRY	4,086	1,171.8	13.6
REGIONAL HEALTH AUTHORITY	7,190	238.1	2.8
MUNICIPAL CORPORATION	4,043	129.6	1.5
TOBAGO HOUSE OF ASSEMBLY OR DIVISION OF THA	1,078	25.0	0.3
BODY CORPORATE OR UNINCORPORATED - STATE FUNCTION	856	14.4	0.2
PARLIAMENT	252	14.3	0.2
JUDICIARY	51	7.5	0.1
SERVICE COMMISSION	83	1.3	0.015
BODY CORPORATE OR UNINCORPORATED - PUBLIC FUNDS	55	1.1	0.013
THE OFFICE OF THE PRESIDENT	31	0.4	0.004
Grand Total	**40,935**	**8,591.8**	**100.0**

Section I- Table 3: Contract Reporting by Category of Public Body: Number and Value of Contracts Awarded

In terms of the value of the contracts awarded, State-Controlled Enterprises accounted for the highest cumulative value of 56.3 per cent ($4.8 billion) followed by Statutory Bodies at 25.0 per cent ($2.2 billion) and Ministries and Departments/Divisions of Ministries at 13.6 per cent ($1.2 billion). It is noteworthy that 20 public bodies accounted for $7.0 billion (82 per cent) of the total value of contracts awarded in the reporting period. Section I -Table 3 and Appendix III refer.

Disaggregation of the data, within the various categories of public bodies, revealed the following:

- State-Controlled Enterprises
  - Trinidad Generation Unlimited (TGU) issued the most contracts (2,073), followed by Caribbean Airlines Limited (CAL) with 1,678 contracts.
  - Heritage Petroleum Company Limited accounted for the highest total value of contracts awarded totalling $1 billion, with CAL awarding a total value of $698.9 million and the National Insurance Property Development Company (NIPDEC) Limited following with $448.2 million.

- Statutory Bodies
  - The Trinidad and Tobago Electricity Commission (T&TEC) issued the most contracts (1,285 contracts), followed by the Trinidad and Tobago Bureau of Standards (TTBS) (850 contracts), the Trinidad and Tobago Civil Aviation Authority (831 contracts), the Port Authority of Trinidad and Tobago (PATT) (780 contracts) and the Agricultural Development Bank of Trinidad and Tobago (ADB) (666 contracts).
  - The National Lotteries Control Board (NLCB) accounted for the highest total value of contracts awarded totalling $818.4 million. The Water and Sewerage Authority (WASA) and T&TEC awarded contracts totalling $374.1 million and $353.0 million, respectively.

- Ministry or a Department or a Division of a Ministry
  - The Ministry of Works and Transport issued the most contracts (1,313 contracts) with the highest total contract value of $681.2 million.

- The Ministries of National Security, Foreign and CARICOM Affairs and Tourism, Culture and the Arts did not report.

- Regional Health Authorities (RHAs)
  - The North Central Regional Health Authority (NCRHA) issued the most contracts (3,990 contracts) among the RHAs and accounted for the highest value of contracts awarded totalling $98.3 million.
  - The North West Regional Health Authority (NWRHA) did not report.

- Municipal Corporations
  - The majority of the contracts were awarded by the Sangre Grande Regional Corporation (602 contracts), the Arima Borough Corporation (583 contracts), the Mayaro/Rio Claro Regional Corporation (541 contracts) and the San Juan/Laventille Regional Corporation (513 contracts).
  - Four (4) Corporations awarded between $18 million - $21 million in contracts, namely the Sangre Grande Regional Corporation, the Arima Borough Corporation, the Princes Town Regional Corporation and the Tunapuna/Piarco Regional Corporation.
  - The Diego Martin Borough Corporation did not report.

- · The Tobago House of Assembly and other Key Offices in Tobago
  - The Divisions with the highest number of contracts awarded were: Food Security, Natural Resources, the Environment and Sustainable Development (297 contracts); Community Development, Youth Development and Sport (246 contracts); Health, Wellness and Social Protection (229 contracts); and the Assembly Legislature (222 contracts).
  - The contracts awarded by the Division of Community Development, Youth Development and Sport had the highest total value of $11.1 million.
  - The Office of the Chief Secretary – Administrator's Office, the Office of the Deputy Chief Secretary – Administrator's Office, and the Divisions of Tourism, Culture, Antiquities and Transportation, Division of Education, Research and Technology, and Division of

Infrastructure, Quarries and Urban Development did not report.

- The Office of the Prime Minister - Central Administrative Services did not report.

Contracts Varied and Contracts Unfulfilled

A total of 430 contracts were reported as being varied during the reporting period with the total variation amounting to approximately $199.4 million. Approximately 69 per cent of the total variation value was attributed to the variation on 199 contracts by State-Controlled Enterprises. Statutory Bodies reported a total variation of $37.6 million on 122 contracts.

Public bodies reported a total of 1,338 contracts as being unfulfilled, with the unfulfilled portion of the contracts amounting to $582.7 million. (Section 1-Table 4 refers)

Public Body	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts	Total Value of Unfulfilled Procurement Contracts ($Mn)*
STATE CONTROLLED ENTERPRISE	199	138.0	494	363.2
STATUTORY BODY	122	37.6	223	169.0
MINISTRY, DEPARTMENT OR DIVISION OF MINISTRY	13	0.2	251	28.4
REGIONAL HEALTH AUTHORITY	56	21.6	2	0.2
MUNICIPAL CORPORATION	24	0.3	336	16.1
TOBAGO HOUSE OF ASSEMBLY OR DIVISION OF THA	5	0.4	17	1.2
BODY CORPORATE OR UNINCORPORATED - STATE FUNCTION	5	0.8	8	4.6
PARLIAMENT	2	0.1	4	0.0
JUDICIARY	3	0.6	0	0.0
SERVICE COMMISSION	0	0.0	0	0.0
BODY CORPORATE OR UNINCORPORATED - PUBLIC FUNDS	1	0.0	3	0.0041
THE OFFICE OF THE PRESIDENT	0	0.0	0	0.0
Grand Total	**430**	**199.4**	**1,338**	**582.7**

**Represents the unfulfilled portion of contracts*

Section I- Table 4: Contract Reporting by Category of Public Body: Contract Variations and Unfulfilled Contracts

Appendix III provides the details on contract reporting for all public bodies that submitted their contract reporting information to the Office.

Having regard to the high level of non-reporting or partial reporting (report submitted for one or more quarters but not all) by public bodies, it is reasonable to conclude that the number and value of contracts awarded, varied and unfulfilled for the reporting period, as presented in the foregoing analysis, are a gross understatement of the actual figures. The following sub-sections provide further insights into the worrisome situation that underpins the performance of the majority of public bodies.

KEY DATA HIGHLIGHTS – QUARTERLY REVIEW

In this sub section a summary of the knowledge acquired through data analysis and discussions has been captured for each of the reporting quarters.

Quarter 3-2023 (i.e., April 26 – June 30) and Quarter 4-2023 (i.e., July 1 – September 30)

A total of **90** public bodies reported on contracts awarded in Q3-2023, while **108** public bodies reported on contracts awarded in Q4-2023. Of note, the data submitted for both Q3-2023 and Q4-2023 were limited to contracts awarded due to:

a) Initial set-up and configuration of the Depository which captured data from the Tendering Stage to the Contract Award stage; and

b) Misunderstanding by public bodies of what information was required in relation to variations.

In consideration of the challenges highlighted and the comprehensive review and analysis undertaken, the data submitted for both quarters were assessed as **"1-UNRELIABLE"**.

The Office has **strong reservations about the accuracy and reliability of this data stemming from** the following key observations with the values reported:

a) The inclusion of foreign currency values within the "TTD" total;

b) Inconsistent interpretation of the term "TOTAL CONTRACT VALUE" (*i.e., VAT inclusive, VAT exclusive, with/without other duties, taxes, and related cost, reporting of unit rates as the total contract value etc*); and

c) Inconsistency of reporting date formats (i.e., DD/MM/YYYY and MM/DD/YYYY) which increases the risk of reporting values being assigned to the wrong reporting period, e.g., 05/02/2023 can either be February 5, 2023 (pre-proclamation) or May 2, 2023 (Q3-2023).

It is against this background that the Office has assessed the stated cumulative value as **unreliable**.

Additionally, other notable errors were observed in the data submissions, such as **duplicated transactions, reported contracts that may have been terminated or cancelled and reporting of non-procurement-related transactions (e.g., *payments* related to *utilities* and standard employment contracts).** Concerns which loomed over the reporting requirements also led to reporting extremes *(i.e., refusing to report, reporting with significant areas of missing data or "dump" reporting – reporting any and everything*). Misclassification, misinterpretation, and misrepresentations further eroded the data accuracy and reliability for reporting purposes.

Notwithstanding the limitations presented by the data, valuable insights were gleaned into operational, reporting and administrative systems throughout reporting public bodies.

The overall reporting rate for **Q3-2023** was **36.8 per cent** (i.e., *90/244*), while the **Q4-2023** was **44.2 per cent** (i.e., *108/244*). This low compliance rate further magnified the under-reporting of the public bodies. Of the $2.8

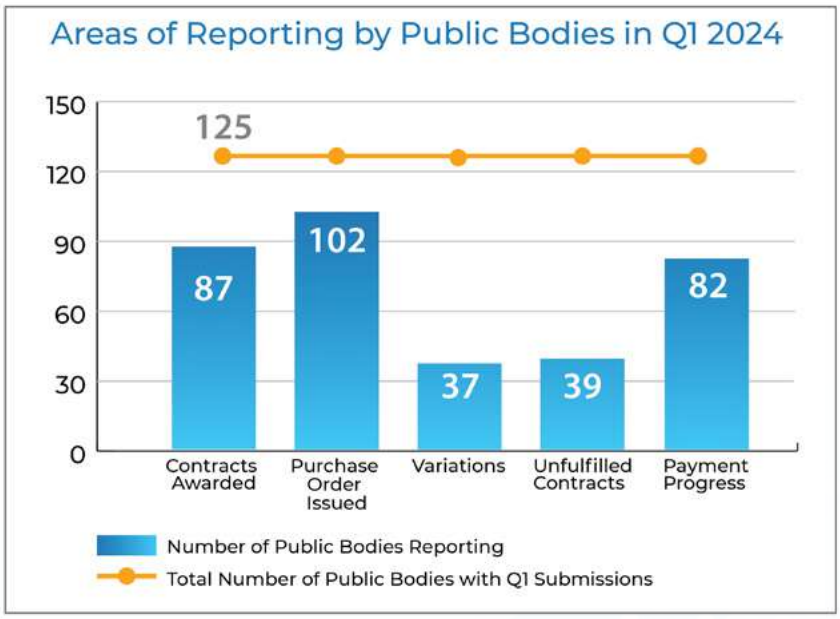
million accumulative total in contract awards, reported by public bodies for Q3 and Q4, the Office notes that Ministries reported a total of $625 million (i.e., ***22 per cent***) in contract awards and the Divisions of the Tobago House of Assembly (i.e., all divisions) and their key offices, reported a total of $8.3 million (**0.3 per cent**) in contract awards.

Furthermore, approximately **2,140** suppliers or contractors were reported as awardees of contracts during this period. A detailed review, however, resulted in a reduction of reported suppliers or contractors to **1,657**. This adjustment was necessary as variants of supplier or contractor names appeared within the reported list.

By leveraging these insights, it reinforced certain pre-proclamation observations, evidenced some predicted transitional challenges, and provided a deeper understanding of the reporting anomalies and inconsistencies. Significantly, it confirmed reporting challenges in navigating the Procurement Depository and highlighted gaps in the reporting submissions of public bodies by virtue of the Office's feedback mechanisms.

This information engendered pivotal changes by the Office to clarify and eliminate ambiguities, streamline processes, provide further guidance and direction, minimise misclassifications and misrepresentations, boost data accuracy and improve public body compliance overall.

Quarter 1-2024 *(i.e., October 1 – December 31)*



Section I- Diagram 7: Areas of Reporting by Public Bodies in Q1-2024

The Office introduced the redesign of the Contract Reporting Template for public bodies in Q1-2024, which captured additional data elements, particularly, Variations, Unfulfilled Contracts and Progress Payments. **(See Section I- Diagram 7)**

Of the **124** public bodies that reported for this quarter, only **39** (31.5 per cent) public bodies reported on more than three (**3**) data elements. It was also evident, by the quality of data submitted, that most public bodies needed further guidance on what information was required for each of the five (**5**) data elements identified, specifically, relative to variations and unfulfilled contracts.

The responsiveness of public bodies emanating from this amended reporting template, juxtaposed with the submissions received in the previous two (**2**) quarters, evidenced an increase in responsiveness by **28.0 per cent** compared with Q3-2023 and **13.6 per cent** compared with Q4-2023. This signalled a decrease in the initial reservations experienced by public bodies on the contract reporting process, and their increased willingness to subscribe to the new reporting system.

The Office is however cognisant of its limitations with the data analytics in its maiden year of full-scale operationalisation and is optimistic that the reliability of the data will significantly improve, given the advantage of time. The Office will continue to examine and evaluate future statistics to identify potential trends, assess the efficacy of the overall contract reporting process, and anticipate possible solutions to enhance its efficiency.

Quarter 2-2024 *(i.e., January – March 2024)*

Of note, Q2–2024 submissions represented the first verifiable comparative dataset available to the Office in relation to procurement activities. While Q3-2023 and Q4-2023 offered some areas of comparability, the unreliability of the data created severe limitations.

The suspension of reporting on the Depository and the introduction of standardised reporting templates provided an instrument to capture homogeneous procurement information from the diverse pool of public bodies. These prudent decisions by the Office yielded material improvement in the data submissions.

The Office is of the view that in-depth analysis of these datasets over time will:

a) Provide rich insights into the commercial activities of public bodies;

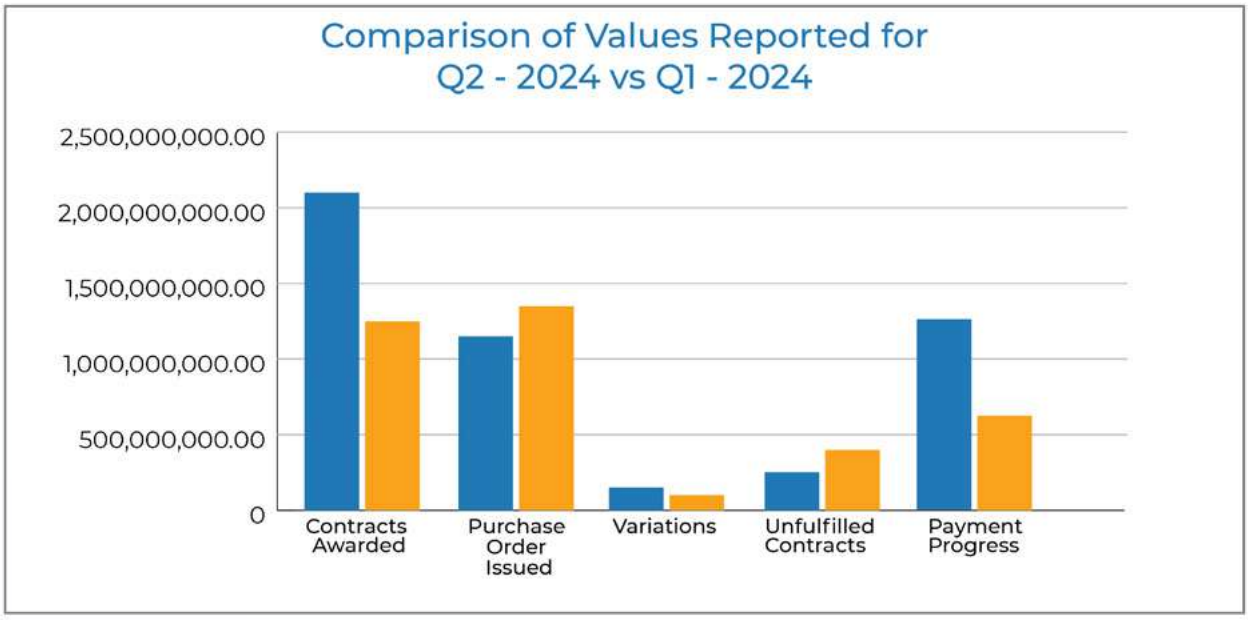
b) Expose capacity gaps and areas of weakness in the systems, practices and protocols which support the procurement function;

c) Identify red flags and gaps in internal control systems;

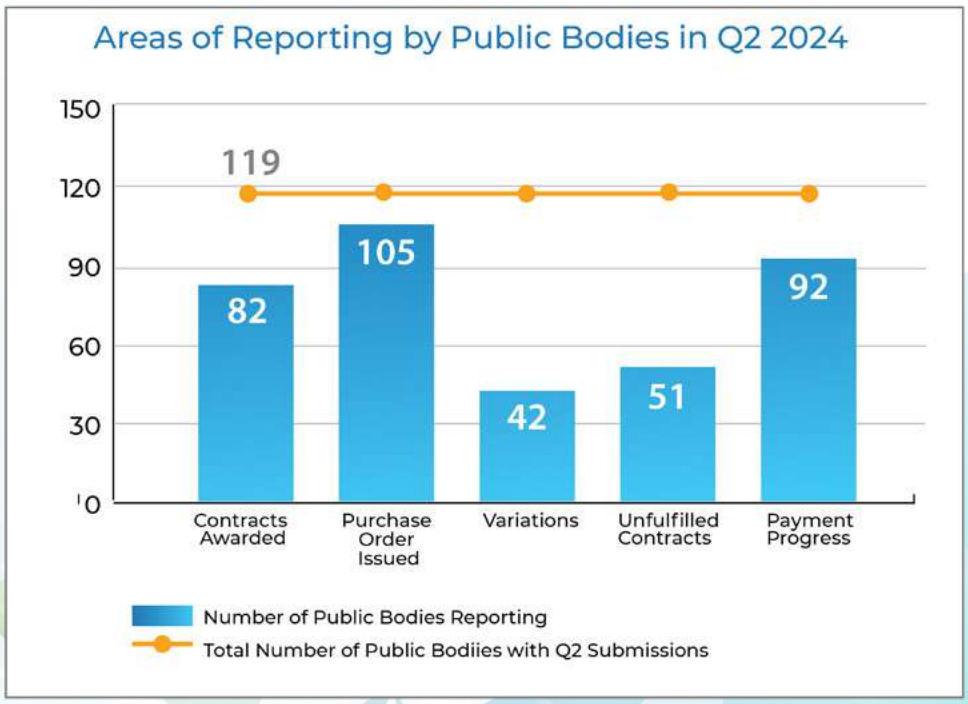
d) Assess the sufficiency, completeness and accuracy of record management processes; and

e) Evaluate the competency of public officers in the conduct of procurement, retention and disposal operations.

Ultimately, the impact of these insights would bolster national development and improve confidence in public sector procurement.



Section I- Diagram 8



Section I- Diagram 9

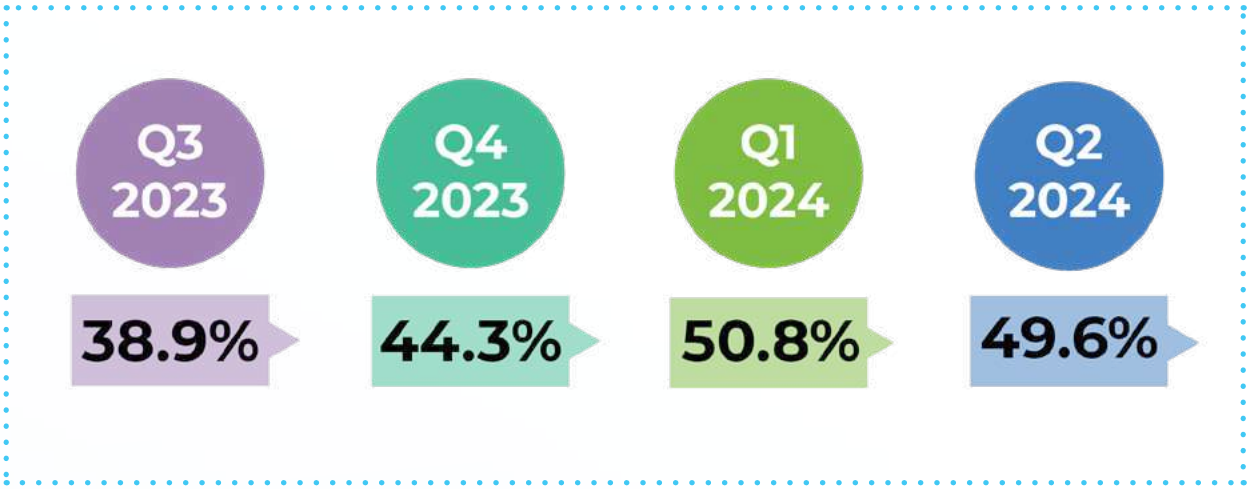
Section I- Diagram 8 shows the comparison of the reported values in the five (**5**) main procurement datasets from Q1-2024 and Q2-2024.

The Office recognises that no definitive trend is visible from this high-level comparative, however, the analysis and examination of each area has yielded strategic and operational insights. These findings will guide the Office, legislators, other key stakeholders, and public bodies in improving reporting compliance toward achieving the objects contained in the Act.

Additional details and supporting analysis for each quarter are provided in the Reporting Statistics for Q3-2023, Q4-2023, Q1-2024 and Q2-2024, in Section IX of this report.

ASSESSMENT OBSERVATIONS

1) UNSATISFACTORY REPORTING RESPONSE RATE



Section I- Diagram 10: Quarterly Response Rates of Public Bodies

The Act mandates transparent and open contract reporting by procuring entities, which is fundamental to its core objects. The Office observes that there was a slow but steady increase in the response rate over the four (**4**) reporting quarters. However, it is noteworthy that **less than 50 per cent** of the reporting public bodies made submissions in three (**3**) of the four (**4**) quarters, with only Q1-2024 achieving **50.8 per cent** (i.e., ***124*** *public bodies*).

As of March 31, 2024, it is significant that while **244** public bodies have acknowledged their classification as public bodies under the remit of the Act, 14 public bodies have contested this classification. These 14 public bodies have neither reported their awarded contracts nor complied with the Act during the first **12** months of its full implementation, as the Office actively pursues a resolution on their classification status. In addition the Office estimates that based on the definitions of public body and public money in the Act the public body count could potentially increase to over 300.

2) EXCESSIVE USE OF LIMITED AND NON-COMPETITIVE PROCUREMENT METHODS



Section I- Diagram 11: Percentage of Limited and Non-Competitive Procurement Methods

Open bidding is the default procurement method established within the new public procurement regime unless the complexity of the procurement or market conditions renders another method more appropriate for achieving the best value for money. The core tenet of competition supports multiple objects of the Act and aims to promote fairness, equity and value for money in the execution of all public procurement activities. Notably, best practice dictates that competitive open bidding is the most advantageous method of procurement as it encourages unrestricted competition, thereby greatly enhancing transparency and accountability in the use of public resources.

It is therefore with great concern that the Office has observed a significant overuse of non-competitive procurement methods, contra to the objects of the Act. This is evident in the data captured, which depicts a steady increase in the utilisation of limited or non-competitive procurement methods, to wit, **single source selection** and **sole source selection**.

In retrospect, by virtue of interactions with public bodies, the Office noted a prevalence of limited and non-competitive practices amongst public bodies, which were in many cases, both inappropriate and unjustified

for use. Single source and sole source selection options were frequently adopted to retain suppliers or contractors with long-standing service or supply arrangements with public bodies, and/or where fears of higher contract award values were anticipated due to economic and other changes. Of note was the absence of proper procurement practices throughout the majority of public bodies, when utilising single source selection or sole source selection options.

Significantly, the selection of limited or non-competitive procurement methods is conditioned upon certain factors, appropriately set out in the Procurement Methods and Procedures Regulations, 2021, and the General Guidelines: Procurement Methods and Procedures, which instruct public bodies on the appropriateness of use of same. The overuse of these non-competitive methods, therefore, is indicative of either a lack of capacity within procuring entities or a flagrant disregard for the procurement processes under the Act and its Regulations. Considering the latter position, the Office remains resolute in ensuring that all public bodies are fully compliant with the Act, its supporting Regulations, Handbooks and Guidelines.

3) INADEQUATE INFRASTRUCTURE AND RESOURCES TO SUPPORT REQUIRED CHANGES

The Office has noted critical challenges faced by public bodies in complying with some of the more technical aspects brought about by the new public procurement regime, which in many instances are attributable to insufficiency of infrastructure and/or financial and human resource constraints.

Materially, procurement units were not established within many public bodies, and there was limited capacity to facilitate the decentralisation of the procurement function. In this regard, the Office acknowledges that there is ample space to upskill and/or enhance the knowledge and overall competence of procurement practitioners and other key players in the the

overall competence of procurement practitioners and other key players in the sphere of public procurement. Capacity building requires intensified training so that procurement practitioners are better equipped to execute the procurement function efficiently and effectively. The Office notes that this is critical to assuring regulatory compliance.

Significantly, the Office observed with grave concern the dearth of procurement management abilities, suitably trained NPOs and procurement staff, adequate record management systems, and enhanced/updated internal procurement procedures within public bodies. These deficiencies were further exacerbated by limited or inadequate financial resources to satisfy the robust requirements under the new public procurement framework, which necessitated an advancement and modernisation in digital/technological infrastructure, the enhancement of existing staff and/or the engagement of duly qualified staff, where a need was identified.

Acknowledging these limitations, the Office adopted a proactive approach to mitigate some of the reporting challenges in the short term, by way of the following decisions:

a) The suspension of reporting via the Depository after Q4-2023; and

b) The redesign and introduction of a new Contract Reporting Template for the fiscal year 2023/2024.

These decisions were coupled with prompt action by the Office, through additional stakeholder engagements, virtual meetings with reporting public bodies, the issuance of guidance via correspondence, and the introduction of Question and Answer sessions targeted at quarterly reporting obligations etc. These interventions aided the Office in its appreciation of the extent of infrastructural, technological, financial and/or human resource deficits, and the depth of the knowledge gap amongst public bodies and suppliers and contractors. Notwithstanding these insights and the actions taken to address same, the Office acknowledges that these actions do not adequately remedy the consequential shifts and demands brought about by the Act. Of note, there is still significant instability amongst public bodies due to:

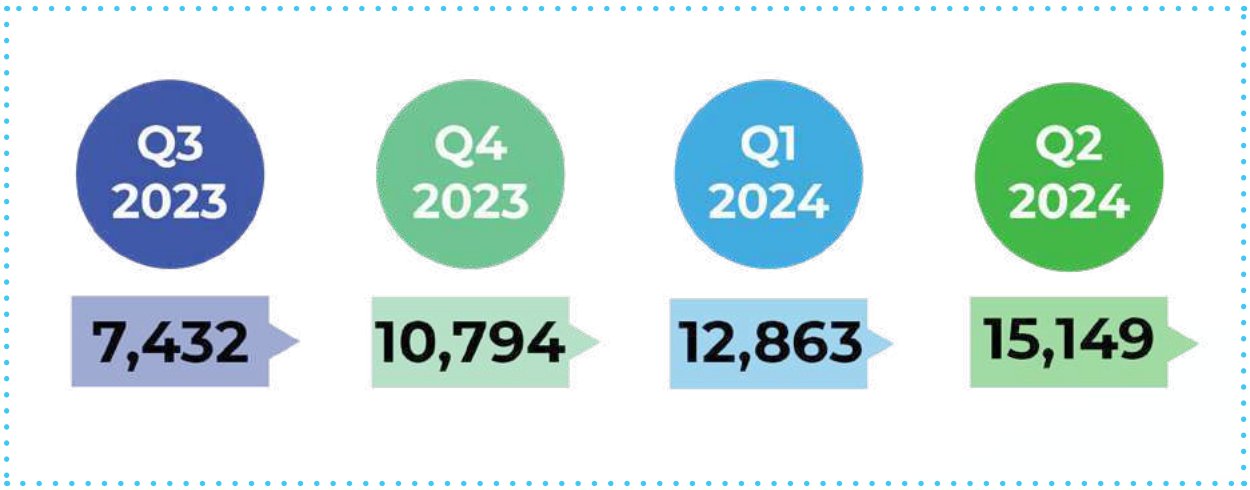
a) High NPO turnovers;

b) The introduction of the redress mechanisms; and

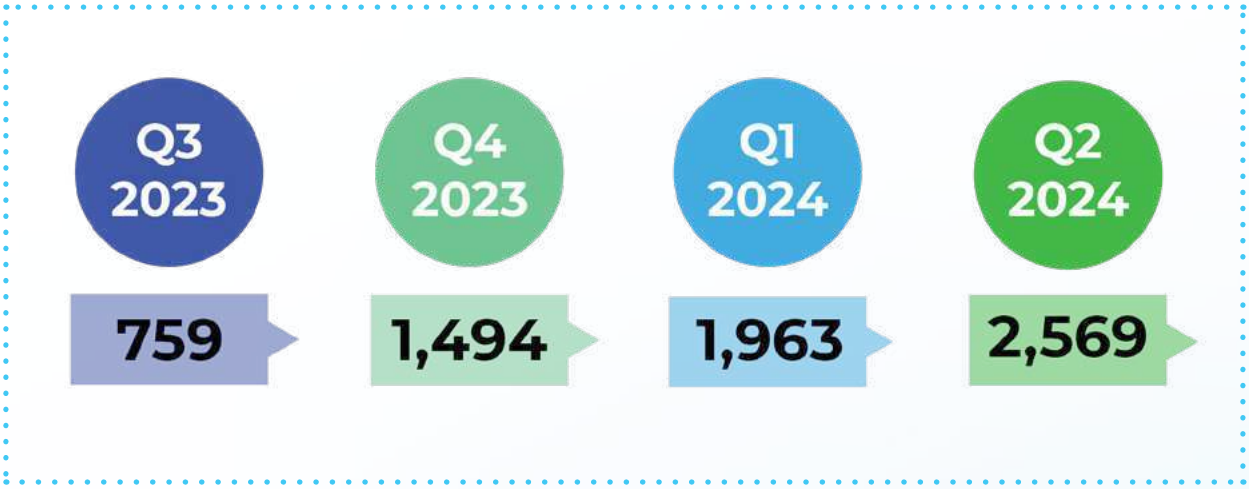
c) Misinterpretation and/or misunderstanding of the public procurement function under the Act.

Despite the Office's role as the regulatory authority for public procurement and disposal of public property, the data suggest that an all-encompassing approach is required from key stakeholders that possess the authority to effect and influence change, and/or remedy operational, technological, legislative and financial challenges within public bodies. The Office underscores that such collaboration is critical to the continued growth, development, and effective implementation of the new public procurement system.

4) SLOW SUPPLIER OR CONTRACTOR REGISTRATION AND PRE-QUALIFICATION



Section I- Diagram 12: Total Suppliers/Contractors Registered on the Depository



Section I- Diagram 13: Total Suppliers/Contractors Pre-qualified on the Depository

Suppliers and contractors are crucial stakeholders in the operationalisation of the new public procurement system, and in particular, the functionality/ overall success of the Depository. The Depository was designed and/or developed in such a way that required suppliers or contractors, desirous of providing goods, works or services to public bodies, to register on the

Depository, complete and manage their profile information, and request pre-qualification from public bodies. However, these new registration and pre-qualification requirements on the Depository, evidently, posed challenges for suppliers and contractors who expressed frustration with the following:

a) The substantial requirements for registration on the Depository;

b) The introduction of lines of business and the UNSPS codes at a granular level;

c) The duration of the initial registration process; and

d) Significant difficulties in navigating the process of registration.

Section I, Diagrams 8 and 9 depict the number of suppliers or contractors who were registered[10] and pre-qualified within the Depository. In Q3-2023, only **10.2 per cent** (i.e., **759**) of the suppliers or contractors with an initial registration, were pre-qualified by public bodies to conduct procurement in compliance with the Act. This pre-qualified pool increased by **6.9 per cent** over the four (4) quarters to **17 per cent** (i.e., **2,569**).

The progression of suppliers or contractors from initial registration to pre-qualification could be summarised in the following four (**4**) steps:

STEP 1 The supplier or contractor creates an initial registration;

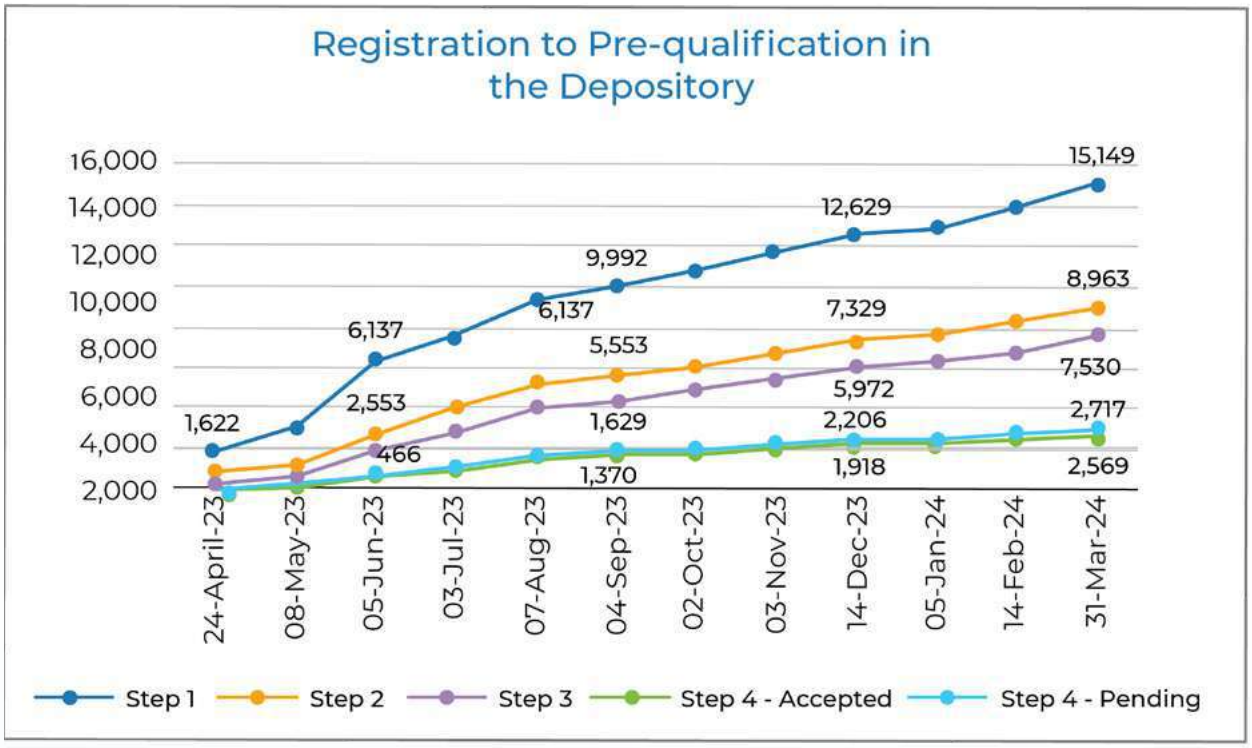
STEP 2 The supplier or contractor inserts their lines of business;

STEP 3 The supplier or contractor publishes their record in the Depository, which would in turn, be visible to public bodies. The supplier or contractor status will thereafter, be reflected in the Depository as "PENDING"; and

STEP 4 ACCEPTED STATUS - Public bodies conduct their due diligence on suppliers or contractors and either accept or reject them.

[10] "Registration" means initial registration.

This progression is captured in the graphic below for the period April 2023 to March 2024.



Section I- Diagram 14: Registration to Pre-Qualification in the Procurement Depository

A closer look at the progression above highlights that challenges were encountered by suppliers or contractors involved in this process.

The Office observed that although there had been a steady increase in suppliers or contractors completing Step 1 of the registration and pre-qualification process, only 8,963 of the 15,149 suppliers or contractors (approximately **59 per cent**) progressed to Step 2 and 7,530 (**50 per cent**) progressed to Step 3. By the end of Q2-2024, a total of 2,569 (**17 per cent**) suppliers or contractors were pre-qualified for one or more lines of business.

The data reveals a declining trend in the number of suppliers or contractors advancing through each stage of the process. Notably, **83 per cent** of suppliers or contractors on the Depository did not achieve pre-qualification status at end of Q2-2024. The Office has observed that suppliers or contractors progressed slowly from step 1 of the process to pre-qualification,

and this may have been attributable to the challenges faced by suppliers or contractors throughout the entire pre-qualification process. In this regard, the Office promptly triggered remedial actions further described in the "Procurement Depository" Section of this Report, aimed at reducing any key identifiable complexities and/or deficiencies within the Depository and enhancing user navigation.

Alternatively, the data suggests that public bodies have understood their role in the pre-qualification of suppliers or contractors since there is no significant variation in the number of suppliers or contractors with a "pending" status, waiting to be pre-qualified by a public body, and those that have been pre-qualified by public bodies. This data trend is consistent over the four (4) quarters.

Noteworthy is the fact that public bodies in Q1-2024 awarded contracts for approximately **1,200** (**66.2 per cent**) procurement activities to suppliers or contractors who were pre-qualified in the Depository, while contracts were awarded for approximately **580** procurement activities to suppliers or contractors who were not pre-qualified. The statistic remained stable in Q2-2024 where approximately **1,200** procurement activities, equating to **61.2 per cent** of all reported contracts awarded in that quarter, went to pre-qualified suppliers or contractors.

5) STANDARDISATION & STRENGTHENING OF PROCUREMENT-RELATED INTERNAL CONTROLS

Standard procurement practices, protocols, and robust internal controls are required to mitigate risk, prevent fraud, and ensure compliance with the Act and Regulations, ultimately fostering a culture of integrity and excellence in public procurement and the disposal of public property.

The Office however, has flagged significant instances of inconsistency and/or a lack of standardisation in the data reported in the following areas:

1. Naming conventions for suppliers or contractors;

2. Record of procurement proceedings; and

3. Procurement processes within each public body.

The effect of the aforementioned inconsistencies and deficiencies in the standardisation of the data is that such data may be rendered "unreliable", and in some instances, "compromised". The data suggests that there is a need to re-evaluate internal controls to strengthen the systems that support the procurement function. The Office has identified the following key internal control deficiencies which have compromised the procurement function:

1. Non-establishment of Procurement Units;

2. The absence of NPOs and/or Accounting Officers;

3. The assignment of under-qualified NPOs and Procurement Officers; and

4. Limited segregation of duties.

The effect of these deficiencies was pervasive in the data submitted, particularly evident in the inappropriate use of the following:

1. Tenders vs. Contracts;
2. Purchase Orders vs. Invoices;
3. Stand-alone Purchase Orders;
4. Sole Source selection vs. Single Source selection;
5. Emergency Procurements;
6. Framework Agreements;
7. Unfulfilled Contracts; and
8. Contract variations.

Additionally, there were notable shortfalls under the record keeping requirements of the Act, regarding:

1. Sole Source selection, Single Source selection and Emergency Procurement activities; and

2. The assignment of key documents/file reference numbers.

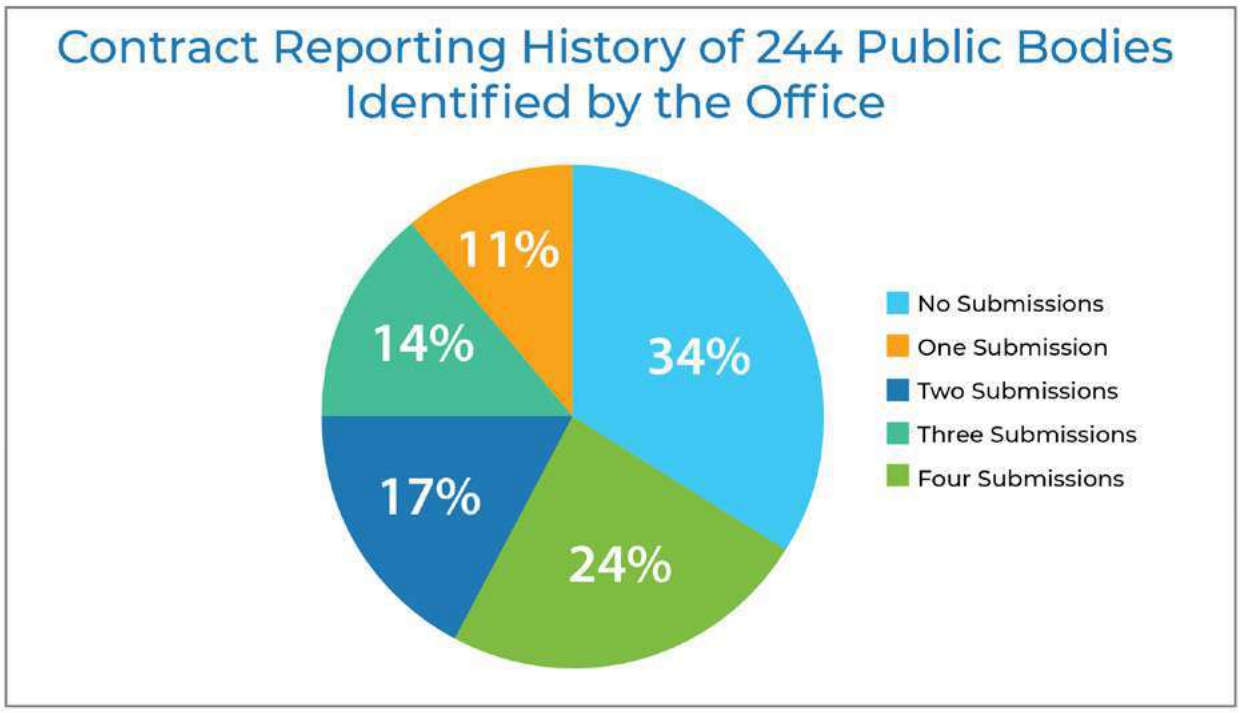
Public bodies must therefore be prudent in ensuring that internal control deficiencies are addressed within the shortest possible timeframe.

CONTRACT REPORTING - KEY CHALLENGES

Although specific challenges impacted the data quality and quantity across each of the four (**4**) reporting quarters, identifiably, four (**4**) key challenges were consistent over the 12-month reporting period. These challenges and the insights obtained are presented in items 1 – 4.

1) LIMITED ACCEPTANCE OF THE NEW LEGISLATIVE FRAMEWORK

The full proclamation and implementation of the Act have been anticipated for many years across both the public and private landscapes. Notwithstanding this, the Office observed that numerous public bodies were unprepared and caught off guard by its full operationalisation. In this regard, reporting obligations under the Act were largely neglected, and delayed in many other instances. These challenges were further compounded by inconsistencies in the acceptance by public bodies of their classification under the Act.

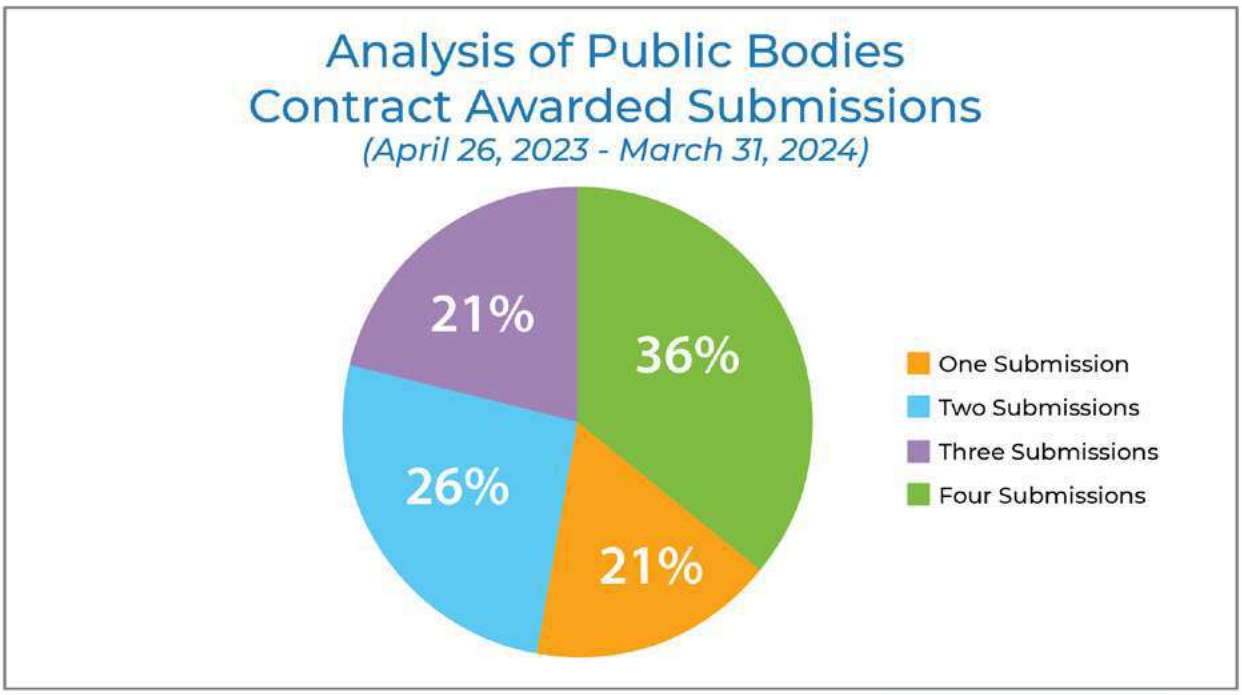


Section I- Diagram 15: Contract Reporting History of 244 Public bodies identified by the Office

For the reporting period, **244** public bodies notified the Office of either their NPO or Accounting Officer, or both, thereby acknowledging their status as public bodies under the remit of the Act. **See Section I- Table 7 for details of public bodies reporting per quarter**.

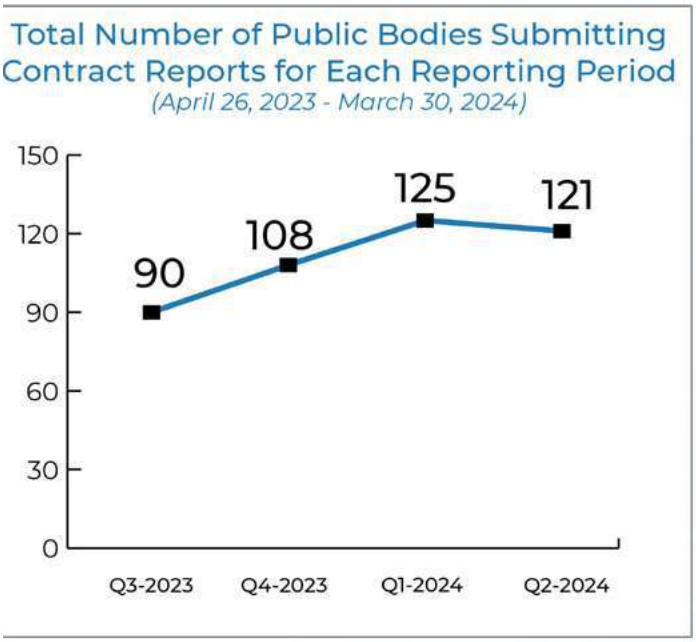
Despite this, **34.8 per cent** (i.e., **85**) of these public bodies did not submit any quarterly reports (i.e., reports of all contracts awarded during the immediately preceding quarter), while **65.2 per cent** (i.e.,**159**) **of these public bodies made at least one submission** during this period.

Of the **65.2 per cent** (i.e.,**159**), that made at least one submission, **only 36.5 per cent** (i.e., **58**) of these public bodies complied with the requirements of the Act and made submissions for all four (**4**) quarters, while **42.1 per cent (i.e., 67) of these public bodies, one (1) or two (2) submissions.**



Section I- Diagram 16: Analysis of Public Bodies Contract Awarded Submissions

Notwithstanding the data above, the Office noted a steady increase in total submissions received from Q3-2023 to Q1-2024, with a minimal decrease in Q2-2024.



Of note, some public bodies would have denied and/or challenged their status as "public bodies" under the Act. Evidently, this would have impacted the reporting data, in so far as these public bodies would not have complied with the reporting requirements under the Act, pending a determination of the issue.

Section I- Diagram 17: Total Number of Submitting Public Bodies for the Reporting Periods

It is however noteworthy, that active engagements in the determination of some of these matters would have pre-dated the full proclamation of the Act, and such engagements continued into the 12 months post-proclamation. The Office is, however, unwavering in ensuring the resolution of these matters within the shortest possible timeframe, in furtherance of its legislative mandate to ensure full compliance with the Act and its objectives.

2) INADEQUACY OF OPERATING SYSTEMS AND INFRASTRUCTURE

The Act provides for the regulatory reporting framework and requirements for public bodies, however, the Office keenly notes that existing operational systems throughout public bodies have proven to be inadequate to support the robust reporting framework and facilitate standardised uniform reporting.

The Office also acknowledges that the roles of the NPO and Accounting Officer are crucial to compliance with the Act. Notably, whilst the role of the Accounting Officer existed within the pre-existing procurement system, with negligible fundamental changes under the new public procurement disposition, the role of the NPO was only birthed upon the proclamation of the Act. Furthermore, the Office observed that where procurement units existed pre-proclamation of the Act, there appeared to be a lack of suitably qualified, experienced and competent procurement personnel within the procurement function to fulfil the Act's mandate. It is against this background, the Office notes, that whilst some public bodies were appropriately positioned and eager to leap into the new public procurement landscape, many were severely disadvantaged.

Many key stakeholders lamented that a transitional period was essential to bridge any operational, administrative and/or infrastructural gaps between the pre-existing procurement system and the new framework under the Act. In the absence of same, the Office noted that:

1. Procurement functions were immediately decentralised, exposing capacity gaps detrimental to the compliance with the mandatory requirements of the Act;

2. There was a halt to traditional systems, practices and procedures and a requirement for the immediate transition to new procedural and operational changes, mid fiscal year 2022/2023, limiting the availability of financial resources necessary to enhance capacity, procurement infrastructure et al; and

3. Procurement planning tools *(i.e., the Annual Schedule of Planned Procurement Activities and Annual Procurement Plans)*, that support the system and activities of procurement, would not have been generated mid-year, upon proclamation. Activities such as strategic procurement planning, assessment of procurement markets, development and implementation of robust internal controls, and record management systems may not have been fully developed. The Office is mindful that poor planning gives way to a wastage of resources, hence, "planning" is the first stage in the procurement cycle, and the execution of procurement activities in line with these plans significantly improves the execution of procurement activities.

Full proclamation brought an immediate transition from "procuring entity-based" reporting systems to a centralised and standardised reporting platform, via the Depository. The Depository introduced new terms and data capture points, and further, required suppliers or contractors to be registered and pre-qualified on the system. This reporting platform was predicated upon:

a) The compliance of most, if not all, public bodies by assigning an NPO and advising the Office of such an assignment. Failure to identify NPOs created additional bottlenecks in the process of conducting and reporting on procurement activities;

b) All NPOs and assigned public body users possessing the required capacity, knowledge, and technology to successfully identify lines of businesses, pre-qualify suppliers or contractors, create and award tenders, and report on contracts awarded; and

c) Suppliers or contractors possessing the required technical capacity and knowledge to successfully navigate the Depository.

3) CHALLENGES IN NAVIGATING AND COMPLETING THE CONTRACT REPORTING TEMPLATE

Contract reporting templates issued by the Office exposed varying challenges and/or degrees of uncertainty amongst public bodies in completing same, which persisted in Q2-2024. Notably, two (**2**) distinct versions of the Contract Reporting Template were issued to public bodies over a 12-month period:

Version 1 of the template, issued for Q3-2023 and Q4-2023, was designed to **ONLY** capture procurement contracts awarded to suppliers or contractors who were not registered on the Depository; and

Version 2 of the template was designed to capture all key data previously recorded on the Depository as well as the Section 24 disclosures for the annual report.

The Office surmised that the novelty of reporting to the Procurement Regulator may have induced fears regarding the outcome of said reporting and/or any omissions in respect thereof, especially given the inclusion in the Act, of strict penalties for its contravention. Beyond those initial apprehensions, uncertainty loomed from the introduction of standard procurement terminology, methodology and practices.

Of note, the Office's request for public bodies to report on suppliers or contractors who were awarded contracts in Q3-2023 and Q4-2023, but not pre-qualified within the Depository, was met with widespread reservation and scepticism. Moreover, frequent changes to NPOs and the assignment of reporting functions to staff lacking the required experience and capacity further amplified the challenges and uncertainties experienced by public bodies during Q3-2023 and Q4-2023.

Version 2 of the Contract Reporting Template introduced new terms like "ASPPA reference", "UNSPS codes", "Lot name and number", "Sustainable Procurement Criteria", and "Inclusion of local content", which were misinterpreted, and/or incorrectly reported. Common terms like "Date of Award", "Procurement Methods", "Tender type" and "Value of Award" varied in meaning across public bodies, leading to inaccurate reporting and/or instances of irreconcilable data.

Further, the Office's introduction of mandatory fields and control features within the contract reporting template generated some concerns amongst public bodies regarding:

1. The possible classification of public bodies as "non-compliant" where mandatory fields in the template were incomplete;

2. The inability to delete data rows and columns within the template;

3. The restrictions in date and/or value columns which prohibited explanations and justifications; and

4. The limited ability to manipulate the template in the format provided.

This resulted in instances of “creative” and “dump” reporting *(i.e., the submission of all data available by the NPO whether the data was requested by the Office or not).*

Significantly, however, the Office is concerned that some public bodies would have resorted to:

1. Manually attempting to replicate the template to remove all control features, reducing the compatibility of reports consolidated for annual reporting purposes;

2. Unlocking the issued template to gain access to the control features and manipulate the template *(e.g., add, delete, or change the order of columns),* impacting the structure, standardisation, and integrity of data to be consolidated in the annual report; and

3. Creating and submitting reports in formats other than the Office’s standardised reporting template, reducing the number of public bodies reports that can be successfully consolidated for the annual report.

These issues prompted the further engagement of stakeholders in Q1-2024, through the conduct of additional stakeholder sensitisation sessions, the establishment of Office’s support functions, the facilitation of virtual meetings with public bodies, and the issuance of a submission checklist, emails and advisories.

OFFICE'S DATA QUALITY RATING SCALE

Rating	Description	
5	Excellent	*No obvious errors or missing data observed. No impact on reporting.*
4	Good	*Few errors and areas with missing data. Impact on reporting is minimal.*
3	Satisfactory	*Several areas of missing data and/or errors. Impact on reporting can be noticeable and can affect the reliance placed on the data reported.*
2	Poor	*Key missing data and/or errors identified. Impact on reporting can be considerable and would affect the reliance placed on the data reported.*
1	Unreliable	*Significant errors and missing data. Little or no reliance can be placed on the data reported.*

Section I- Table 5: Office's Data Quality Rating Scale

Q2-2024 reflected an overall improvement in the quantity and quality of data submitted by public bodies, evidencing positive outcomes from the Office's further efforts in Q1-2024. Notwithstanding these advancements, there is still a concerning level of underreporting to the Office and data quality challenges.

4) GAPS IN PUBLIC BODIES' RECORD OF PROCUREMENT PROCEEDINGS

The Office is of the considered view that the data gaps observed in public bodies' submissions over the four (**4**) reporting quarters are further symbolic of deficiencies in their records of procurement proceedings.

The Office is cognisant that reporting on procurement expenditure is not an unfamiliar practice for most public bodies. Typically, reports on procurement activities are prepared for internal operational use by public bodies to inform budgetary allocations, provide transparency to key stakeholders, and generally, for accountability purposes. Accordingly, the Office took painstaking measures to ensure that its reporting templates were appropriately formatted and tailored to satisfy the needs of each public body and its end users. Templates were tailored to capture data which public bodies should have retained in the course of their procurement related activities for transparency and accountability purposes, if even at the entry level.

Under the traditional system, distinct activities within the procurement cycle were executed by various departments within public bodies. For example, where a procurement function existed, the respective departments conducted the planning, solicitation, evaluation and award stages within the procurement cycle. Once awarded, the Legal/ Contracts department would finalise contracts, whilst the Requisitioning or an Assigned department/person would manage the contract, and the Finance department would address contract settlement. Each department would retain separate records, but no single procurement file existed for each procurement activity. The new procurement framework, however, requires public bodies to maintain a complete record of each public procurement proceeding.

DATA GAPS OBSERVED WITHIN THE Q-3-2023 AND Q4-2023
UNVERIFIED SUBMISSIONS MADE VIA THE DEPOSITORY ONLY (5,117 ROWS)

	# of data rows	% of data rows
Rows with no or multiple Lines of Business (LOBs) for one tender	1,261	25%
Rows with no contract start date identified	2,194	43%
Rows with no contract end date identified	3,653	71%
Rows with no project description identified	2,736	53%
Rows with no project scope identified	4,339	85%
Rows with no project deliverables identified	4,651	91%

Section I- Table 6: Data gaps observed within the Q3-2023 and Q4-2023

Discussions with representatives of various public bodies, including Ministries revealed that although procurement records exist, they continued to be dispersed amongst various units, departments, divisions, and locations. Challenges with reporting in these areas have largely stemmed from a lack of, and/or inconsistencies with common identifiers *(i.e., a file number or name or procurement reference)* necessary to reconcile and consolidate relative procurement records. Consequently, the Office recognised that reporting on existing procurement activities, for many public bodies, meant a manual and time-consuming exercise of finding the "needles in the haystack".

In this regard, the Office observed that public bodies preferred to not report rather than include information they were not confident in submitting. Additionally, many of the procurement practitioners existing within public bodies were either new to the organisation or the area of procurement, further exacerbating the scale of difficulty.

The introduction of an additional reporting mechanism for **Q3-2023 and Q4-2023** activities *(i.e., The Contract Reporting Template - Exception Report)* brought about some improvements, but exposed additional areas where data were not effectively captured for reporting purposes. See Section I - Table 7: Data gaps observed within the Q3-2023 and Q4-2023 Contract Reporting Template - Exception Report and Procurement Depository (9,845 rows).

CONTRACT REPORTING TEMPLATE- EXCEPTION REPORT AND PROCUREMENT DEPOSITORY (9,845 ROWS)

	# of data rows	% of data rows
Rows with no procurement descriptions (Excel Only)	803	8%
Rows with no Line of Business identified (Excel & Depository)	847	9%
Rows with no Tender Name (Excel Only)	852	9%
Rows with no Tender Reference number (Excel Only)	1,200	12%
Rows with no Date of Award identified (all Excel) or a future date of award (2 procurements)	1,184	12%
Rows with no Procurement Method identified	1,309	13%

Section I- Table 7: Data gaps observed within the Q3-2023 and Q4-2023

Notably, data gaps continued to be a feature of the reporting in **Q1-2024 and Q2-2024**. (See Section I- Table 8: **Main Areas with Data Gaps in Reporting for Contracts Awarded**)

	Reporting Period	Q1-2024	Q2-2024
	Total Transactions Reported	**1,814**	**2,023**
Main Areas with Data Gaps *(i.e. no information reported)*	Tender Notice Date	21%	17%
	Tender Submission Date	21%	17%
	Internal Contract Reference Number	16%	12%
	Tender Reference Number	12%	14%
	Date of Award	10%	7%

Section I - Table 8: Main Areas with Data Gaps in Reporting for Contracts Awarded

	Reporting Period	Q1-2024	Q2-2024
	Total Transactions Reported	**12,442**	**17,913**
Main Areas with Data Gaps *(i.e. no information reported)*	Procurement Reference Number	12%	17%
	Procurement Method	30%	12%
	Tender Type	21%	11%
	Tender Notice Date	31%	25%
	Tender Submission Date	32%	27%

Section I -Table 9: Main Areas with Data Gaps in Reporting for Purchase Orders Issued

The Record of Procurement Proceedings Regulations, 2021 underscores the importance of retaining a true record of procurement proceedings. A multi-pronged approach by key external entities is essential to ensure a reliable and legally feasible source of the decisions and actions which are taken by public bodies over time.

A thorough assessment of the existing data, recording and retention infrastructure *(i.e., people, processes, and systems)* is required, and in this regard, short-term measures should be immediately implemented to enhance the transparency and accountability of procurement activities amongst public bodies.

Recommendations

The Office, having scrutinised the data on a macro level, recorded its observations, insights and concerns, and engaged in widespread additional stakeholder engagements and follow-up action (as and when required), is of the considered view that the following action items would immensely amplify all the benefits associated with this new public procurement regime:

1. Capacity development and intensified training for procurement practitioners and key decision-makers involved in the public procurement function;

2. The engagement of suitably qualified additional manpower (where a need arises) to achieve full compliance with the Act;

3. Continued dialogue amongst public bodies, and with the Office;

4. The upgrade/development of infrastructural and technological deficits within public bodies; and

5. The engagement of a Change Manager/Change Management team within public bodies, to ensure that the intended benefits associated with the Act are achieved.

Section IX of the Report provides an elaboration of the data for each of the reporting periods.



PART 3
DISPOSAL TRANSACTION REPORTING

Regulation 6(5)(h) of the Retention and Disposal of Personal Property Regulations, 2021:
A public body shall ensure that the Office is notified of all disposals within six (6) weeks of its completion; including details of the stores or equipment disposed of and its price and method of disposal and the supporting documents requested by the Office.

INTRODUCTION

The Act provides for the ***"disposal of public property"*** which includes the transfer without value, sale, lease, concession, or other separation of property that is owned by a public body. ***"Public property"*** is further defined as real or personal property owned by a public body.

Reviewing disposal information within the framework of the Act's objectives, is integral to ensuring compliance with legal and regulatory requirements outlined in the Act and supporting Regulations, which mandate transparent and accountable disposal practices to prevent misuse or mismanagement of assets.

Furthermore, assessing disposal processes and procedures against international best practice provides the opportunity for streamlining and refinement to enhance efficiency and effectiveness. Indeed, aligning such processes and procedures with international standards not only fosters credibility and trust but also facilitates collaboration and partnerships which can enhance the development of robust, ethical, and sustainable asset disposal practices.

This Section presents an analysis of the disposal information submitted by public bodies, through the Depository, specifically: the value of the item disposed, to whom it was disposed, the means of disposal and the consideration (revenue received from disposal). The examination of the reporting period April 26, 2023 – March 31, 2024, is further segmented into a detailed analysis for each of the following periods in the Quarterly Reporting Section of the Report:

- April 26 – June 30, 2023 (Q3-2023), and July 1 to September 30, 2023 (Q4-2023);
- October 1, 2023 to December 31, 2023 (Q1-2024); and
- January 1, 2024 to March 31, 2024 (Q2-2024).

Public Advisory #22

The Office issued Public Advisory #22, dated August 2023, to public bodies, requesting the submission of information on the disposal of public property. This request was based on the reporting requirements set out in Section 24(2) (d) of the Act and Regulation 6 (5)(h) of the Retention and Disposal of Personal Property Regulations, 2021. Of the 244 public bodies listed on the Procurement Depository, only 47 responded, representing a response rate of 19.3 per cent. Of the 47 public bodies that responded, 37 indicated there were no disposals to report, five (5) advised that reports would be forthcoming, while the remaining five (5) advised of ongoing disposal actions.

DISPOSAL TRANSACTIONS FOR THE PERIOD APRIL 26, 2023 TO MARCH 31, 2024

For the period April 26, 2023, to March 31, 2024, a total of **15** public bodies reported **94** disposal transactions on the Procurement Depository. Two (**2**) public bodies reported a total of **31** real property disposals, while **13** public bodies reported **63** personal property disposals consisting of **970** personal property items.

In the said period, the total revenue received from real and personal property disposals amounted to $36,738,169.89. Real property disposals totalled $36,234,122.06, while personal property disposals amounted to **$504,047.83**.

It is noteworthy to mention that from the number of submissions received, the Ministry of Agriculture, Land and Fisheries accounted for **29** or **93.5 per cent** of the **31** real property disposals. The Office of the Parliament on the other hand, accounted for **26** or **41.3 per cent** of the **63** personal property disposal transactions.

SECTION I- TABLE 10

provides a summary on data/ information reported on disposal activities.

Disposals by Public Body, Type and Total Considerations April 26, 2023 – March 31, 2024

Public Body	Number of Disposal Transactions		Consideration/ Revenue Earned $
	Personal	Real	
1. Heritage Petroleum Company Limited	1		NIL
2. National Library and Information Systems (NALIS)	2		$50,280.00
3. Export Import Bank of Trinidad and Tobago Limited (EXIM Bank)	6		$210,012.50
4. Telecommunication Services of Trinidad and Tobago (TSTT)	2		$186,728.00
5. Caribbean Airlines Limited (CAL)	5		$48,627.33
6. National Insurance Board of Trinidad and Tobago (NIBTT)		2	$33,000,075.00
7. Ministry of Agriculture, Land and Fisheries		29	$3,234,047.06
8. Telecommunications Authority of Trinidad and Tobago (TATT)	1		NIL
9. Sugar Industry Labour Welfare Committee	8		NIL
10. University of the West Indies (UWI)	4		NIL
11. Office of the Parliament	26		NIL
12. MIC Institute of Technology	1		$8,400.00
13. Office of the Chief Personnel Officer	2		NIL
14. Ministry of Works and Transportation	3		NIL
15. National Maintenance Training and Security Company (MTS)	2		NIL
TOTAL	**63**	**31**	**$36,738,169.89**

*** NIL means no reported revenue earned for the period**

Section I- Table 10: Disposals by Public Body, Type and Total Considerations April 26, 2023 – March 31, 2024

Table 11: Disposal Data at a Glance April 26th, 2023 – March 31st, 2024

Reported Areas of Disposal	Apr. 26, 2023 – Sept. 30, 2023	Q1-2024 Oct. 1, 2023 to Dec. 31, 2023	Q2-2024 Jan. 1, 2024 - Mar. 31, 2024	Apr. 26, 2023 - Mar. 31, 2024
Number of Disposal Transactions Reported	48	37	9	94
Value received from Disposal (Consideration)				
Real	*$36,233,872.06*	*$250.00*	*-*	*$36,234,122.06*
Personal	*$374,678.93*	*$104,812.50*	*$24,556.40*	*$504,047.83*
Total	***$36,608,550.99***	***$105,062.50***	***$24,556.40***	***$36,738,169.89***
Disposal Value/ Book Value				
Real	*$36,891,913.06*	*$250.00*	*-*	*$36,892,163.06*
Personal	*$403,666.03*	*$104,812.50*	*$12,758.26*	*$521,236.79*
Total	***$37,295.579.09***	***$105,062.50***	***$12,758.26***	***$37,413,399.85***
Most Common Reason for Disposal of Item	Unserviceable	Obsolete	Obsolete	Obsolete
Most Frequently Used Means of Disposal	Public Auction	Destroy/ Dump	Transfer	Destroy/ Dump
Most Common Type of Property Disposed	Office Furniture and Equipment	Computer Equipment	Office Furniture	Office Furniture
Main Beneficiary of Disposed items	General Public	Contractors/ Suppliers	Public School	General Public

Section I- Table 11: Disposal Data at a Glance : April 26, 2023 - March 31, 2024

In most of the disposal transactions reported, the book values were greater than the value received by the public bodies upon disposal. The classification of the item as "obsolete" was the most common reason for disposal with "destroy/dump" being the most frequently used method of disposal. Office furniture accounted for the majority of public property disposed, with the main beneficiaries of the disposals being the "General Public".

ASSESSMENT OF PERFORMANCE

The reporting of disposal actions on the Procurement Depository has been unsatisfactory. Only **15** public bodies reported for the said period on **94** disposal actions. There is no historical disposal data to ascertain whether this figure is an accurate account of disposal activities across public bodies. Given the high level of non-responsiveness by public bodies to Public Advisory No. 22, there is a strong likelihood of significant under-reporting of disposal transactions.

Furthermore, almost all of the **94** reports on the Procurement Depository did not comply with one or more requirements of the Act and Regulations, particularly the reporting of the disposal of personal property within the required timeframe. Notably, of the 63 personal property items, only **13** or **21 per cent** were reported within the stipulated timeline of six (**6**) weeks of the completion of the disposal, whilst the remaining **50** or **79 per cent** failed to meet this requirement. Several reports were also characterised by:

- Incomplete and insufficient supporting information/documentation to verify the accuracy of reporting and to confirm compliance. Public bodies had to be reminded on several occasions to complete all the required fields in their report and to upload the necessary documentation to substantiate their disposal action; and

- Inaccurate insertion of data in the Procurement Depository, which had to be rectified through the provision of individualised guidance from the Office.

Further breaches and areas of non-compliance gleaned from the reports are itemised in **Table 12** below.

General Breaches/ Areas of Non-Compliance	Relevant Sections in Legislation
Late reporting of disposals after the six (6) week requirement.	Breach of Regulation 6 (5)(h) of the Retention and Disposal Regulations.
Incomplete disposal strategy development reports/forms/ information to determine, justify or support the selected method of disposal.	Non-compliant with the objects of the Act as outlined in Section 5(1). Insufficient information to support the Office's annual reporting requirement according to Section 24 (2)(d) of the Act.
Lack of evidence of establishment or use of a 'Disposal Committee' in planning and executing disposals and the necessary signatures and approvals from Procurement and Disposal Advisory Committee ("PDAC") and Accounting Officer ("AO").	Non-compliant with Sections 55 & 56 of the Act and Regulation 21 of the Procurement Methods and Procedures Regulations 2021.

Section I- Table 12: General Breaches and areas of non-compliance for reported disposals

DISPOSAL DATA AT A GLANCE

The data below represents selected statistics amongst the reporting periods from the date of proclamation (April 26th 2023) to March 31st 2024

AREAS OF DISPOSAL

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
48	37	9

Number of Disposal Transcation

PERSONAL PROPERTY

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
TTD 374.6K	TTD 104.8K	TTD 24.5K

Total Value of Disposal Consideration

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
TTD 403.6K	TTD 104.8K	TTD 12.7K

Total Disposal/Book Value

REAL PROPERTY

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
TTD 36.2 Mn	TTD 250	Nil

Total Value of Disposal Consideration

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
TTD 36.8 Mn	TTD 250	Nil

Total Disposal/Book Value

COMMON TRENDS

Most Common Reason for Disposal of Item

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
Unserviceable	Obsolete	Obsolete

Most Frequently Used Means of Disposal

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
Public Auction	Destroy/Dump	Transfer

Most Common Type of Property Disposed

Q3-2023 & Q4-2023	Q1-2024	Q2-2024
Office Furniture & Equipment	Computer Equipment	Office Furniture

*Mn - Million | *K - Thousand

STRATEGY FOR TREATING WITH NON-COMPLIANCE/ IDENTIFIED BREACHES IN DISPOSAL ACTIVITIES

Given the acute capacity deficit that exists in public bodies in terms of knowledge and understanding of the new public procurement and disposal of public property system, the Office has adopted a supportive stance that is geared towards building capacity in order to raise the level of compliance while not compromising its regulatory responsibilities. The Office's approach has been to guide public bodies towards a comprehensive understanding of their reporting obligations and the requirements for successfully undertaking their disposal transactions in compliance with the Act and Regulations.

The following four (**4**) steps characterise the approach adopted:

STEP 1 The Office issues email correspondence to the *public bodies* requesting the updating or completion of any incomplete reported disposal information on the Procurement Depository within five (**5**) working days.

STEP 2 If this timeline is not adhered to, the Office issues a formal letter to the Accounting Officer of the public body, identifying in detail the areas of non-compliance within the reported disposal action and providing recommendations to treat with same.

STEP 3 The Office continues to conduct one-on-one sensitisation sessions with stakeholders, on the requirements for completing the disposal process and reporting to the Office.

STEP 4 Once a breach or non-compliance is substantiated, the Office enforces compliance, pursuant to Sections 14 and 41 of the Act, as applicable.

Over the reporting period, all the breaches and areas of non-compliance identified above were successfully addressed utilising Steps 1 to 3.



SECTION II

THE PROCUREMENT DEPOSITORY: THE PLATFORM FOR ENGINEERING CHANGE



INTRODUCTION

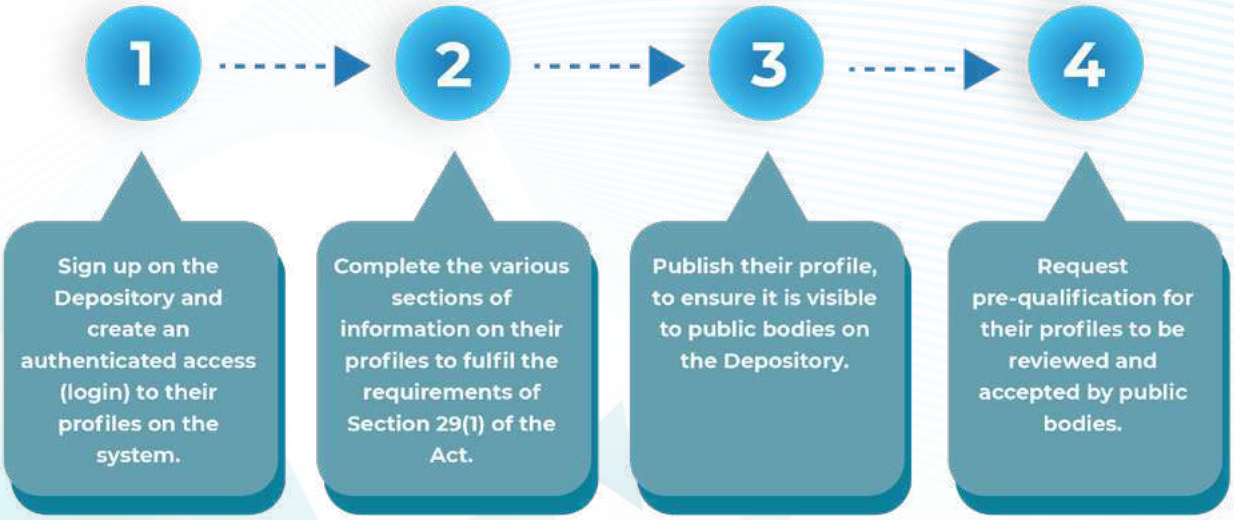
The Procurement Depository is a custom-built system developed by the Office to efficiently manage, capture, and report information in accordance with Sections 13, 24, 26, 29, 37, and 58 of the Act, and Regulations 3(1) and 8 of the Pre-qualification and Pre-selection Regulations, 2021.

The Procurement Depository ("the Depository") was launched in September, 2020 and is at the heart of the new public procurement and disposal system. Its significance is embedded in the spirit of the legislative framework, considerably impacting efficiency, transparency, competition, and cost-effectiveness in public procurement and disposal of public property. The knock-on effect of the Depository on the public procurement landscape is that equity, fairness, and value for money are paramount to the process.

Initially envisioned to be a central repository of pre-qualified suppliers and contractors, accessible by public bodies to meet their procurement needs, the Depository has since been extended to provide a common platform to communicate and share information in real time between and among suppliers and contractors and public bodies, and with the Office. Additionally, it also facilitates reporting by public bodies to the Office on procurement and disposal activities, in accordance with the legislative and regulatory requirements.

THE REGISTRATION AND PRE-QUALIFICATION PROCESS ON THE DEPOSITORY

Suppliers and contractors are required to establish their profiles on the Depository, thereby providing the necessary information to assist public bodies in the conduct of their due diligence under Section 29 of the Act. As such, the responsibility resides with the suppliers and contractors to keep updated and ensure the accuracy of their information uploaded. The system therefore facilitates this requirement by automatically generating email notifications to suppliers and contractors advising them of documents nearing expiration, ensuring a smooth solicitation process by prompting the upload of updated documents. Section II – Diagram 1 illustrates a summary of the supplier and contractor Registration and Pre-qualification Process.



Section II- Diagram 1- Supplier and Contractor Registration and Pre-qualification Process

PRE-QUALIFICATION FOR LINES OF BUSINESS

Intrinsic to the registration process, suppliers and contractors are required to identify their lines of business based on the United Nations Standard Products and Services coding system ("UNSPSC") for the goods, works, and services that they provide. Similarly, public bodies are required to create their procuring lines of business using the UNSPSC, and subsequently, assess or pre-qualify suppliers or contractors for the respective lines of business.

Of note, to ensure efficiency of the system, once a supplier or contractor is pre-qualified for a particular line of business by a public body, pre-qualification by another public body for the same line of business is not required.

Both registration and pre-qualification are continuous/developing processes which will result in an augmented database over time.

REPORTING ON THE PROCUREMENT DEPOSITORY

Another key feature of the Depository is that it facilitates the reporting of procurement and disposal activities by public bodies. Public bodies are required to record the names of the suppliers or contractors who submitted bids, identify the successful bidder and award value, and subsequently, create and manage the contract on the Depository. Notably, this process only permits public bodies to select the names of the suppliers or contractors who "published" their profiles on the Depository, in keeping with Regulation 8 of the Pre-qualification and Pre-selection Regulations, 2021. Consequently, the Depository database does not make allowance for the subsequent data entry of suppliers and contractors whose profiles were not published on the Depository.

Additionally, the Depository also captures information relative to the disposal activities, where public bodies are required to report on their disposal actions through the Depository, which enhances accountability and facilitates better oversight of the entire disposal process. Further, the system enables public bodies to notify the suppliers and contractors of any relevant tender opportunities, and introduces to relevant stakeholders, the vendor management element of an e-procurement system.

FUNCTIONALITIES OF THE PROCUREMENT DEPOSITORY

Suppliers and Contractors can:

- Input and upload pertinent information regarding general Company Information, Financial and Legal matters, Safety, Equipment & Technical Competence.
- Classify their goods, works, and services by specifying their lines of business, utilising the UNSPSC.
- Request pre-qualification for each line of business for the public body's review for acceptance or rejection.
- Engage in the four-step registration and pre-qualification process, and receive automatic notifications/alerts of document expiration, prompting the upload of updated documents.
- Be informed of tenders matching a line of business.

Public Bodies can:

- Create procurement lines of business using the UNSPSC.
- Pre-qualify suppliers or contractors for particular lines of business.
- Input tender, tender award, and contract information according to section 13 (1) (a) of the Act. This includes progress reports, payments, and variations.
- Notify suppliers or contractors of relevant tender opportunities.
- Record information regarding the disposal of personal property.

The Office can:

- Identify suppliers or contractors deemed ineligible, as per Section 58 of the Act, thus enabling the creation of the list of ineligible Suppliers and Contractors.
- Utilise information provided by public bodies to compile the annual reports to Parliament, as outlined in Section 24 of the Act.
- Analyse the information to determine compliance, gaps/weaknesses of the procurement system, sufficiency of law and/or policy, and to make any necessary recommendations to public bodies in the conduct of their procurement and disposal activities.
- Identify non-conformance by public bodies in the procurement and disposal process.

BENEFITS OF THE PROCUREMENT DEPOSITORY

Benefits of the Procurement Depository

- It fulfils the legislative and regulatory requirements, but also enhances transparency, business opportunity, efficiency, and value for money, and encourages competition and responsible and strategic decision-making.

For Suppliers and Contractors

- It enhances visibility to potentially 300 public bodies in the country, providing new and expanded opportunities for participation in tenders and projects, of which they may have otherwise been unaware. This is particularly beneficial for micro and small enterprises.

For Public Bodies

- It provides streamlined access to a centralised pool of suppliers and contractors, which can reduce procurement cycle times, improve service delivery, and enhance cost efficiency. This facility also encourages heightened competition among suppliers and contractors, fostering innovation and value for money.

- Maintaining clear communication channels with suppliers and contractors facilitates intensified participation in tender opportunities, ensuring access to a diverse range of suppliers and contractors and, ultimately, improving the quality of goods and services procured.

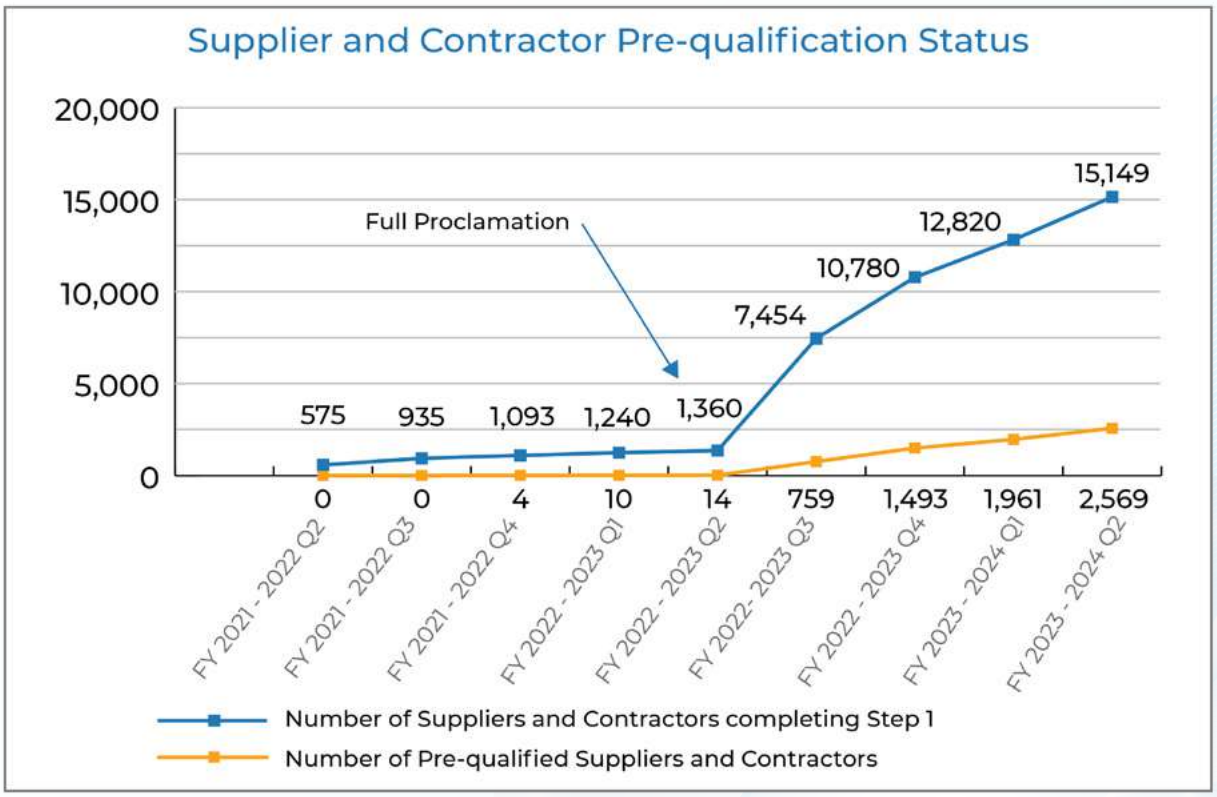
PROCUREMENT DEPOSITORY ACTIVITY

PRE-PROCLAMATION

Prior to full proclamation of the Act in April 2023, there were 1,622 suppliers and contractors who created their basic profiles, of which, only 19 were pre-qualified for at least one (1) line of business.

POST-PROCLAMATION

Upon full proclamation of the Act, there was an exponential increase in supplier and contractor activity on the Depository. Section II-Diagram 2 depicts the number of suppliers and contractors who completed step 1 of the pre-qualification process juxtaposed with the number of suppliers and contractors who were pre-qualified for at least one (1) line of business. By the end of Q2-2024, 15,149 suppliers and contractors had completed step 1 of the process, but concerningly, only 2,569 suppliers and contractors, equivalent to 17 per cent, were pre-qualified for at least one (1) line of business.

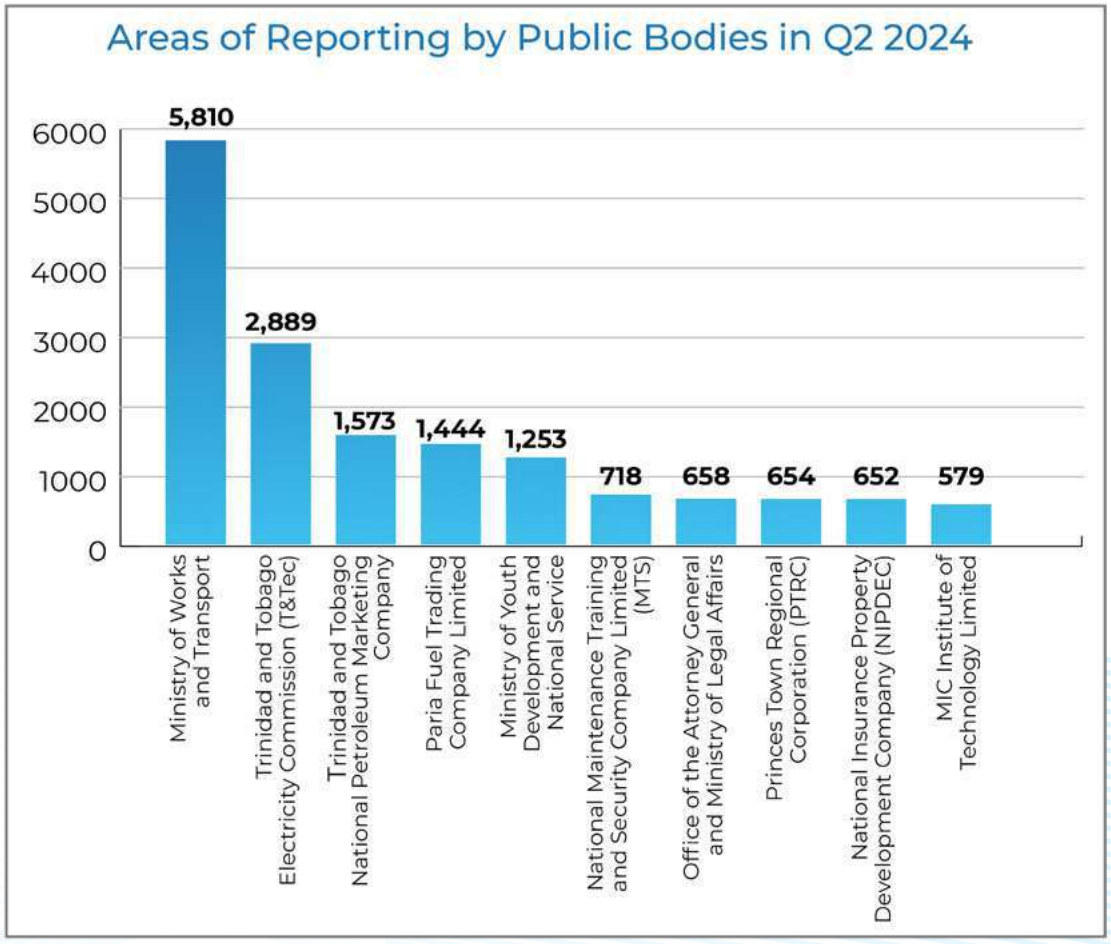


Section II- Diagram 2– Supplier and Contractor Pre-qualification Status

Materially, a total of 12,580 suppliers and contractors failed to advance to the pre-qualification stage on account of the following:

- Suppliers and contractors faced substantial difficulty in grasping the full process of pre-qualification; and

- Public bodies failed to pre-qualify suppliers and contractors on a timely basis. Notably, of the 230 public bodies on the Depository, 125 public bodies pre-qualified 23,996 lines of business for 2,569 suppliers and contractors. 43 of these public bodies pre-qualified 22,823 lines of business, which represents 95 per cent of the pre-qualified lines of business. Section II-Diagram 3 below highlights the top ten (10) public bodies who pre-qualified suppliers and contractors over the reporting period, with the Ministry of Works and Transport being the most active public body.



Section II- Diagram 3 – Top 10 Public Bodies Conducting Pre-qualification

SUPPLIER AND CONTRACTOR ANALYSIS

At the end of Q2-2024, a total of 15,149 suppliers and contractors completed step 1 of the registration and pre-qualification process in the Depository. Notwithstanding this, the Office noted with concern that only 2,569 advanced to the final stage, i.e., pre-qualification for at least one line of business. However, the Office is optimistic, since the data suggests that the 83 per cent failing to advance to the final stage of pre-qualification are indeed keen to engage in public procurement, by virtue of at least initiating the registration and pre-qualification process.

The information submitted to the Depository provided some useful insights into the supplier and contractor pool, as indicated in the following analysis.

SUPPLIER OR CONTRACTOR TYPE

Of the 2,569 pre-qualified suppliers and contractors, 1,966 equivalent to 76.5 per cent of suppliers and contractors, were categorised as "Limited Liability" followed by 347 or 13.5 per cent of suppliers and contractors who were categorised as "Sole Proprietorship". Section II- Table 1 provides the categories of all pre-qualified suppliers and contractors.

Supplier or Contractor Type	% of Total	Number of Suppliers and Contractors Pre-qualified on the Depository
Limited Liability	76.5	1,966
Sole Proprietorship	13.5	347
Other	3.4	88
External Company	3.2	81
Partnership	2.4	62
Public Body	0.8	21
Joint Venture	0.2	4
TOTAL		**2,569**

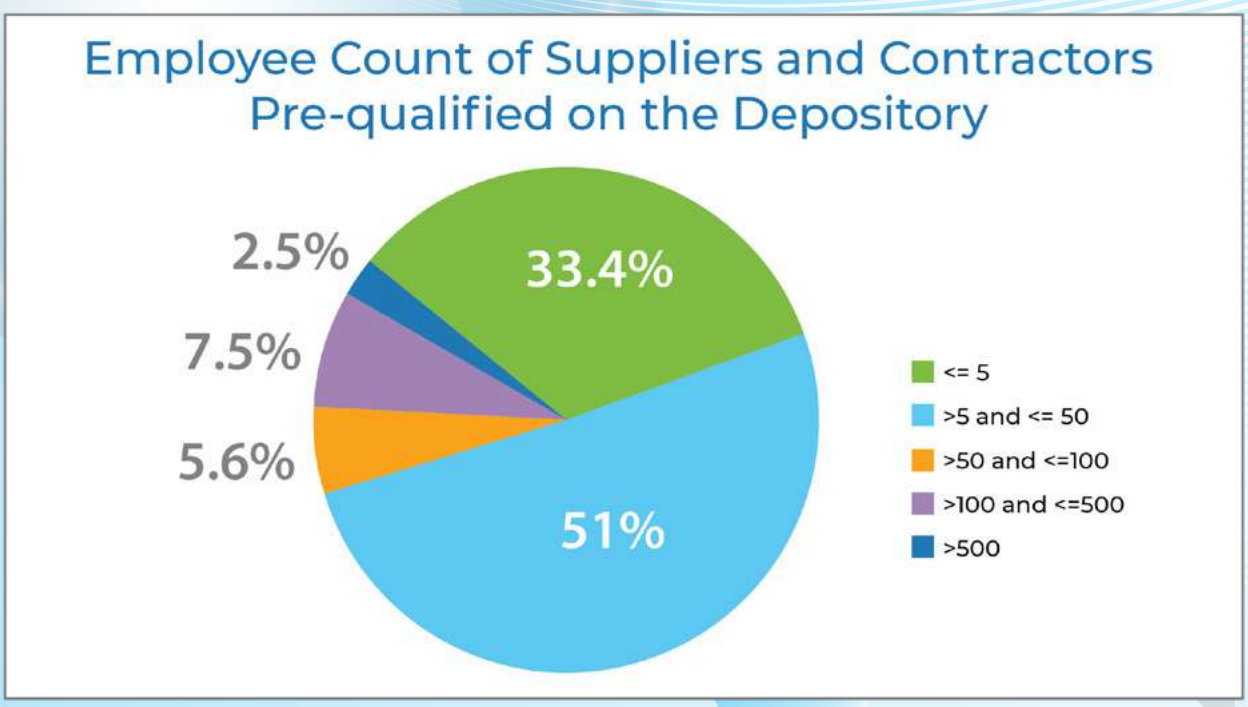
Section II- Table 1- Supplier and Contractor Type Pre-qualified on the Depository

SUPPLIER OR CONTRACTOR CAPACITY

In terms of supplier and contractor human resource capacity, 84.4 per cent of the pre-qualified suppliers and contractors have a complement of 50 employees or less, with 33.4 per cent of those being small business operations, employing less than five (5) persons (Section II Table 2 and Section II Diagram 4 refer).

Employee Count	% of Total	Number of Suppliers and Contractors Pre-qualified on the Depository
<=5	33.4	857
>5 and <=50	51.0	1,311
>50 and <=100	5.6	144
>100 and <=500	7.5	193
>500	2.5	64
TOTAL		**2,569**

Section II-Table 2- Employee Count of Suppliers and Contractors Pre-qualified on the Depository



Section II- Diagram 4- Employee Count of Suppliers and Contractors Pre-qualified on the Depository

SUPPLIER OR CONTRACTOR LOCATION

The Depository is accessible to all local, regional and international suppliers and contractors. While 55.04 per cent, i.e., 1,414 of the pre-qualified suppliers and contractors are located in Trinidad and Tobago, 4.4 per cent, i.e., 113 are foreign based. However, 40.6 per cent or 1,042 suppliers and contractors, did not specify an address, which limited the analysis in this area.

Supplier or Contractor Geographic Location	% of Total	Number of Suppliers and Contractors Pre-qualified on the Depository
Trinidad & Tobago	55.04	1,414
North America	1.95	50
Europe	1.25	32
Asia	0.47	12
Caribbean	0.39	10
Central America	0.16	4
South America	0.12	3
Australia	0.04	1
Middle East	0.04	1
Did Not Specify	40.56	1,042
TOTAL		**2,569**

Section II- Table 3: Geographic Location of Supplier and Contractor Pre-qualified on the Depository

The local suppliers' and contractors' segment was further analysed based on geographic location. The City of Port of Spain accounted for the highest percentage of suppliers and contractors on the Depository, totaling 16.7 per cent (236 suppliers and contractors); followed by the San Juan/Laventille Region and the Tunapuna/Piarco Region with 12.4 per cent, (175 suppliers and contractors), and 11.6 per cent, (164 suppliers and contractors), respectively. These three (3) regions collectively accounted for 40.7 per cent of the total number of local suppliers and contractors (Section II-Diagram 5 refers).



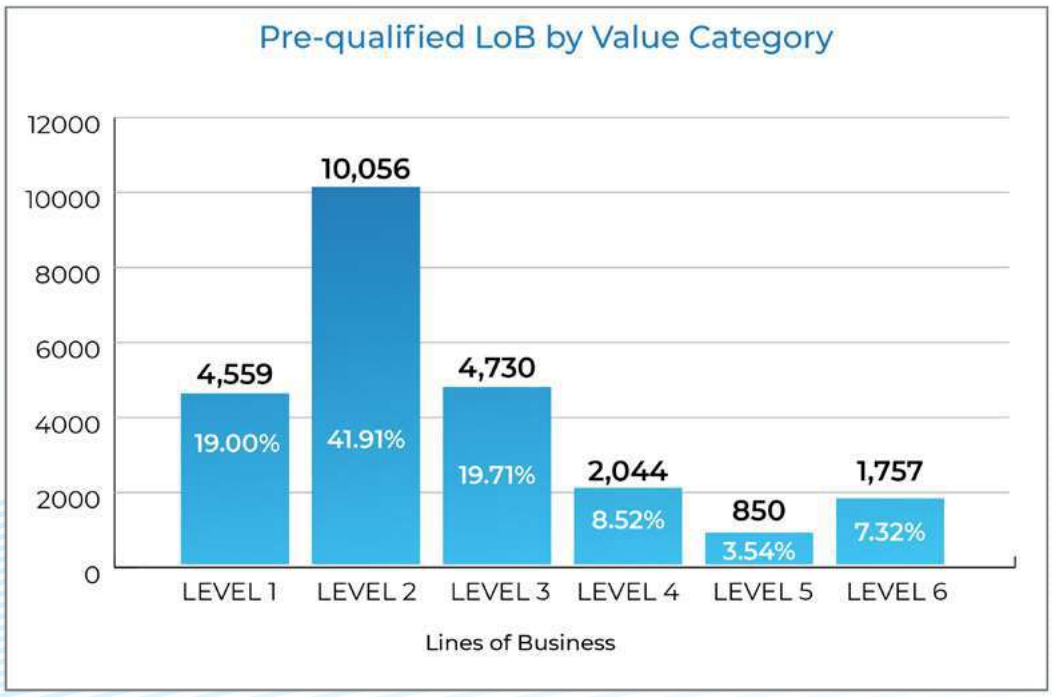
Section II- Diagram 5– Pre-qualified Suppliers and Contractors by Municipality

LINES OF BUSINESS

Suppliers and contractors are required to specify their lines of business, i.e., the goods, works and services they provide, and to request pre-qualification for each line of business, specifying a value category level for each line. There are six (6) available value category levels:

- Level 1 - $0 - $100,000.00
- Level 2 - $100,000.01 - $2,000,000.00
- Level 3 - $2,000,000.01 - $10,000,000.00
- Level 4 - $10,000,000.01 - $50,000,000.00
- Level 5 - $50,000,000.01 - $100,000,000.00
- Level 6 - >$100,000,000.00

A total of 2,569 suppliers and contractors were pre-qualified for 23,996 lines of business, representing various goods, works and services in the different value categories. Section II- Diagram 6 depicts the distribution of pre-qualified lines of business ("LOBs") according to value category level. Notably, the Level 2 value category is the leading category at 41.9 per cent.



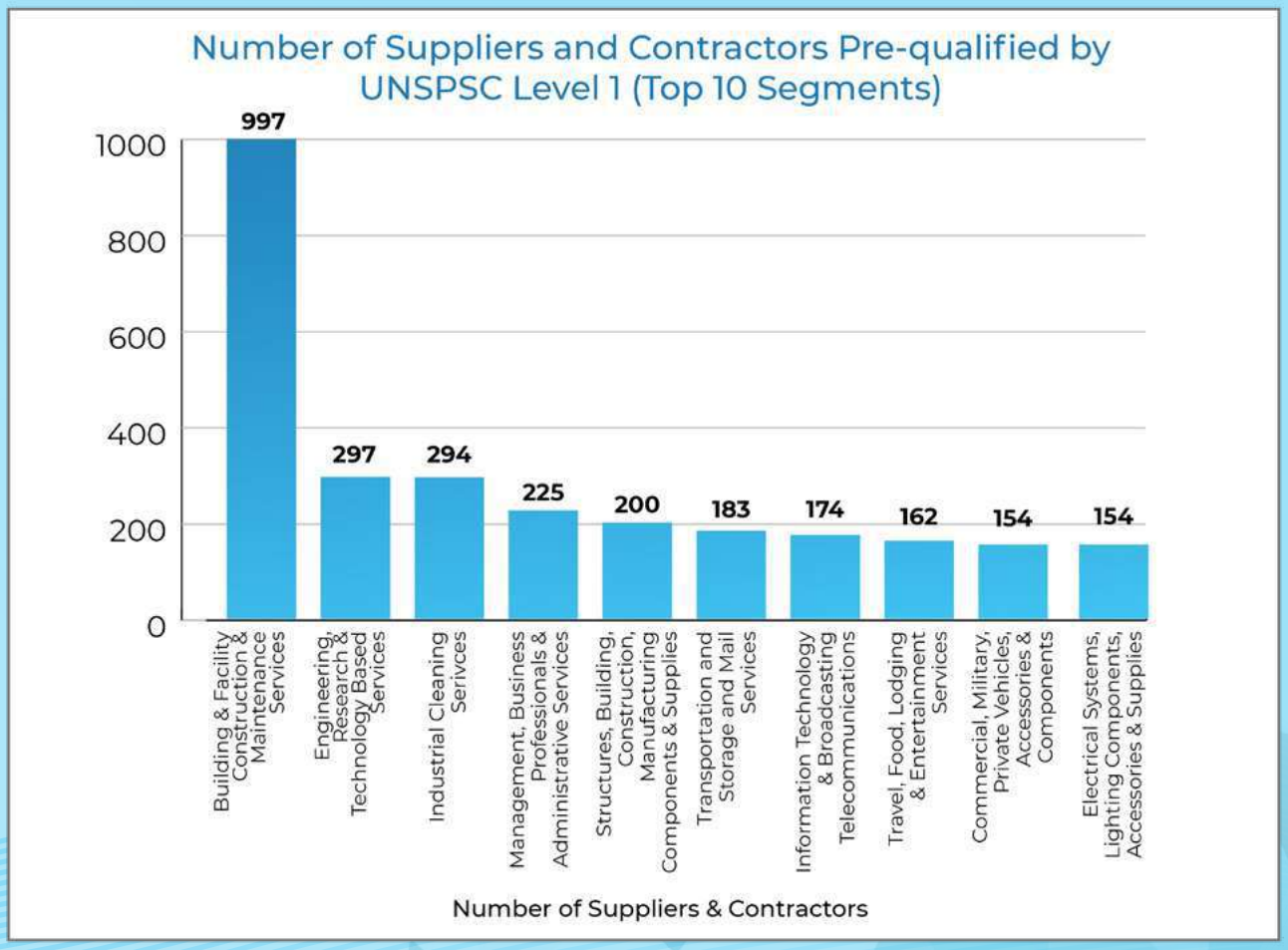
Section II- Diagram 6 - Pre-qualified LoB by Value Category

Section II - Table 4 and Diagram 7 show the top ten (10) pre-qualified lines of business segments and the number of suppliers and contractors for each segment. The top ten (10) segments illustrate a fair number of suppliers and contractors for the diverse selection of goods, works and services. Essentially, greater supplier and contractor participation engenders competition, value for money, and a higher quality offering. Moreover, a broad supplier and contractor database across multiple segments reduces the risk of monopoly and/or a dependency on a limited number of suppliers and contractors. This enhances supply chain resilience and ensures continuity of services and projects, even in the face of supply disruptions.

Notably, the Building and Facility Construction and Maintenance Services segment contains the largest number of pre-qualified suppliers and contractors, totalling 997.

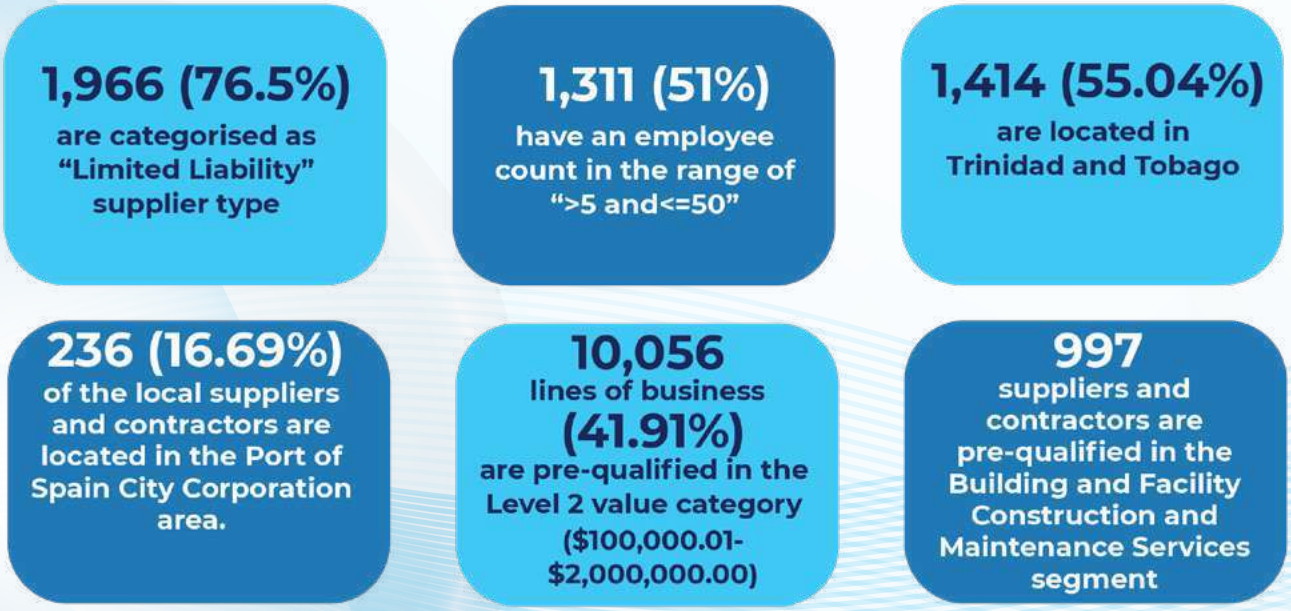
	Segment	Goods, Works, Services	Number of Suppliers and Contractors
1	Building & Facility Construction & Maintenance Services	Works/Services	997
2	Engineering, Research & Technology Based Services	Services	295
3	Industrial Cleaning Services	Services	294
4	Management, Business Professionals & Administrative Services	Services	225
5	Structures, Building, Construction, Manufacturing Components & Supplies	Goods	200
6	Transportation and Storage and Mail Services	Services	183
7	Information Technology Broadcasting & Telecommunications	Goods	174
8	Travel, Food, Lodging & Entertainment Services	Services	162
9	Commercial, Military, Private Vehicles, Assessories & Components	Goods	154
10	Electrical Systems, Lighting, Components, Accessories & Supplies	Goods	154

Section II- Table 4 – LoB Segments



Section II- Diagram 7- Number of Suppliers and Contractors Pre-qualified by UNSPSC Level 1 (Top 10 Segments)

SUPPLIER AND CONTRACTOR INFORMATION AT A GLANCE



Section II- Diagram 8- Supplier and Contractor information at a Glance

From a public procurement perspective, the diverse supplier and contractor landscape, evidenced by the 2,569 pre-qualified suppliers and contractors across the various segments, materially enhances the efficacy and resilience of the procurement system in Trinidad and Tobago. Significantly, the Office notes that public procurement is an important source of market opportunity for small and medium sized enterprises ("SMEs"). The Office is therefore optimistic about the participation of limited liability companies, sole proprietorships, and SMEs (84.4 per cent with 50 or fewer employees), which effectively enhances job creation, and drives growth, innovation, local industry development, and economic diversification. Such participation also augurs well for advancing the equity and fairness objects of the Act.

CHALLENGES EXPERIENCED

The Office acknowledges that the novelty of the Depository and the robust reporting requirements enshrined in the legislative and regulatory framework presented substantial challenges for stakeholders. Consequently, stakeholders became apathetic to the system's demands and overall stakeholder buy-in was notably relaxed. Following the full proclamation and operationalisation of the Act, the Office has noted varying Depository related challenges encountered by its stakeholders. The challenges identified and remedial measures undertaken were as follows:

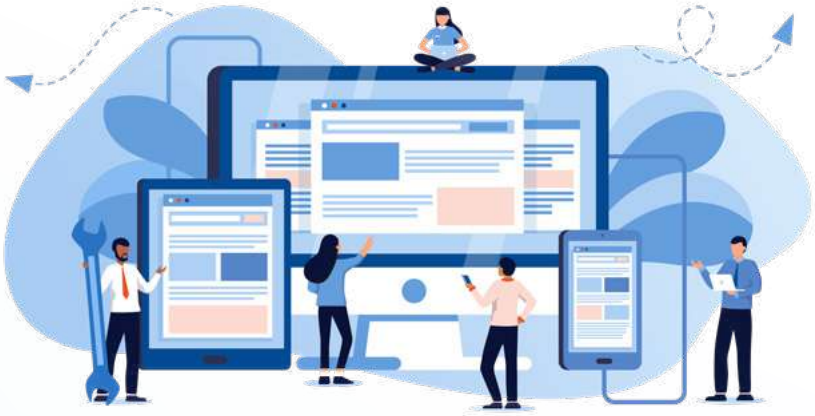
CHALLENGES EXPERIENCED

	CHALLENGES	REMEDIES
1	Users struggling to reset passwords due to forgotten security question responses.	System changed to enable users to reset their passwords without using security questions and answers. This change was rolled out to users in August 2023
2	Complexity of the UNSPSC rendering code identification seen as challenging and time consuming.	System functionality changed from Level 4 to Level 2 of the UNPSC, which reduced the granularity of the options to be rolled out when system is changed from pre-qualification to registration-only.
3	Lack of clarity in the three-step document uploading process, hindering supplier and contractor progress.	Depository simplified with the removal of the pre-qualification function. This simplifies the process from a five-step process to a two-step registration process only. However, these have not yet been implemented as a change in the legislation is required to remove the statutory requirement of pre-qualification on the Depository.
4	Supplier and contractor records not visible to public bodies, causing delays in pre-qualification.	
5	Suppliers and contractors are not completing the full process to become pre-qualified for their lines of business.	
6	Public bodies not pre-qualifying suppliers and contractors on a timely basis.	
7	Foreign suppliers and contractors refusing to create their profile and request pre-qualification on the Depository.	Simplified Procurement Regulations addressed this issue partially so only registration is required prior to the award of contract.
8	Suppliers and contractors experienced delays in obtaining their statutory documents on a timely basis. This was particularly in the case of clearance certificate from the National Insurance Board. Without these updated statutory documents, suppliers would not be able to be pre-qualified.	The National Insurance Board extended the validity of clearance certificates from one month to three months, which was effective from December 2023. The simplified version of the Depository will not require upload of statutory documents.

	CHALLENGES	REMEDIES
9	Public bodies would, occassionally, inadvertently omit a step between tender creation and contract creation where they were not "awarding the tender" to the supplier or contractor.	An Excel template is being used to capture tender and contract reporting information from public bodies on a quarterly basis for fiscal year 2023/2024, thus, the use of the Depository for this functionality is suspended for this period.
10	Public bodies unable to award a tender to a supplier or contractor as the supplier's or contractor's name was not available in the Depository.	
11	Data validation checks were not being performed in the tender and contract process which led to data errors.	
12	The system is not user friendly and intuitive enough. The system does not guide users in such a way where they can easily ascertain where they are in the process and what further steps are required.	Redesign of the Depository to be more user friendly.

Section II- Table 5- The Procurement Depository -Challenges and Remedies

CONCLUSION



The Depository has been established as a cornerstone of the new public procurement and disposal framework, supporting the advancement of the fundamental principles of transparency, accountability, value for money, local industry development, equity and fairness. Added to this, is the deeper understanding of the interplay and interconnectedness among these principles and the collective contribution to responsible public financial management and anti-corruption efforts that are intrinsic to the new regime. The Depository, therefore, despite its novelty and notwithstanding the early challenges encountered, is essential to transformation and growth of the entire system over the medium-term.

At the macro level, accessibility to procurement and disposal data yields several significant benefits. Firstly, it drives market development by providing valuable insights that encourage the innovation and alignment of products and services with government needs. Secondly, it fosters enhanced trust among valued stakeholders through heightened transparency and accountability, which gives way to notable cost savings and better value for money within procurement processes. Thirdly, it encourages more responsible and prudent use of public funds and fosters competitiveness in the procurement landscape. Finally, the introduction of a standardised classification system benefits both public bodies and suppliers and contractors by promoting transparency, efficiency and compliance, while simultaneously supporting innovation and market development.

The Office is therefore confident that, given the benefit of time and maturity, the Depository will be embraced as a valued tool to all stakeholders, in ensuring that the principles of good governance and robust procurement practices are upheld.



SECTION III

HARNESSING THE POWER OF TECHNOLOGY AND COLLABORATION FOR SUSTAINED CAPACITY DEVELOPMENT

By fostering a culture of learning and professional development, the Office endeavours to cultivate a cadre of procurement practitioners proficient in the intricacies of the public procurement and disposal processes.

Through collaborative efforts and strategic interventions, the Office is steadfast in its mission to propel Trinidad and Tobago towards a future characterised by transparency, efficiency, and excellence in public procurement.

INTRODUCTION

Sustained capacity development involves equipping procurement/ disposal practitioners with the right knowledge, tools and best practices to perform the procurement function effectively and it is crucial to the overall effectiveness and enduring success of the public procurement and disposal function in Trinidad and Tobago. Moreover, there is considerable value in capacity building on a sustained basis, through the adept use of technology, which is essential to the establishment of an efficient, effective and governance-driven public procurement and disposal system.

Accordingly, the Office has leveraged technology to fuel its capacity development initiatives aimed at developing a cadre of highly professional, skilled and knowledgeable practitioners capable of harnessing their expertise to execute high quality and effective procurement and disposal activities in accordance with the Act's objectives and supportive of the country's development outcomes. It must be appreciated however that Trinidad and Tobago is in the early operationalisation phase of reform and the Office anticipates a natural evolution in the upcoming years. As such, to ensure its capacity building efforts remain dynamic and flexible, the Office has implemented a suite of opportunities inclusive of widespread stakeholder engagement exercises, focus group sessions, one-on-one training, guidance tools such as the Readiness Assessment Checklist ("RAC") and a comprehensive Learning Management System ("LMS") that targets the key actors in the public procurement ecosystem.

This Section of the Report examines the strategic capacity building initiatives of the Office, the performance of procurement practitioners on the LMS, the growing emphasis being placed on building procurement capacity and capability, and the deficiencies in expertise and professionalisation within the public procurement and disposal function.



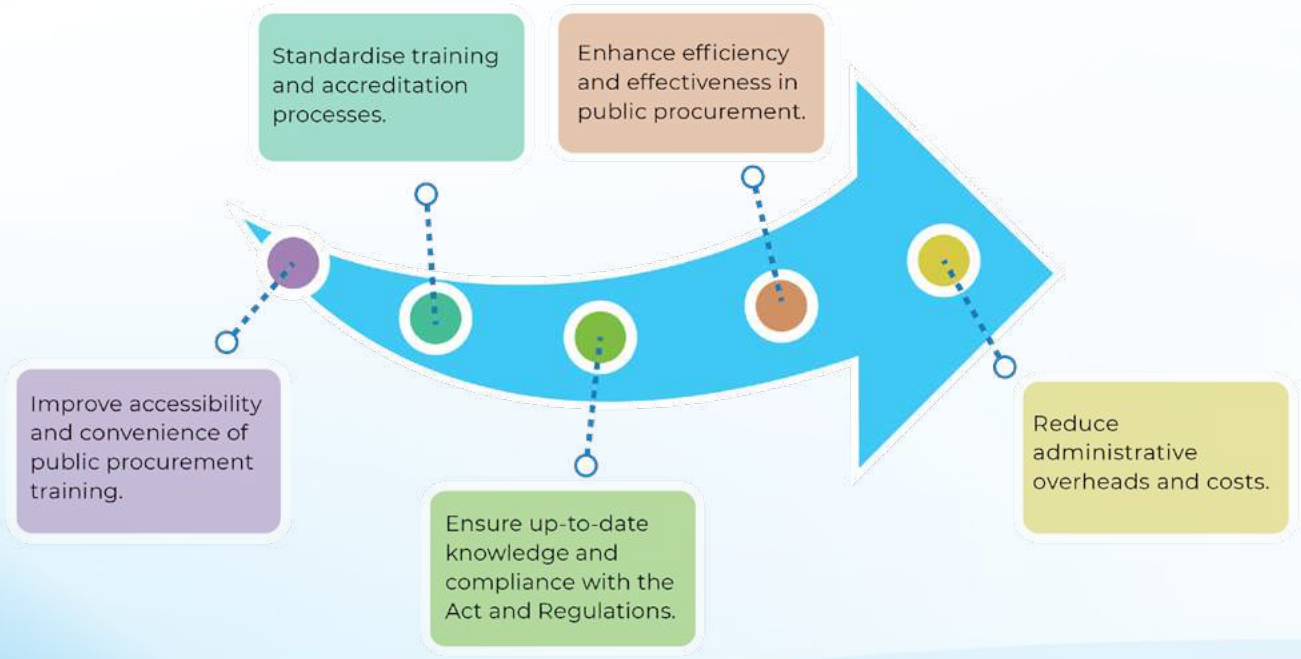
THE LEARNING MANAGEMENT SYSTEM

The Office's LMS is an online knowledge and learning platform providing on-demand access to interactive learning material on the Act, the Public Procurement and Disposal of Public Property Regulations, Handbooks and Guidelines, systems, processes, procedures, policies and best practices in public procurement, retention, and the disposal of public property.

In 2020, the Office conducted a Capacity Assessment of public procurement practitioners and received responses from 99 practitioners. The responses showed that 30 practitioners, representing 30 per cent, had acquired the relevant qualifications in public procurement and disposal of public property, with the highest level of qualification being a Professional Certificate. However, 64 practitioners, representing 65 per cent, did not possess public procurement or disposal qualifications. The other 5 practitioners, representing 5 per cent, did not indicate whether they possessed procurement or disposal qualifications. Further, in terms of the needs identified, most practitioners identified (1) the Act and its requirements and (2) the Disposal Process.

In an effort to address the extensive capacity development needs of public bodies, on June 20, 2023, the Office launched its Learning Management System ("LMS"). Currently, the LMS is accessible to procurement officers named by their respective public bodies pursuant to Section 61(2) of the Act.

The launch of the LMS signified a major milestone in the Office's drive towards enhancing and modernising its capacity development initiatives by providing a more accessible, flexible, and inclusive learning environment. The main objectives of the system are as follows:



Section III- Diagram 1: Objectives of the LMS

The LMS includes content and assessments for eight (8) learning modules and provides procurement practitioners with access to interactive content (on a phased basis).

PROJECTED LAUNCH OF MODULES:

- Module 1- to be re-launched in August 2024
- Module 2- September 2024
- Module 3- October 2024
- Module 4- November 2024
- Module 5- December 2024
- Module 6- January 2025
- Module 7- February 2025

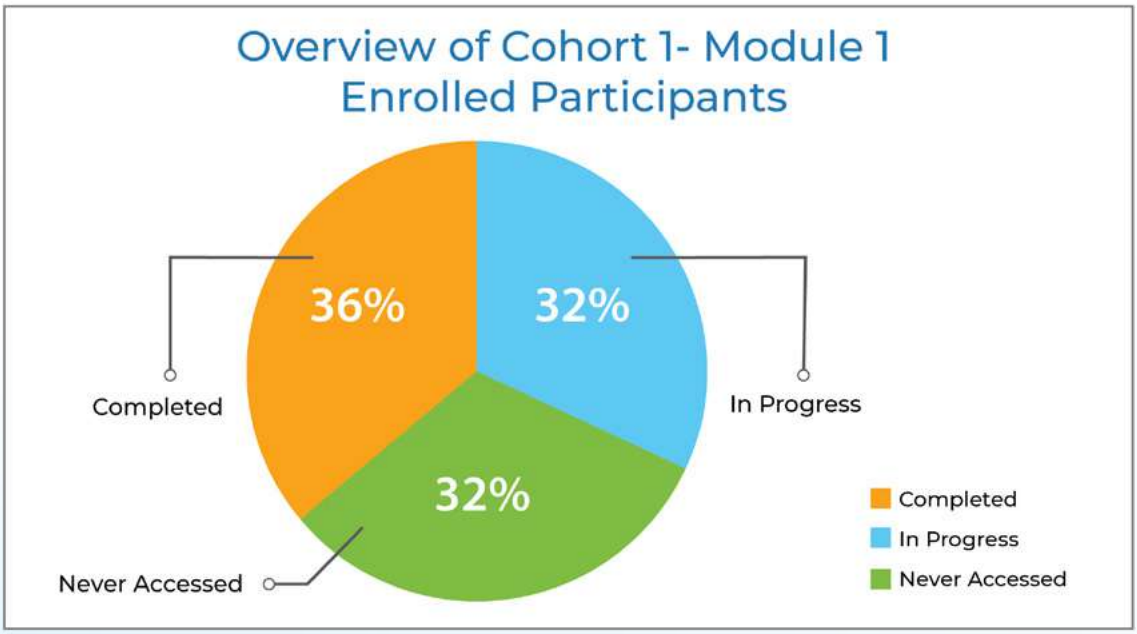
- **Module 1** – Legislative Framework for Public Procurement;
- **Module 2** – Procurement Planning & Strategy Development;
- **Module 3** – Solicitation of Tenders;
- **Module 4** – Pre-Qualification for Public Bodies;
- **Module 5** – Evaluation and Award of Contract;
- **Module 6** – Contract Management to Close-Out;
- **Module 7** – Retention of Public Property; and
- **Module 8** – Disposal of Personal Property.

By virtue of section 61(2) of the Act, mandating that the "named" Procurement Officer ("NPO") be responsible for both public procurement and the disposal of public property within their respective public bodies, the Office's strategy was to ensure that the NPOs were prioritised in this capacity building initiative.

Accordingly, NPOs were enrolled and provided with access to learning modules on the legislative framework that governs public procurement in Trinidad and Tobago ("Module 1"), and the Disposal of Personal Property ("Module 8"). The eight (8) Modules correspond to the various stages of the public procurement and disposal processes as defined in the Act. The Modules are further divided into Units, which represent groupings of sequential learning (i.e., by theme, topic, and steps in a process). Each Unit has a specific learning outcome which maps into the larger module-level outcomes. Units ensure that the level of analysis becomes more refined, enabling learning outcomes to be more specific and easily quantifiable.

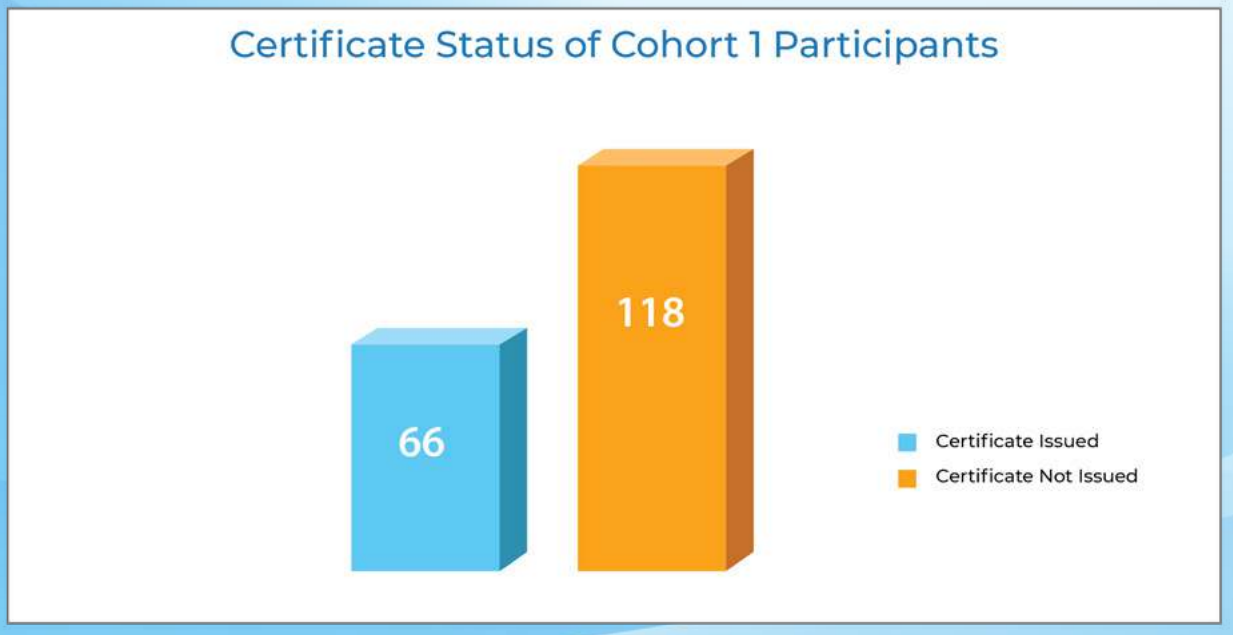
As of June 20, 2023, a total of 184 NPOs were eligible for enrolment in Modules 1 and 8. Module 1 saw an enrolment rate of 100 per cent. Module 8 however, is currently being administered in Batches (1 – 4) to facilitate systematic monitoring and evaluation of the learners. Currently Batches 1 to 3 have been enrolled, representing an enrolment rate of 63 per cent.

Enrolment for Module 1 – Legislative Framework for Public Procurement



Section III- Diagram 2: Overview of Cohort 1 – Module 1 - Enrolled Participants

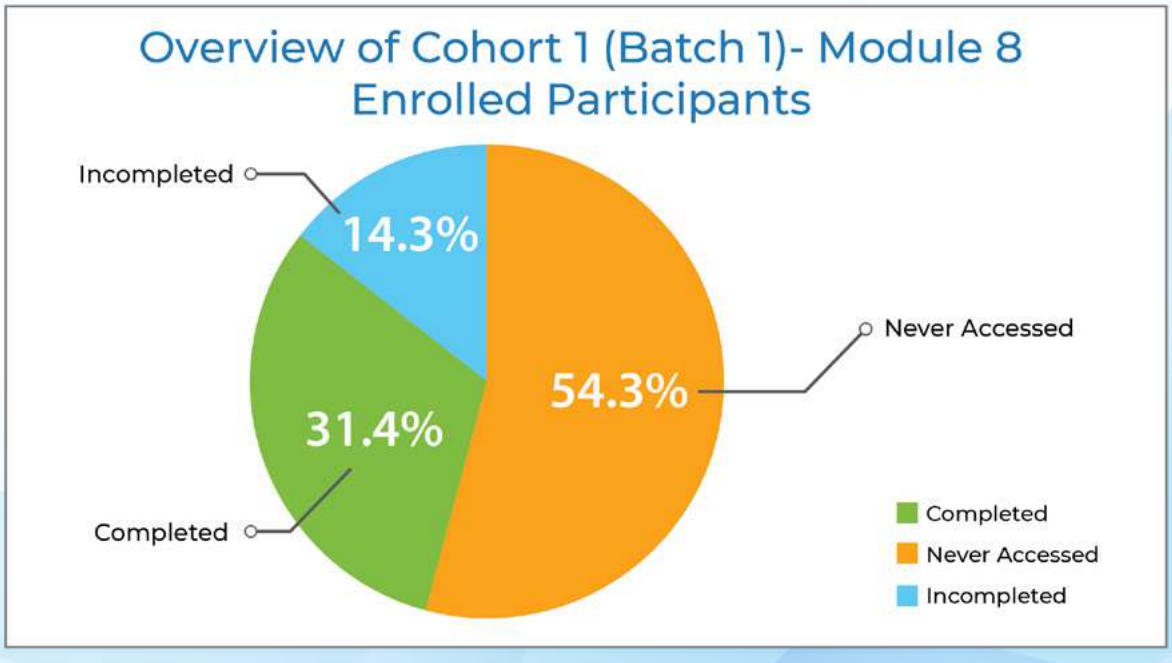
On June 20, 2023, 184 NPOs were enrolled in Cohort 1, with a completion date of October 6, 2023. Of this number, 66 learners (representing 36 per cent of enrolled learners) completed Module 1 on the *Legislative Framework for Public Procurement* and obtained a Certificate of Participation from the Office.



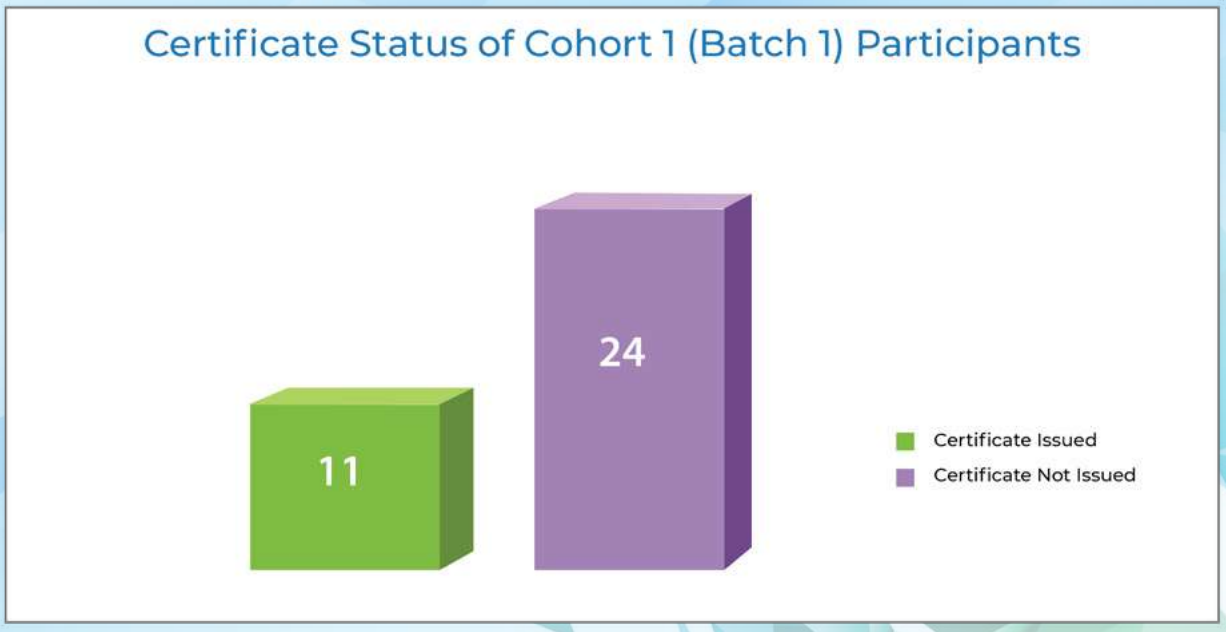
Section III – Diagram 3: Certification Status of Cohort 1 - Module 1 Participants

Enrolment for Module 8 – Disposal of Personal Property

On January 22, 2024, 35 NPOs were enrolled in Cohort 1 (Batch 1), with a completion date of March 22, 2024. Of this number, 11 learners (representing 31.4 per cent of enrolled learners) completed Module 8 on *Disposal of Personal Property* and obtained a Certificate of Participation from the Office.



Section III- Diagram 4: Overview of Cohort 1 (Batch 1) – Module 8 Enrolled Participants



Section III- Diagram 5: Certification Status of Cohort 1 (Batch 1) – Module 8 Participants

Analysis and Insight of Learner Performance

The Office's strategic target for NPO engagement with the LMS is a 75 per cent completion rate. Of note, participation in the LMS is voluntary for NPOs, however, the content of the modules is instrumental to the development of skills, acquisition of knowledge, and expansion of professionalism within the public procurement process. This is especially important since the public procurement landscape is continuously developing and transitioning as evidenced by technological advancements and legislative and policy reforms. Accordingly, the LMS modules incorporate the legislative framework, practical examples, assessments and content consistent with international best practices.

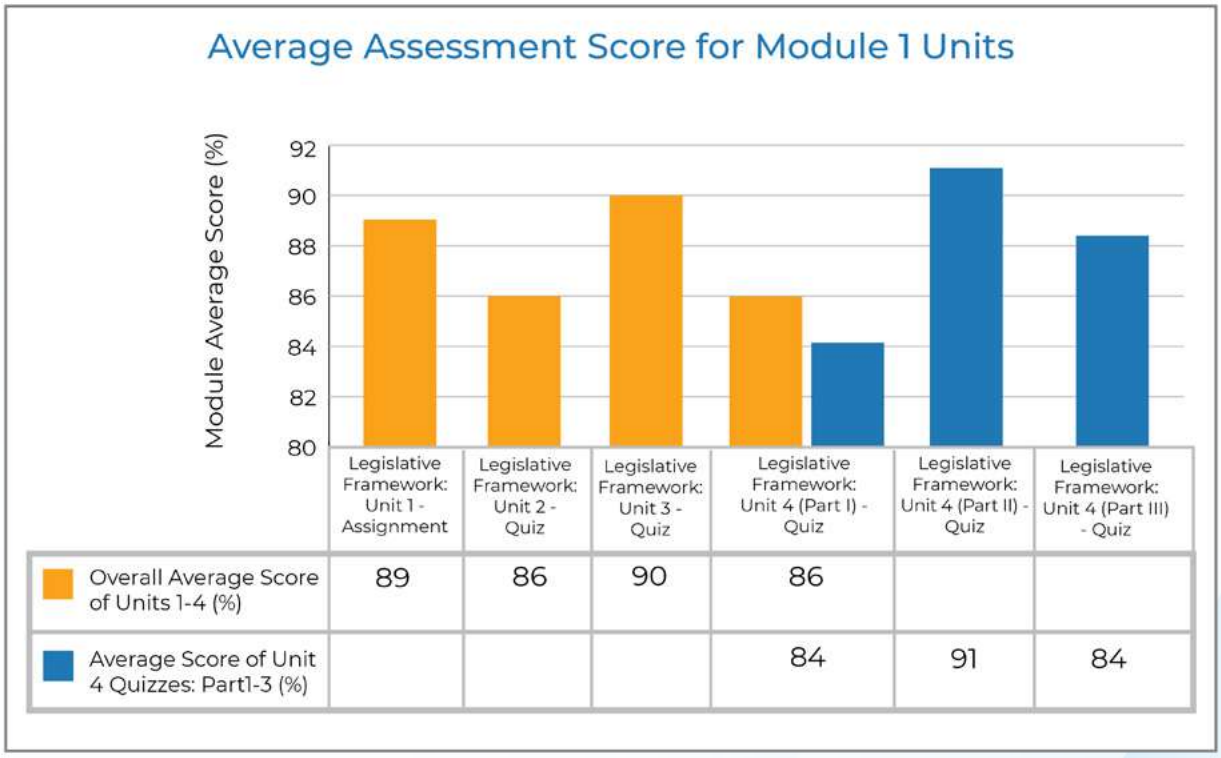
Notwithstanding the aforementioned, it is noteworthy that the reform of the public procurement and disposal system championed by the Act and its Regulations is only in its maiden year of operationalisation, with full proclamation of the Act having been achieved mid-financial year 2022-2023. Consequently, public procurement practitioners were made to grapple with the vast and far reaching changes ushered in by the said reform, which evidently impacted their ability to complete the LMS modules. Furthermore, high attrition rates were recorded for the duration of the modules, as a result of considerable NPO turnover within public bodies.

Module Completion Analysis

Legislative Framework

- ***Module 1 – Legislative Framework on Public Procurement***

The completion rate reveals valuable insights into the performance of learners in Cohort 1. Notwithstanding that only 36 per cent of learners completed Module 1 and earned certificates, an analysis of the assessment scores indicates that learners had an overall average assessment score of 88 per cent, demonstrating a sound understanding of the principles of public procurement and the legal and regulatory framework.



Section III- Diagram 6: Average Assessment Score for Module 1 Units

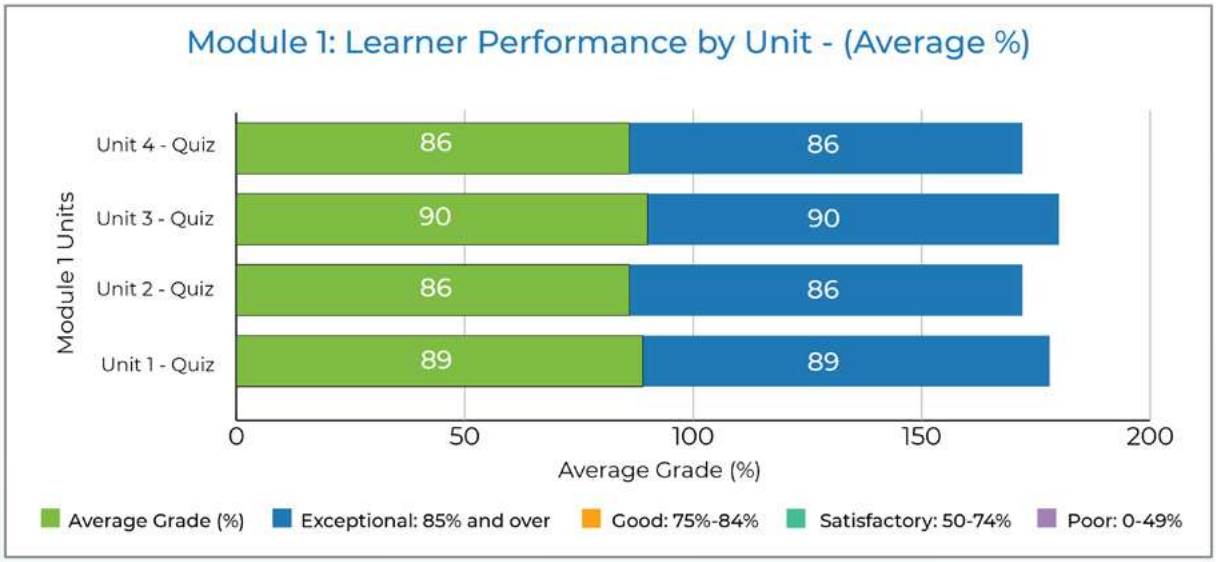
Learner Performance by Unit - Module 1

Learners' performance in the four (4) units of Module 1 ranged from 84 to 91 per cent. This exceeded the Office's learner competence and proficiency performance target of 85 per cent. The performance indicators are as follows:

Performance Indicators to Evaluate Learner Competence and Proficiency

Score Achieved	Rating
85%-100%	Exceptional
75%-84%	Good
50%-74%	Satisfactory
0%-49%	Poor

Section III- Table 1: - Performance Indicators to Evaluate Learner Competence and Proficiency



Section III- Diagram 7: Learner Performance by Unit for Module 1

Significantly, the scores obtained in Units 1-4 demonstrated exceptional proficiency, with learners consistently attaining high average scores. The collective performance of learners is commendable, with an overall assessment average of 88 per cent.

Assessment outcomes revealed diverse levels of comprehension per unit:

- Unit 1 showcased a robust understanding; with a performance at 89 per cent;
- Unit 2 exhibited outstanding performance with performance at 86 per cent;
- Unit 3 demonstrated exceptional proficiency at 90 per cent; and
- Unit 4 (Parts I-III) displayed adept competence with performance at 86 per cent.

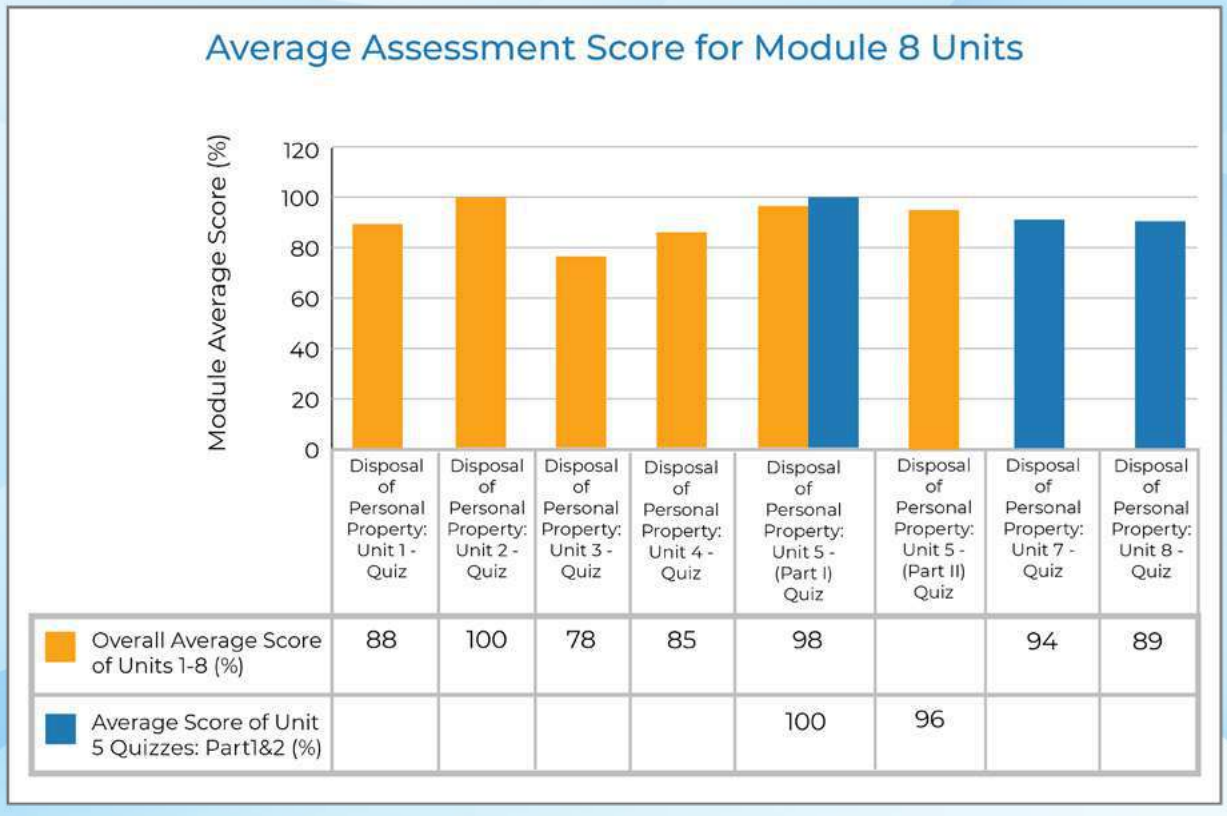
Module Completion Analysis

Disposal of Personal Property

- ***Module 8 – Disposal of Personal Property***

An analysis of the assessment scores for Module 8 provided insight into the functional and technical capabilities of NPOs in the Disposal of Personal Property. Notwithstanding only 31.4 per cent of learners completed Module 8 and earned certificates, an assessment of the scores revealed that learners achieved an average score of 91 per cent, indicative of a strong grasp of the principles and process related to the disposal of personal property.

Further scrutiny revealed nuances in participant engagement, emphasising the need for strategic interventions to enhance engagement rates in subsequent cohorts. As Batches 2, 3, and 4 progress, continuous evaluation and adaptive strategies will be implemented to enhance the learning experience and maximise participant results.

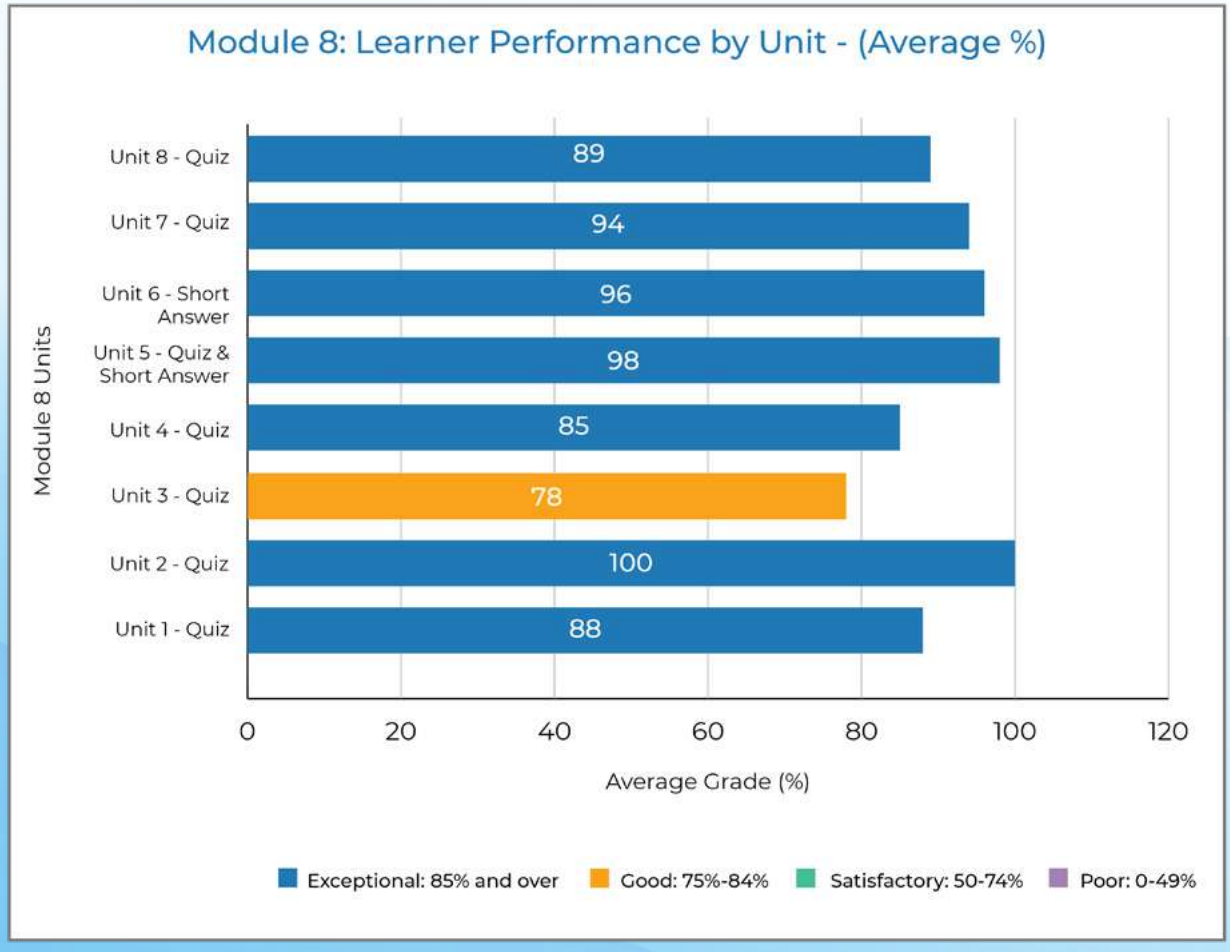


Section III- Diagram 8: Average Assessment Score for Module 8 Units

Performance by Unit - Module 8

Learners' performance in the eight (8) units of Module 8 ranged from 78 per cent to 100 per cent. Notably, Unit 2 yielded outstanding proficiency, with a perfect average score of 100 per cent. Learners' performance in Unit 3 demonstrated basic knowledge of property inventory, inspection, and valuation/appraisal methods, garnering an average score of 78 per cent.

Nonetheless, overall performance remained commendable, culminating in an average assessment score of 91 per cent across all units.



Section III- Diagram 9: Learner Performance by Unit for Module 8

Assessment scores showcase varying levels of understanding across units:

- Unit 1 demonstrated a solid understanding of the context of Disposals at 88 per cent;
- Performance in Unit 2 – Identification & Preparation for Property Disposal showcased outstanding performance with a perfect score of 100 per cent;
- Unit 3's performance highlighted challenges in the area of property inventory, inspection and valuation/ appraisal – 78 per cent;
- Unit 4 demonstrated a strong performance at 85 per cent;
- Unit 5 (Parts I-II) depicted an exceptional performance at 98 per cent;
- Unit 6 demonstrated consistent performance at 96 per cent;
- Unit 7 had exceptional competence with an average score of 94 per cent; and
- Unit 8 exhibited strong proficiency at 89 per cent.

These results are very encouraging. As public bodies and public procurement practitioners navigate the initial phases of the new public procurement system, the LMS will serve as an essential tool to empower procurement officers with the requisite knowledge and skills to execute their functions. The recent analysis of the learners' performance within Cohort 1 illuminates both achievements and aspects primed for enhancement.

Despite commendable average assessment scores in Modules 1 and 8, the Office acknowledges the need to enhance engagement levels among procurement officers. Recognising the dynamic nature of public procurement and the inherent challenges with the implementation of transformative reforms, the Office remains committed to a multifaceted approach aimed at augmenting participant involvement in subsequent cohorts.

With a continued steadfast commitment to improvement, the Office is poised to refine its strategies, by fully leveraging insights gleaned from performance analyses to enhance the learning experience. Embracing adaptability as a cornerstone principle, the Office will introduce tailored interventions designed to bolster engagement rates, thus, ensuring procurement officers are adequately equipped to effectively navigate the increasing complexities of modern procurement and disposal practices.

The development of capacity, at both the strategic and operational levels, is essential to fortifying the regulatory environment and collaboration with government actors, civil society organisations and international and regional institutions. These partnerships support individuals and public bodies to deliver more efficient procurement and disposal processes, build public sector capacity, and ensure sustainable change.

PROFESSIONALISATION

The professionalisation of public procurement is a complex process, which requires the participation of multiple actors (public, private, civil society, professional associations, training providers, academic institutions etc.). The three (3) main stages of the Office's professionalisation initiative are:

- The assessment of the current level of professionalisation in the public procurement landscape;
- The development of a professionalisation strategy; and
- The implementation of the professionalisation strategy.

Significantly, professionalisation will realise the transformation of public procurement practitioners from simple execution and compliance with rigid regulations, to professionals who are able to harness their knowledge, skills, abilities and sound judgement to enhance the public procurement profession and masterfully adapt to any advancements.

Objective

The objective of this initiative is to upskill and/or professionalise the public procurement workforce to advance public procurement from a perceived clerical role to a strategic government function, with the development of a cadre of highly qualified practitioners, with clearly defined career streams and pathways with incentives for career progression.

Challenges

There are several challenges facing professionalisation and human resource management in Trinidad and Tobago. Public procurement is not a clearly defined organisational function with the relevant corresponding training, recruitment, and career progression. It is, however, frequently conducted as an additional task by civil servants who may very well lack the necessary public procurement-related skills to successfully conduct an efficient and efficacious public procurement process.

Professionalisation Strategy Implementation

The Office has commenced its professionalisation initiative. Pursuant to Section 13(b) of the Act, in November 2020, the Office developed and published Training Standards, Competence Levels and Certification Requirements ("the Standard"), for public procurement. The Standard includes a competency framework which is intended to achieve the following:

- Facilitate the recruitment, training and career development of public procurement practitioners in Trinidad and Tobago;
- Allow public bodies to steer their human resource management to fit their goals;
- Improve the level of competence of the public procurement practitioners in Trinidad and Tobago; and
- Make the procurement function more valuable and more attractive due to its multidisciplinary and strategic dimensions.

To address the need for greater professionalism, higher education institutions have been encouraged to develop programmes in public procurement, in line with the Standard published by the Office. Further, measures have been prepared to establish a national professional body that

would control entry into the public procurement profession and regulate the conduct of its members. The Office notes however that the establishment of a national professional body with effective control over the conduct of practitioners will take some time to achieve.

The Office also acknowledges that capacity building and the development of professionalism in public procurement requires the allowance of time, and as such, improvements in professional practice and the development of proficient practitioners will be gradual.

The Act was enacted against a backdrop of the evolving governance frameworks that aim to regulate the acquisition, management, and disposal of public property, thereby ensuring adherence to standardised procedures, ethical guidelines and good governance practices.

THE READINESS ASSESSMENT CHECKLIST ("RAC")

To support public bodies' transition and evaluate the preparedness and compliance status of public bodies, the Office issued its 2nd Readiness Assessment Checklist in May of 2023[11]. The RAC comprises of a comprehensive checklist to assist public bodies in aligning their procurement and disposal practices with the legal and regulatory public procurement and disposal framework.

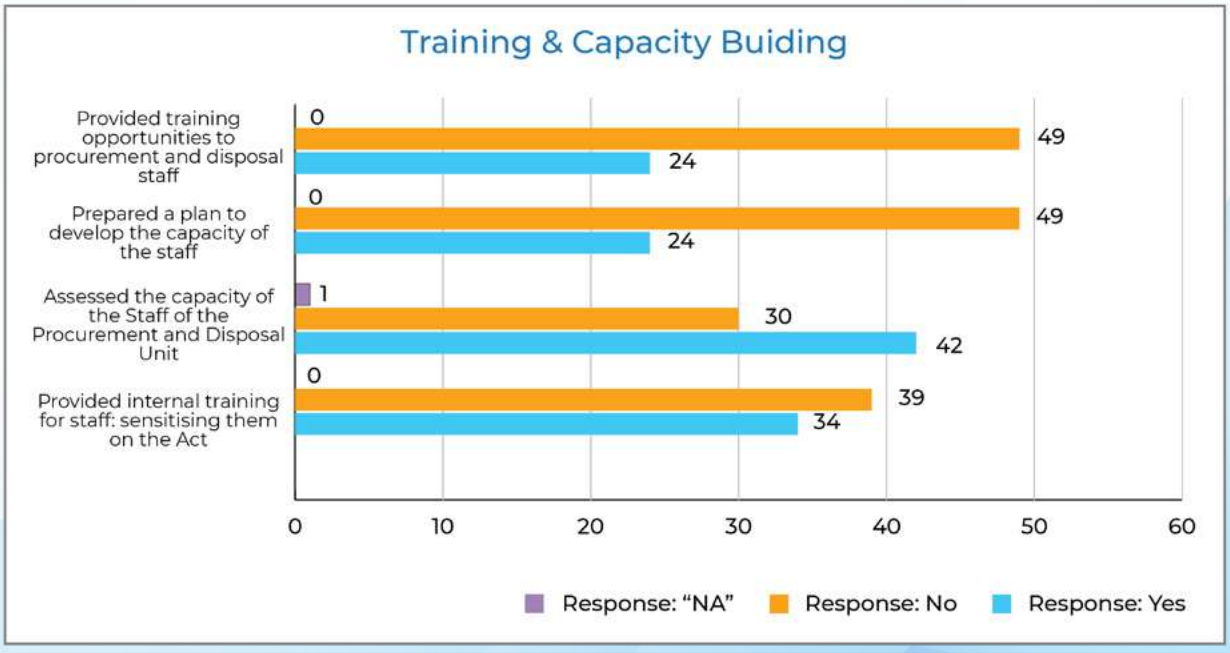
The objective of the RAC is to guide public bodies to:

- Assess their organisation's readiness by scrutinising their systems, processes, protocols, and ability to adhere to the legislative framework and stipulated guidelines;
- Identify areas for improvements, advancements, or prolonged challenges by conducting a comparative analysis against progress made in their compliance readiness over the intervening years, from the 2020 RAC to the 2023 RAC; and
- Explore the recommendations contained in the Roadmap for Compliance to enhance compliance frameworks, bridge identified gaps, and implement change management strategies.

[11] The 1st Readiness Assessment Checklist was issued in January 2020 and re-issued in August, 2020.

The Value of the RAC

Internal Control Framework Development: Analysis of the data revealed a growing awareness of the importance of internal controls in safeguarding against misconduct and ensuring accountability with 60 per cent of respondents indicating the presence of robust internal control mechanisms in their organisations.



Section III – Diagram 10: Training & Capacity Building

Capacity Needs Assessment: With a mere 57 per cent of respondents undertaking a capacity needs assessment, there appears to be a gap in the systematic identification and addressing of capacity deficiencies that would enable public bodies to align their personnel capabilities with procurement demands.

Organisational Structure and Delegation of Authority: A clear framework for dividing and coordinating the work of procuring units and ensuring clear lines of authority was established by approximately 60 per cent of responding public bodies.

Compliance Reporting Requirements: A concerningly low compliance rate of 12 per cent for the submission of quarterly reports indicates a critical area for the implementation of robust reporting and compliance monitoring mechanisms by public bodies.

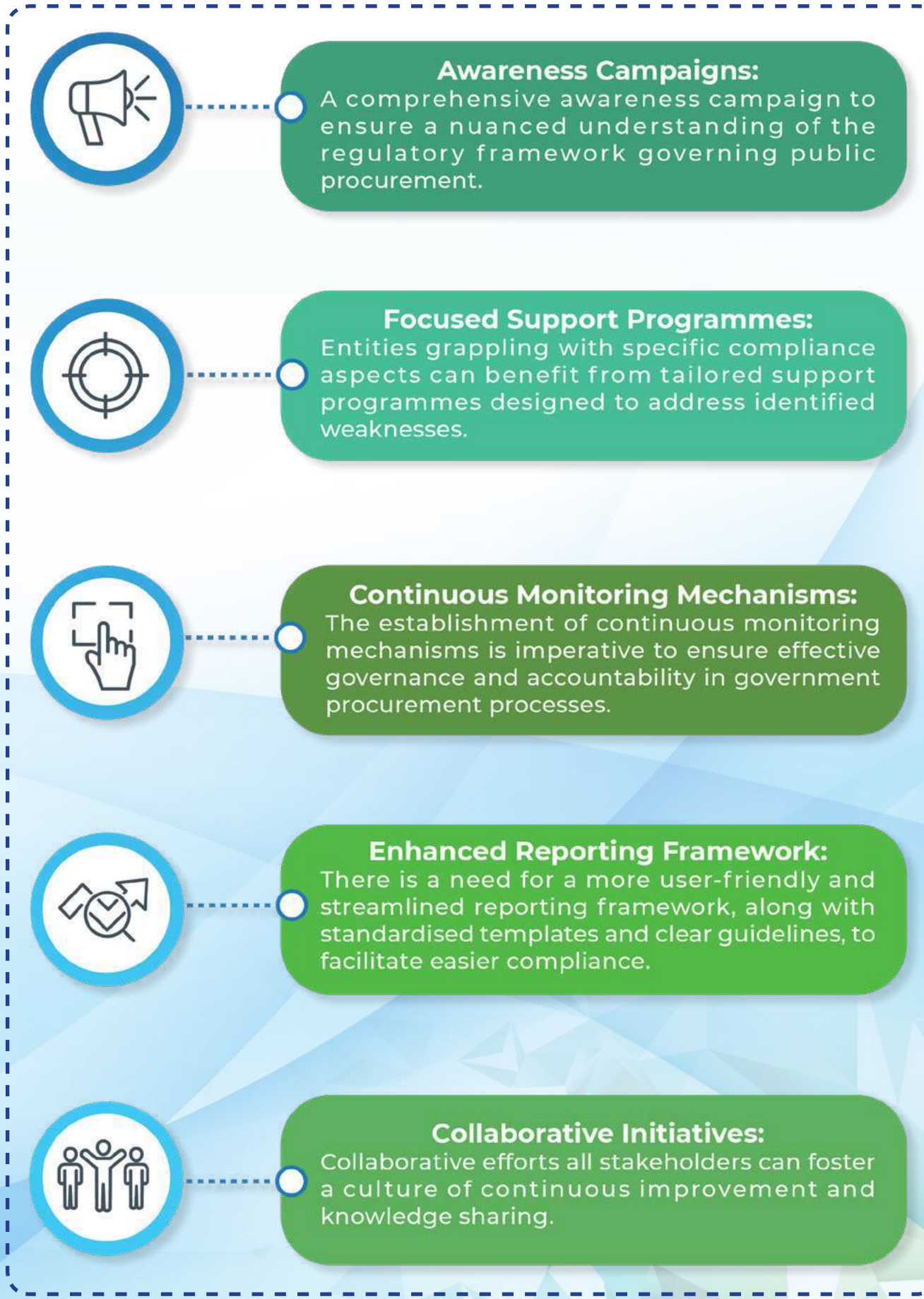
Establishment of Internal Systems for Performance Monitoring: The commitment of public bodies to scrutinise their public procurement and disposal functions via ongoing assessments aimed at addressing identified gaps and weaknesses represented 49 per cent of responses.

Strategic Recommendations

In the pursuit of procurement reform, the RAC serves not only as a diagnostic tool but a guiding compass towards transparency, efficiency, and accountability. As public bodies navigate the complexities of change management, the RAC emerges as an invaluable tool, offering a systematic framework for assessing readiness, and identifying key areas for improvement.

The data gleaned from the RAC suggest that the significant developments required to attain progress in Trinidad and Tobago's procurement reform journey have been stymied by a resistance to change by public bodies, lack of compliance, lack of harmonisation of internal practices and procedures with the legislative and regulatory framework, lack of monitoring and evaluation mechanisms and capacity and resource constraints.

Accordingly, to provide continuous support to the compliance process within public bodies, the Office has outlined a series of interventions:



Section III- Diagram 11: Series of Interventions

CONCLUSION:
PIONEERING PATHWAYS IN PROCUREMENT REFORM

Trinidad and Tobago is poised to stand as the vanguard of capacity development in the Caribbean region. The Office's innovative LMS, with its robust training modules, signifies a pivotal shift towards a more accessible and dynamic learning environment, tailored to public procurement professionals and other stakeholders.

The development and implementation of the Office's procurement capacity programmes will not take a "one size fits all" approach. As such, in tandem with a range of capacity-building endeavours, the Office continues to champion the cause of professionalisation. By raising the profile and credibility of procurement professionals, developing a transferable body of knowledge and positioning procurement strategically, skilled procurement practitioners will reshape the public procurement landscape by pursuing policy objectives and delivering value for money.

The Office's multi-faceted approach to capacity development encompasses the enabling environment, the organisations, and the human resources. To facilitate a smooth implementation of capacity building interventions, the Office has strategically partnered with both local, regional, and international organisations, underscoring our commitment to fostering a culture of excellence in procurement. Collaborations with institutions like CAF, the IDB and the INGP serve as pillars of support, facilitating the exchange of expertise and best practices, and building the body of knowledge to propel Trinidad and Tobago towards procurement transformation.

Thus far, the procurement capacity development process in the country has been handled by the Office in relative isolation however an assessment of international and regional countries that have implemented similar procurement regimes indicate that capacity development strategies of this magnitude require more than one "owner" to translate into successful implementation.

Therefore, the extent to which high level stakeholders commit to these strategies and the reform process and make the necessary investments, will determine the long-term sustainability and success of the national procurement and disposal system as a whole.



SECTION IV

THE REDRESS MECHANISMS: CHAMPIONING EQUITY AND FAIRNESS

6

One of the functions of the Office pursuant to Section 13(1)(n) of the Act is 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 this Act.

INTRODUCTION

The paradigm shift triggered by the operationalisation of the new public procurement regime includes the codification of redress mechanisms for participants in public procurement who detect anomalies in procurement proceedings to report these to the Office for review and resolution. These remedies are as follows:

- **Challenge Proceedings** pursuant to Part V of the Act and supplemented by the Challenge Proceedings Regulations, 2021;

- **Ineligibility Proceedings** pursuant to Sections 58(3) and 59(8) of the Act and supplemented by the Ineligibility Proceedings Regulations, 2021; and

- **Complaints and Investigations** pursuant to Section 13(1)(n) and Part IV of the Act.

The data and analysis in this Section cover the period April 26, 2023 to April 25, 2024.



CHALLENGE PROCEEDINGS

Challenge proceedings serve as a self-policing mechanism to ensure adherence to the objects of the Act, notably the principles of accountability, integrity, transparency, fairness, equity and public confidence. Additionally, it can provide information which is "useful to the management of the procurement cycle and pinpoint specific areas or risks or weaknesses in the implementation process"[12].

A supplier or contractor ("the Applicant") can apply to the Office for the review of a decision or action taken by a procuring entity ("the Respondent") in procurement proceedings which is not in compliance with the Act and where that supplier or contractor has suffered or is likely to suffer loss or injury because of that decision or action.

The Challenge Process

The challenge process is initiated when the Applicant submits the prescribed Form 8, Application for Review ("The Application"), and supporting documents to the Office via the email filing platform challenge@opr.org.tt. Upon receipt, the Office will notify the Respondent of the Application, which will enable them to provide a reply to the facts and matters raised. Other suppliers or contractors who participated in the procurement proceedings under review, as well as any public body whose interests are or could be affected by the Application, have the right to participate in

[12] Peter Wanyama, Bid Protests as a measure of Integrity in Public Procurement: A Descriptive Study of Municipalities in Uganda, < https://www.ippa.org/IPPC4/Proceedings/01ComparativeProcurement/Paper1-16.pdf > accessed 12 October 2023

the challenge proceedings. The engagement of all parties involved allows for transparency and efficiency in the process, which is geared towards meaningful ventilation of the issues raised.

Powers of the Office

Under the challenge jurisdiction, the Office has the power to suspend the procurement proceedings or performance of a procurement contract or operation of a framework agreement, to protect the interests of the Applicant. This enables the maintenance of the status quo until the Office delivers its decision on the challenge. It is notable that the Respondent can request the Office to authorise the award of a procurement contract or enter into a framework agreement if a delay in doing so would be contrary to the public interest or such other consideration which would justify awarding the procurement contract or entering the framework agreement, while the Office conducts its review.

Therefore, the Office will exercise balance and due consideration to the material facts raised by the parties when exercising its power to suspend. This approach carries through to the final decision, which it issues at the end of the substantive challenge proceeding, as the Office can direct that the procurement proceeding be terminated, overturn an award or conversely, confirm the Respondent's decision or dismiss the Application.

Hearing Rules and Procedures

The Office has established Hearing Rules and Procedures for the conduct of Part V Challenge Proceedings, as well as other resources on this remedy system, which are available to the public via https://oprtt.org/challenge-proceedings/. These processes assist with the timely resolution of challenges within the statutory 20-day time period during which the Office is mandated to hear and determine these matters.

CHALLENGE PROCEEDINGS INITIATED SINCE FULL PROCLAMATION

In the year since full proclamation of the Act, the Office received eight (8) Applications. The salient features of these matters are summarised in Section IV Table 1 below.

Case Reference Number	Applicant	Respondent	Summary of the main grounds for Review	Status
CP2022-62	Higer Bus Company Ltd	Public Transport Service Corporation	a) Failure of the Respondent to provide a full and proper response to the Applicant's request for clarification in a timely manner. b) The Respondent's decision not to extend the tender deadline, following the modification of the tender document.	The Application was dismissed for non-compliance with the deadlines set out in Section 50(2) of the Act.
CP2023-2	Consortium led by Data Systems & Games Inc., in association with NTCS Ssom, Inc. Government Affairs Group LLC	National Lotteries Control Board	a) Failure of the Respondent to provide an evaluation process and a failure to adopt a two-envelope system in the Request for Proposal. b) Failure of the Respondent to publish the details of the award.	The Application was rejected and dismissed for non-compliance with Section 50(2)(b)(ii) of the Act and Regulation 8(1)(d) of the Challenge Proceedings Regulations, 2021.
CP2024-2	Five 9's Solutions Limited	The Environmental Management Authority	a) Failure of the Respondent to provide the name of the successful bidder, the successful bid price, or the date of the award in relation to a Request for Quotation.	The Application was rejected and dismissed for non-compliance with Regulations 8(1)(a) and 8(1)(d) of the Challenge Proceedings Regulations, 2021.

Case Reference Number	Applicant	Respondent	Summary of the main grounds for Review	Status
CP2024-3	Dylam Company Limited	The Water and Sewage Authority	a) The Respondent's use of an evaluation criterion which was not stated in the Invitation to Bid. b) Failure of the Respondent to notify the Applicant of the evaluation results.	Rejected and dismissed for non-compliance with Section 50(2)(b)(ii) of the Act and Regulation 8(1)d of the Challenge Proceedings Regulations, 2021.
CP2024-5	Instruplant Limited	The Water and Sewage Authority	a) The Respondent's assessment that the Applicant did not meet the requirements set out in the Invitation to Bid, which the Applicant disputed. b) The award of the contract to a bidder whose cost was in excess of 18 million more than the Applicant's bid.	Rejected and dismissed for non-compliance with Section 50(2)(b)(ii) of the Act and Regulation 8(1)(d) of Challenge Proceedings Regulations, 2021.
CP2024-6	C.E.P Limited	The North West Regional Health Authority	a) Whether the Respondent split the procurement proceedings contrary to Section 31 of the Act. b) Whether the Respondent applied the proper criteria in determining the award of the contract.	Pursuant to Section 50(10)(e) of the Act, the Respondent was directed to terminate the procurement proceedings with immediate effect for failure to comply with the objectives of Section 5(1)(b) of the Act.

CHALLENGE PROCEEDINGS INITIATED SINCE FULL PROCLAMATION

Case Reference Number	Applicant	Respondent	Summary of the main grounds for Review	Status
CP2024-7	Ricky Raghunanan Ltd.	Land Settlement Agency	Whether the Respondent conducted the evaluation process and awarded the contract in accordance with the criteria in the Invitation to Bid.	Rejected and dismissed for failure to comply with the requirements outlined in Regulation 8(1)(d) of the Challenge Proceedings Regulations, 2021.
CP2024-8	Ricky Raghunanan Ltd.	Land Settlement Agency	Whether the Respondent conducted the evaluation process and awarded the contract in accordance with the criteria in the Invitation to Bid.	In the conduct of the evaluation process, the Respondent breached Section 34 of the Act. Pursuant to Sections 50(10)(h) and (b) of the Act, the Respondent was directed to immediately withdraw the Notice of Decision of Award issued to all Bidders and re-evaluate the Tender within three (3) months from May 23, 2024 in compliance with all provisions of the Act, Regulations and Guidelines issued by the Office.

Section IV Table 1: Summary of Challenge Proceedings

Six (6) of the Applications received did not proceed further than the preliminary stages as they were either submitted to the Office outside the mandatory statutory timeframes and/or omitted key documents required by the Challenge Proceedings Regulations, 2021. Section 50(2) of the Act imposes strict deadlines for the submission of the Application to the Office and failure to adhere to these deadlines will result in the dismissal of the Application pursuant to Section 50(8) and Regulation 4 of the Challenge Proceedings Regulations, 2021.

In this regard, CP 2022-62 related to the terms of solicitation but was submitted to the Office after the deadline for tender submissions, while CP 2023-2, CP 2024-3 and CP 2024-5 were submitted after seven (7) days of the publication of the notice of the decision or action which was being challenged.

Regulation 8 of the Challenge Proceedings Regulations, 2021 lists certain documents which are to be provided by the Applicant and where the Application does not conform to the Regulations, it shall be rejected. In relation to this statutory requirement, CP 2023-2, CP 2024-2, CP 2024-3, CP 2024-5 and CP 2024-7 were rejected and dismissed since these Applications were made by a company but no extract of the minutes certified by the relevant personnel under resolution and seal of the company's Board was provided.

Additionally, in CP 2024-2 the Applicant did not submit a completed Application in the prescribed Form 8, which is available on the Office's website. It is noteworthy that the Applicant in CP 2024-7 rectified its non-conformance in a timely manner and re-filed its Application, which was assigned case reference number CP2024-8.

CP 2024-6 and CP 2024-8 progressed through the entire statutory 20 day course of the challenge process, from the initial submission of the respective Applications to the final decision on the substantive issues raised. The parties in these matters were allowed to present evidence and submissions on their respective positions, after which the Office's Hearing

Panel ("the Panel") deliberated on all the materials and laws relevant to the determination of the issues. The hearings of these matters were made accessible to the public via live streaming on the Office's YouTube channel.

In keeping with the statutory requirement to provide written reasons for its decisions, the Panel's inaugural written reasons on the substantive merits of an Application were provided in CP 2024-6. Those written reasons demonstrated the balanced and considered approach exercised by the Panel when discharging its mandate. The Panel noted that the Respondent was faced with a financial situation which directly impacted the scope of the project, however, this was not disclosed to the proponents until the issuance of the Notification of Intention to Award. The wording of the Request for Proposals was for one project for design services where Stage 1 had to be completed before Stage 2, and there was no cancellation of Stage 2. The decision to award only Stage 1 affected the fairness of the process.

Mindful of all the circumstances in that matter, the Panel noted that the re-evaluation sought by the Applicant would not meet the objects set out in Section 5(1)(b) of the Act. The termination of the procurement process was selected as a more suitable remedy. Notably, this approach allows the Respondent to re-engage the public procurement process fairly and transparently in light of its financial position.

In relation to CP 2024-8, the Panel found that the Respondent failed to adhere to the procedure set out in the Act in relation to the treatment of abnormally low tender submissions and consequently directed the re-evaluation of the tender in accordance with the relevant legislative requirements and Guidelines. This recourse reinstated fairness in the process and allows the Respondent to reassess its approach in accordance with legal requirements.

Given the nascent stage of the challenge jurisdiction, limited analysis of challenge data can be produced for this inaugural report. However, the Office anticipates that as challenge proceedings are utilised more frequently and procedural defects are minimised, the following data will be collected to establish comparative trends as the public procurement landscape develops in Trinidad and Tobago:

- The value of the procurement proceedings which form the subject of challenges;
- The number of challenges brought against each public body;
- The common grounds of review;
- The number of challenges ventilated at the hearing stage; and
- The final orders made by the Panel.

INELIGIBILITY PROCEEDINGS

The grounds for ineligibility are consistent failure to provide satisfactory performance, indulging in corrupt or fraudulent practices, conviction of an offence under the Act or offering an inducement or any corrupt, fraudulent, collusive, coercive or obstructive practice in relation to a tender or proposal.

Ineligibility proceedings is the process utilised by the Office to determine whether a supplier or contractor or senior officer ("the Respondent") has engaged in prohibited conduct under the Act and what ineligibility sanction should be imposed if there is a proven cause for ineligibility.

Once placed on the public ineligibility list, the general effect is the exclusion of the Respondent from receiving contracts from procuring entities for a defined period[13]. This remedy system aims to deter corruption, waste and abuse of public funds and promote ethical business practices[14].

[13] An exception to this is created by Regulation 9(2) of the Public Procurement and Disposal of Public Property (Ineligibility Proceedings) Regulations, 2021 which states:
"Notwithstanding the ineligibility of a supplier or contractor, a procuring entity may continue contracts or sub-contracts in existence at the time of the listing on the ineligibility list, unless the Accounting Officer, or his equivalent in a public body, directs otherwise."

[14] Steven Shaw and Jade Totman, Suspension & Debarment Strengthening integrity in international defence contracting, 2015
<https://ti-defence.org/publications/suspension-debarment-strengthening-integrity-in-international-defence-contracting-2 > accessed 12 October 2023.

The ineligibility process can be initiated by the submission of a report of prohibited conduct and supporting documents by an officer of a procuring entity, a bidder or a member of the public to either the Accounting Officer or equivalent of a procuring entity or directly to the Office via ineligibility@opr.org.tt. The Office has established Hearing Rules and Procedures for Ineligibility Proceedings and other resources which are available to the public via https://oprtt.org/ineligibility/.

During the reporting period, no reports of prohibited conduct were submitted to the Office however, it is expected that as this process is engaged more frequently, the statistics would highlight the Respondents' grounds for ineligibility and ineligibility sanctions imposed.

REFLECTIONS OF THE REDRESS MECHANISM ON THE PUBLIC PROCUREMENT LANDSCAPE

The Organization for Economic Cooperation and Development has noted that the number of complaints and reviews can be a reflection of the extent of trust in the remedies system. A low number may suggest a lack of credibility, high costs or other defects in the system (for example, strict time limits) or conversely, that procurement proceedings are being conducted lawfully. A high number may signal many breaches in procedure or be an attestation to the litigious nature of the society. The stage of disposition of a review is also useful as it can indicate whether corrective action was taken by the procuring entity in light of a patent breach. The appeal mechanism attached to reviews also provides an indication of whether the first instance review thoroughly considered the material facts and matters presented before it.

With respect to ineligibility, in the United States of America, educational programmes aimed especially at public officials on the importance of reporting prohibited conduct had the effect of increasing the number of referrals to debarring officials in that country . It was recognised that this also enabled both companies and officials to focus on corrective measures to address the misconduct.

AUDIT AND INVESTIGATION

The establishment of an audit and investigative function within the Office marks a significant milestone in the evolution of public procurement and disposal practices in Trinidad and Tobago. This function plays a pivotal role in ensuring that the provisions of the Act are adhered to.

AUTHORITY OF THE OFFICE TO AUDIT AND INVESTIGATE PUBLIC BODIES

Section 13(1)(h) mandates the Office to audit and review the systems of procurement and disposal of public property in public bodies.

The Office is mandated to ensure that public procurement and disposal activities are conducted in compliance with the objects of the Act.

Section 13(1)(n) grants the Office the authority 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.

This responsibility ensures that the procurement and disposal processes align with the legal and regulatory framework promoting transparency, efficiency, and accountability. The Office's audit function is critical in identifying areas of non-compliance and recommending corrective actions to uphold the integrity of public procurement and disposal activities.

This investigative power allows the Office, if satisfied that there are reasonable grounds for suspecting that an offence has been committed, to make a report to the Director of Public Prosecutions ("the DPP") who may take such action as he thinks appropriate. The Office is also required, after conducting an investigation, to inform affected parties and the relevant Minister, the Chief Secretary or public official having responsibility for that body, of the result of that investigation and make such recommendations as it considers necessary.

Auditing Public Bodies

The Office has adopted a strategic approach to fulfilling its mandate under Section 13(1)(h) of the Act. Proactive steps have been taken to prepare for the comprehensive engagement of audits across public bodies. Recognising the complexities involved in achieving compliance and standardisation across diverse procuring entities, the Office has developed an Audit Manual to guide the auditing process. In addition, a thorough risk assessment was conducted, considering factors such as, but not limited to, the size of each public body, budget allocations provided by the Ministry of Finance for the procurement of goods, works and services, requisite staffing for the public procurement function and the robustness of public bodies' approved policies and procedures.

Through its oversight functions, the Office aims to ensure that the country receives the best value for the public funds expended. This will be achieved by critically assessing procurement practices across public bodies and recommending improvements that eliminate inefficient spending and optimise resource allocation and use.

Equipped with these insights, the Office has crafted detailed audit programmes and assembled working papers that are aligned with the Act, Regulations and Handbooks and Guidelines.

These preparations are indicative of the Office's commitment to enforcing compliance and enhancing transparency within public procurement, ensuring that every audit conducted is thorough, fair and capable of addressing the unique challenges and risks associated with each public body. This strategic approach not only prepares the Office for effective audit engagements but also sets a high standard for accountability and efficiency in public spending.

On the basis of this preparatory work, the Office will commence the auditing of public bodies in the current fiscal year.

Investigating Complaints

> **Section 41(1): "The Office may on its own initiative or shall as a result of a complaint made under this Act, consider, inquire into and investigate any alleged breach of this Act."**

A complaint is a formal written statement of an allegation that bid rigging or other forms of collusion, an irregularity in procurement proceedings or a breach of the Act has occurred. The complaint process is initiated by completing a Complaint Form. This form can be submitted to the Office in accordance with Section 41 of the Act via:

- Online submission to complaints@opr.org.tt;
- Mail-in submission at Level 19, Tower D, Port of Spain International Waterfront Centre, 1A Wrightson Road, Port of Spain;
- In person through "walk-in" submissions at Level 19, Tower D, Port of Spain International Waterfront Centre, 1A Wrightson Road, Port of Spain; and
- The Whistleblowing Platform.

Once a complaint is received by the Office, a Complaints Officer will conduct an intake of the Complaint Form and any supporting documents and assign a number to the complaint. The Complainant will receive an acknowledgement letter of receipt of the complaint. The complaint is then reviewed by the Legal Department to ensure that the subject of the complaint falls under the purview of the Act. The complaint is then transmitted to the Audit and Investigations Department and assigned to an Investigator who will conduct an investigation of the allegations made. Once the investigation is concluded a report is prepared and relevant action taken. The Complainant will be notified by a formal letter of the result of the investigation.

Complaints received for the period April 26, 2023, to April 25, 2024

A total of 32 complaints were received, the majority from suppliers and contractors highlighting inconsistencies in the procurement process, lack of transparency, and a failure by public bodies to provide requested clarifications or documents. As of April 25, 2024, the number of complaints under review and assessment by the Legal Department was 13, with 14 being investigated and five (5) closed.

Review of Complaints

The Office has conducted a comprehensive review of the complaints made during the reporting period. The assessment suggests that public bodies, as well as suppliers and contractors, are slow in coming to terms with their obligations under the Act. This has resulted in slow uptake and/or a lack of implementation by public bodies with the requirements of the requisite procurement and disposal of public property policies and procedures. Some of the common issues identified by the Office were:

Poor development of procurement specifications/ requirements

- Specifications tend to be tailored for a specific supplier or contractor

and the selection criteria are not objectively defined and established in advance.

Inappropriate choice of procurement method

- Lack of proper justification for the use of non-competitive methods;
- Overuse of non-competitive methods; and
- Inappropriate application/justification for emergency cases.

Improper request for proposals/bids

- Failure by public bodies to issue public notices for the invitation to bid;
- Evaluation and award criteria are not clearly identified;
- Public notices for the award of a contract or framework agreement are not promptly disclosed and/or published.

Whistleblowing Reports

The Whistleblowing Platform is provided through Integrity Counts, a reporting system administered by Whistleblower Security, an independent company that is based in Canada. The online facility is available 24/7.

All Whistleblowing Reports are treated with the strictest confidence.

The Office received 49 Whistleblowing Reports related to Section 41 of the Act, primarily pertained to allegations of fraud, corruption, mismanagement of public funds, and breaches of procurement procedures.

Five (5) Whistleblowing Reports classified as Section 41 complaints were under "Active Investigation," with three (3) awaiting additional information. A total of 41 Whistleblowing Reports were closed due to issues related to insufficient evidence or the matter not falling within the Act's remit.

Most Whistleblowing Reports were submitted anonymously, which can impede the follow-up processes, but also emphasises the need to safeguard whistleblowers' identities. Generally, whistleblowers were either unwilling or unable to provide supporting documentation to progress the case forward to investigation. In the main, the reports centred around the issues of:

- ◊ Fraud and corruption;
- ◊ Mismanagement of funds;
- ◊ Collusion; and
- ◊ Procedural non-compliance.

These recurring issues point to systemic failures within the public procurement and disposal system which must be accorded urgent attention by public bodies.

Investigative Model

The Office initiates an investigation after assessing a complaint and identifying potential breaches of the Act, Regulations and Handbooks and Guidelines.

The Investigative Model is outlined in Section IV-Diagram 1.



Section IV- Diagram 1 - The Investigative Model.

THE WAY FORWARD

The Office intends to monitor the functioning of the redress mechanisms *vis a vis* the public procurement and disposal landscape. This will enable an assessment of the progression of reform and the determination of the measures that the Office can implement along with stakeholders to catalyse positive change towards the achievement of the objects of the Act.

The Office proposes to analyse the incoming data to determine whether there is a pattern of procedural or other missteps by procuring entities during the procurement proceedings which are present frequently in Challenge Proceedings or Complaints. This can inform the need and development of targeted capacity building programmes to assist procuring entities with overcoming common pitfalls when executing procurement and disposal. The statistics may also provide insight into the practical functioning of statutory requirements and assist with determining whether legislative or policy interventions are needed, either within or outside the realm of public procurement, to ensure that the targets of public procurement reform are realistic and achievable.



SECTION V

DRIVING TRANSFORMATION THROUGH STAKEHOLDER ENGAGEMENT



PRIOR TO PROCLAMATION

Shortly after the installation of the Office's Procurement Board in January 2018 and even before the Office occupied physical space, members of the Board began meeting with various stakeholders, including civil society groups such as the Joint Consultative Council.

Sub-points "1" to "6" below provide insights into some of the notable activities which occurred during the period 2018 to 2022.

1. **July 2018** - The Office commenced several introductory and informational sessions with key businesses and professional groups, such as the British Caribbean Chamber of Commerce, Trinidad Union Club and the Association of Professional Engineers of Trinidad and Tobago. These sessions underscored the role and functions assigned to the Office and the obligations placed on stakeholders.

Prior to full proclamation of the Act, the Office conducted 345 Bespoke Sensitisation Sessions with key stakeholder groups.



2. **September 2018** - The Office embarked upon its first widespread stakeholder engagement and consultation sessions targeted at public bodies. These sessions focused on how public bodies were required to execute procurement proceedings under the new regime and on soliciting feedback on the draft Regulations. A programme of **345** bespoke sensitisation sessions with public bodies, suppliers and contractors and other professional groups was conducted by the time the Act was fully proclaimed.

3. **September 2019** – Capacity building workshops commenced in 2019. These workshops spanned a period of three (3) days each and were convened in San Fernando, Port of Spain, and Tobago, for Accounting Officers and "named" Procurement Officers of all public bodies. Presentations addressed the content of the proposed Regulations, Handbooks and Guidelines and the stages of the procurement cycle (i.e., from planning to contract management and disposal). Breakout sessions and worked examples built into each day's activities enhanced knowledge sharing, networking, and one-on-one interactions with presenters and Office staff to address unique challenges.

4. **2020** – Notwithstanding the COVID-19 pandemic, sensitisation on compliance with the Act continued undeterred, with the mode of delivery being switched to virtual presentations. The Office launched its Procurement Depository by hosting a series of **24** webinars between July and September focusing on:

    - Code of Ethics
    - UNSPS Codes
    - Pre-qualification of local, CARICOM and international suppliers or contractors
    - Pre-qualification for public bodies

    In January 2020, the Office issued a Readiness Assessment Checklist to all public bodies to help them understand the steps required for compliance with the Act and Regulations. This effort elicited an extremely poor response. This effort elicited an extremely poor response rate of 13 per cent. The Checklist was re-issued in August 2020 and still only received responses from 22 per cent of the public bodies.

The Office also held its first webinar on Developing the Annual Procurement Plan in November 2020, in preparation for public bodies' obligations upon full proclamation of the Act.

5. **2021** - The Office continued to prepare public bodies for full proclamation of the Act, through the rollout of Training Standards, Competence Levels and Certification Requirements to "named" Procurement Officers, Accounting Officers, HR Professionals and Education Institutions. Additional webinars were hosted on the topics - "Preparing the Annual Procurement Plan" and "Developing Special Handbooks and Guidelines". The Office also launched its Sustainable Procurement Campaign for World Environment Day, pursuant to the objects of the Act.

6. **2022** – Sessions were conducted on the Depository as well as on the theme – "Strengthening Procurement within the Services Sector" as part of the capacity building strategy targeting public bodies and suppliers and contractors. In August 2022, the Office also hosted two (2) webinars geared towards sensitising public bodies and suppliers and contractors on Challenge Proceedings.

   A six-part training series titled "Procurement in Action" was conducted, which provided an in-depth training of procurement under the new procurement regime. Focus was placed on the key elements of the procurement cycle from planning to contract management. Participants were assessed via assignments and certificates were issued to attendees of all six (6) sessions. Several bespoke sessions were also conducted with the Tobago House of Assembly.

   The Office hosted its first roundtable discussion which addressed the question of whether there was unfettered power to audit and investigate. This discussion targeted a wider audience, including the public and civil society, and allowed for meaningful interaction and feedback.

   In December 2022, a presentation was made to the major media houses pertaining to the functions of the Office and its mandate.

ONE YEAR SINCE FULL PROCLAMATION

Upon full proclamation, the Office's first priority was to keep its proverbial ear to the ground to fully understand stakeholders' needs, anticipate issues and maintain open lines of communication. This cultivated an environment for agile responses to stakeholders' expectations.

In this period, **50** additional sensitisation and capacity building sessions were hosted. The Office utilised feature appearances to inform stakeholders and to disseminate strategic information which addressed pertinent issues in the public domain. The Office also launched a video formatted brand story which captured the key developments which led to the historical call for public procurement reform to the birth of the Office. Through the medium of storytelling, the brand story aims to build further awareness and support for the organisation's mandate.

The Office's website and social media channels are managed and monitored to ensure regular updates of new information. These digital platforms serve as a catch-all repository of information, guidance, forms and templates, updates, news, events, and other relevant content sharing for all stakeholder groups. Posts on social media are boosted to ensure maximum coverage and publicity to specified stakeholders at any one point in time.

Full proclamation opened the door for the operationalisation of the remaining sections of the Act. Vital platforms were activated related to redress systems available to stakeholders. Building awareness of these platforms, as well as fostering a sense of public trust and confidence in such systems, continued to be critical to produce the desired results. These redress systems included

the Whistleblowing and Complaints Processes, Ineligibility and Challenge Proceedings. Advertising campaigns for these systems use an integrated approach to ensure maximum coverage and exposure of the information. Campaigns are set to include quarterly rotation on mass media including radio, television, and press, as well as via digital marketing channels (website, direct emails, and social media feeds) and prominent outdoor advertising spaces.

Additional details of key post proclamation activities are presented in Sections A to D below.

A. Notable Post-Proclamation Operational Activities of the Office

In June 2023, the Office launched its Learning Management System ("LMS"), which consists of eight (8) modules. The LMS is a virtual platform that allows for on-demand access to interactive learning material on the Act, Regulations, Handbooks & Guidelines, etc. Certificates of Participation were obtained based on the successful completion of these learning modules.

POST-PROCLAMATION ACTIVITIES OF THE OFFICE

- **Launched the Learning Management System.**
- **Issuance of Training Standards, Competence Levels and Certification Requirements for Retention and Disposal.**
- **Responded to questions and queries related to various areas and systems of operations under the Act.**
- **Continued issuance of Public Advisories and the introduction of a newsletter.**
- **Executed a Programme of Regional Sensitisation Sessions.**
- **Published an extensive list of FAQs.**
- **Conducted numerous Webinars and one-on-one sessions.**

To support the development of public procurement capacity, the Training Standards, Competence Levels and Certification Requirements for Retention and Disposal were presented to "named" Procurement Officers, Accounting Officers, HR Professionals and Education Institutions.

An influx of questions and queries on implementation of the new regime occurred as expected, through the various modes of communication with the Office. Thousands of telephone calls, emails and requests for assistance were addressed, relating to the new procurement process and the Depository. The Office also issued an updated Readiness Assessment Checklist to obtain feedback from public bodies, but the responsiveness of public bodies remained disappointingly poor.

The Office continued its issuance of public advisories to inform public bodies of their obligations under the Act and the actions of the Office. Over the period 2018 to April 25, 2024, the OPR published **24** Public Advisories. A newsletter entitled "Procurement Buzz" was introduced where to date, nine (**9**) newsletters have been posted.

An extensive compendium of Frequently Asked Questions ("FAQs") was compiled and posted on the Office's website, which addressed a spectrum of concerns and inquiries pertinent to ethical protocols, regulatory adherence, the Depository, and procedural intricacies within the public procurement landscape.

B. Engagement of Public Bodies on Reporting Requirements

PUBLIC ADVISORIES ISSUED RELATING TO REPORTING REQUIREMENTS

- **#19:** Request for all public bodies to remit information on the AO and NPO
- **#20:** Appointment of Procurement Regulator
- **#21:** Request for submission of contract information pursuant to S. 37
- **#22:** Submission of Disposal Information
- **#23:** Extension of Time: Submission of contract information
- **#24:** Fees associated with Bidding Documents

Section 37 of the Act mandates that "**a procuring entity shall submit to the Office no later than three (3) weeks after the end of each quarter a report of all contracts awarded during the immediately preceding quarter**." Notwithstanding the public advisories, the Office encountered numerous challenges in obtaining and verifying the data for the five (**5**) month reporting period under the fully proclaimed Act.

As outlined in Section I of the Report, the Office, in response to these challenges, undertook various remedial actions with the public bodies *(e.g., webinars, one-on-one meetings, the introduction of "Q&A" sessions)* with the objective of improved reporting in subsequent quarters.

C. Outreach by Region

September 2023 to February 2024 - In addition to the continuation of bespoke sensitisation sessions delivered to individual public bodies, the Office embarked upon a Regional Sensitisation Programme for public bodies, suppliers and contractors.

Sessions commenced in Tobago and then continued around the various regions in Trinidad - Point Fortin, Mayaro/ Rio Claro, Princes Town, Arima,

Sangre Grande, Port of Spain, Diego Martin, San Juan/ Laventille, Tunapuna/ Piarco, Couva/Tabaquite/Talparo, Chaguanas, San Fernando and Penal/ Debe. These sessions underscored:

- Compliance requirements of the Act and Regulations;
- The process of registering on the Depository;
- Proposed changes to the Depository;
- Purpose and content of the Annual Procurement Plans;
- Other policy related documents;
- Retention and Disposal process;
- Obligations of suppliers and contractors;
- Roles and responsibilities of various actors in public procurement processes; and
- Avenues for redress – Whistleblowing, Challenge, Ineligibility and Complaints.

Procurement Depository clinics, where suppliers and contractors accessed one-on-one assistance with new and unresolved issues related to the registration process, were also conducted as part of the regional sessions.

D. Launch of Tobago Office

In response to the continuous call by public bodies, suppliers and contractors for a presence in Tobago, a sub-office was opened in Crown Point, Tobago on March 15, 2024. This location is best positioned to serve the growing needs of stakeholders in Tobago specifically.

The Office will continue to design "Tobago-specific" outreach programmes which will target the capacity gaps observed. This will ensure the most effective operationalisation of the new public procurement regime, cognisant of the drastic paradigm shift introduced by the requirements of the Act.








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SECTION VI

GAUGING PUBLIC TRUST AND CONFIDENCE IN PUBLIC PROCUREMENT REFORM

"5. (1) The objects of this Act are to promote—

(a) the principles of accountability, integrity, transparency and value for money;

(b) efficiency, fairness, equity and public confidence; and

(c) local industry development, sustainable procurement and sustainable development, in public procurement and the disposal of public property."

INTRODUCTION

Public consensus affirms that successful public procurement reform is a much-needed development in Trinidad and Tobago, given the nation's history of largescale projects and activities undertaken by public bodies, with no account for waste and mismanagement.

Against this historical backdrop however, it is apparent that current reform initiatives are being met with open mistrust and scepticism, regarding its ability to generate much needed change. Furthermore, expectations are also high that political will for public procurement transparency will be prioritised, for the benefit of all citizens.

Additionally, the demand from stakeholders for user-friendly procurement tools and systems, effective stakeholder engagement, and redress mechanisms that hold confidentiality and accountability paramount, also sends a clear message that the Office will continue to be held to account stringently, if public trust and confidence in public procurement reform is expected to improve. The Office regards stakeholder feedback reverently and will continue to actively listen to all demands to deliver effectively on its mandate.

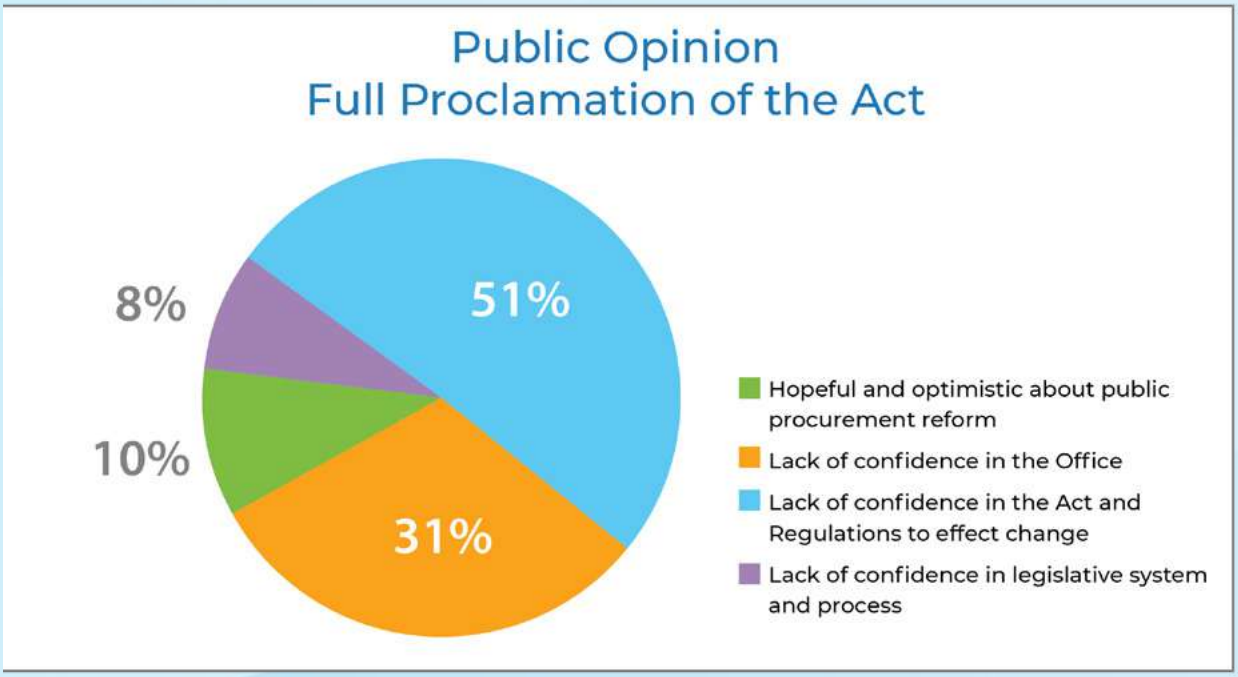
This section of the Report assesses the public's trust and confidence in the progress of public procurement reform in Trinidad and Tobago, since full proclamation of the Act. The data used was collected from public opinions expressed on various aspects of the implementation process and the issues raised in the public domain, via traditional and social media channels. The results are collated on a periodic basis, from April 26, 2023 to March 31, 2024 and thematically analysed.

APRIL TO SEPTEMBER 2023

In the period immediately following full proclamation of the Act (April 26 to June 30, 2023), two (2) trending issues inundated the public domain. These related to full proclamation of the Act and functionality of the Depository. Section VI Diagrams 1 and 2. are illustrative of public opinions.

THEME 1:
FULL PROCLAMATION OF THE ACT

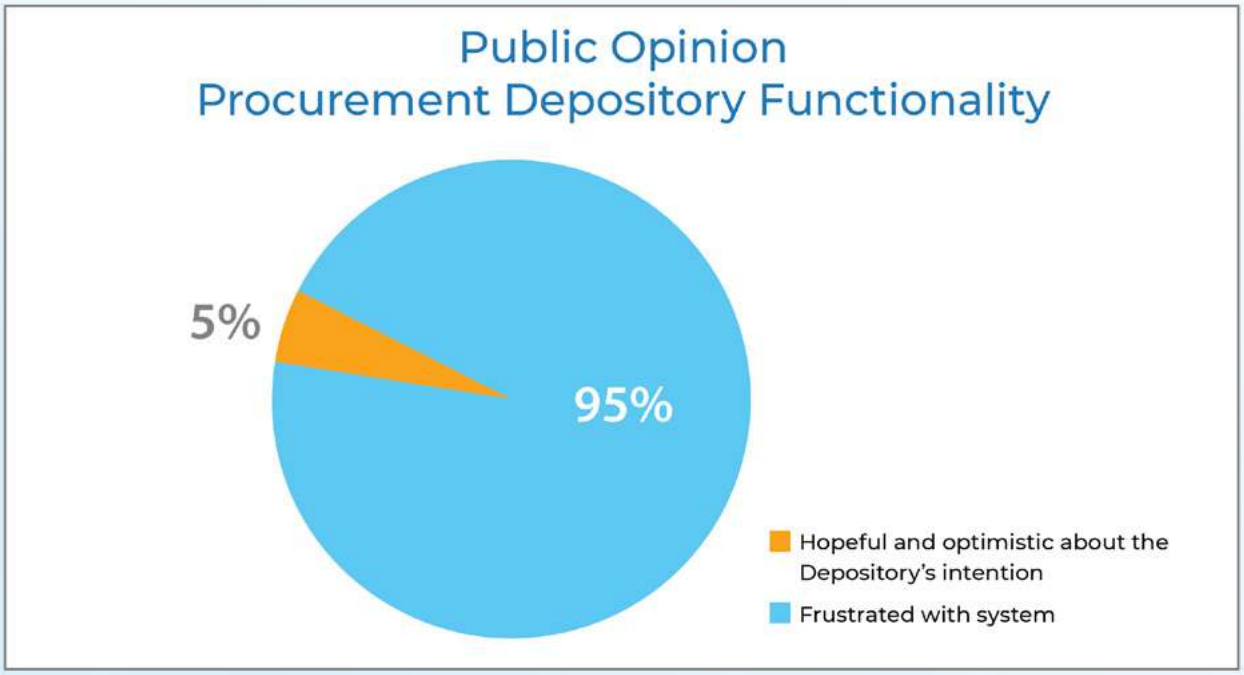
Based on the public's response, ten (10) per cent of respondents held a hopeful attitude towards full proclamation of the Act and the possible benefits for the nation. Most sentiments expressed that the length of time taken to proclaim the Act, and prior amendments to the Act and Regulations, appeared to dilute the parent Act's original intentions. This undoubtedly contributed to the public's perception that the Office may not be able to achieve the tenets of the Act, and ultimately, fulfil its mandate if these conditions persist.



Section VI - Diagram 1 – Public Opinion - Full Proclamation of the Act

THEME 2:
PROCUREMENT DEPOSITORY FUNCTIONALITY

Section VI- Diagram 2 illustrates stakeholders' heightened frustration with the requirements for them to successfully register and be pre-qualified on the Depository once full proclamation of the Act was realised. The influx of suppliers and contractors who flooded the system to ensure they could do business with public bodies post proclamation had a domino effect on the Office's capability to manage service-related issues, as quickly as the public and the Office would have preferred. Specific to this feedback, the Office was presented with the opportunity to dissect and assess the Depository with a view to improving its fitness-for-purpose, and user-friendliness.



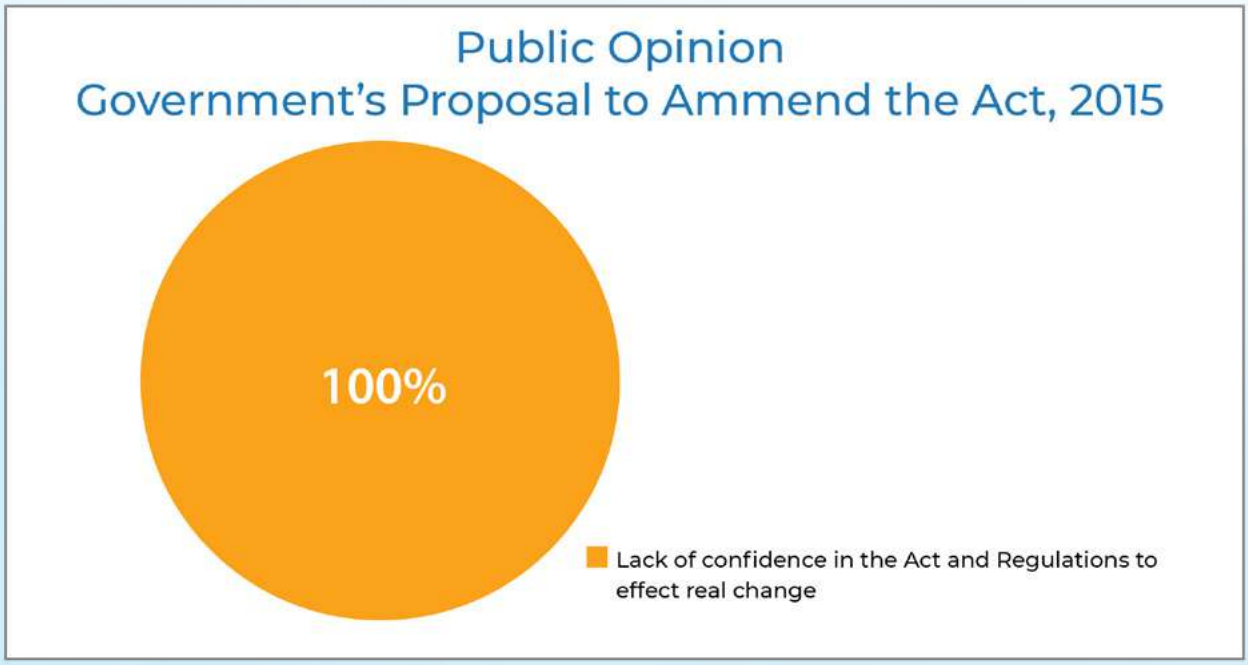
Section VI- Diagram 2 – Public Opinion - Procurement Depository Functionality

JULY TO SEPTEMBER 2023

In the Q4-2023, the trending topics were: 1) Government's proposal to amend the Act, 2) The Office's request for contract information, and 3) Launch of Office's Whistleblowing Platform. Section VI Diagrams 3- 6 analyse these themes in detail.

THEME 3:
GOVERNMENT'S PROPOSAL TO AMEND THE ACT

In response to the Government's proposal to amend the Act by inserting specified exemptions and other changes, there was a collective disaccord, particularly from the business community. This compounded the pre-existing notion, highlighted in the previous period, that the Act and Regulations were becoming too diluted to effect true public procurement reform. The business community also took this opportunity to weigh in on the Depository's shortcomings, which was linked to what they deemed faulty legislation.

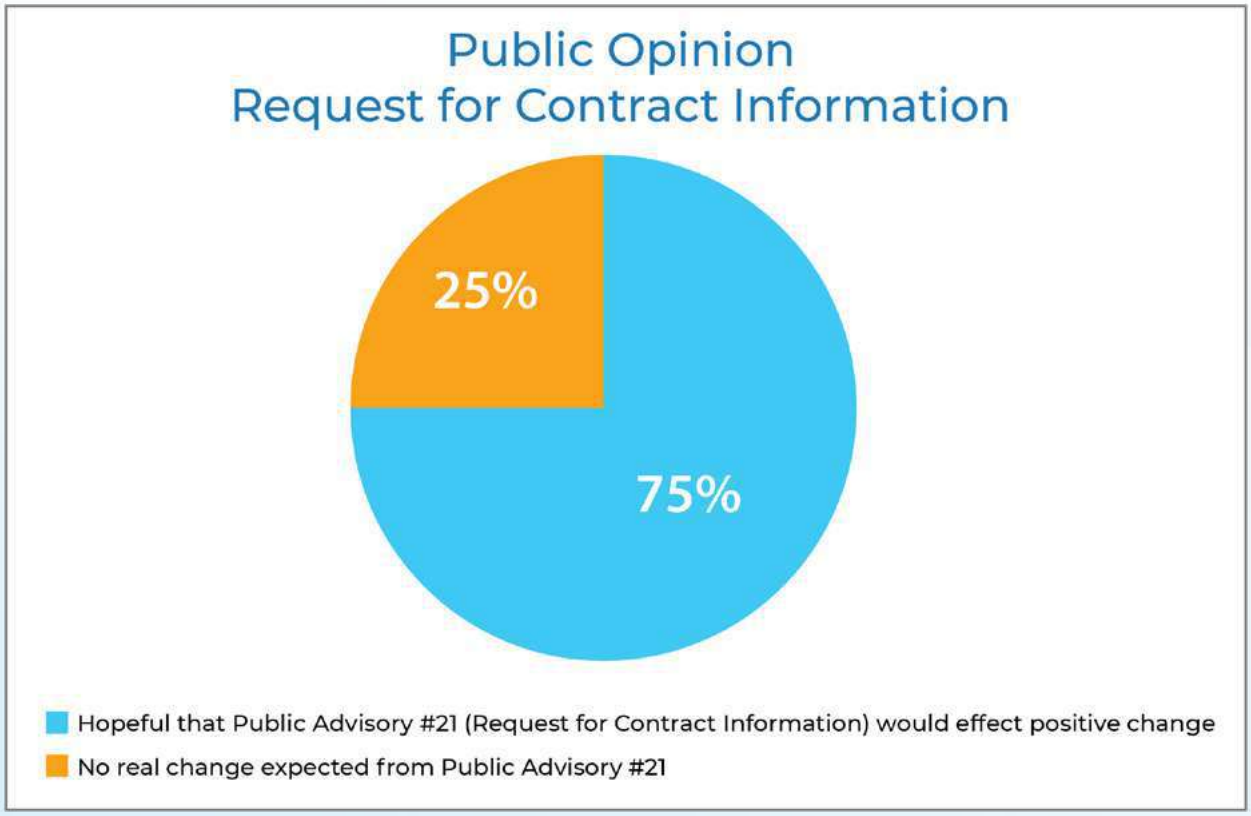


Section VI- Diagram 3 – Public Opinion- Government's Proposal to Amend the Act, 2015

THEME 4:
THE OFFICE'S REQUEST FOR CONTRACT INFORMATION

Seventy-five per cent of the public opinions expressed on the Office's request for contract information from public bodies, through Public Advisory #21, were hopeful that this exercise would yield transparency in government spending.

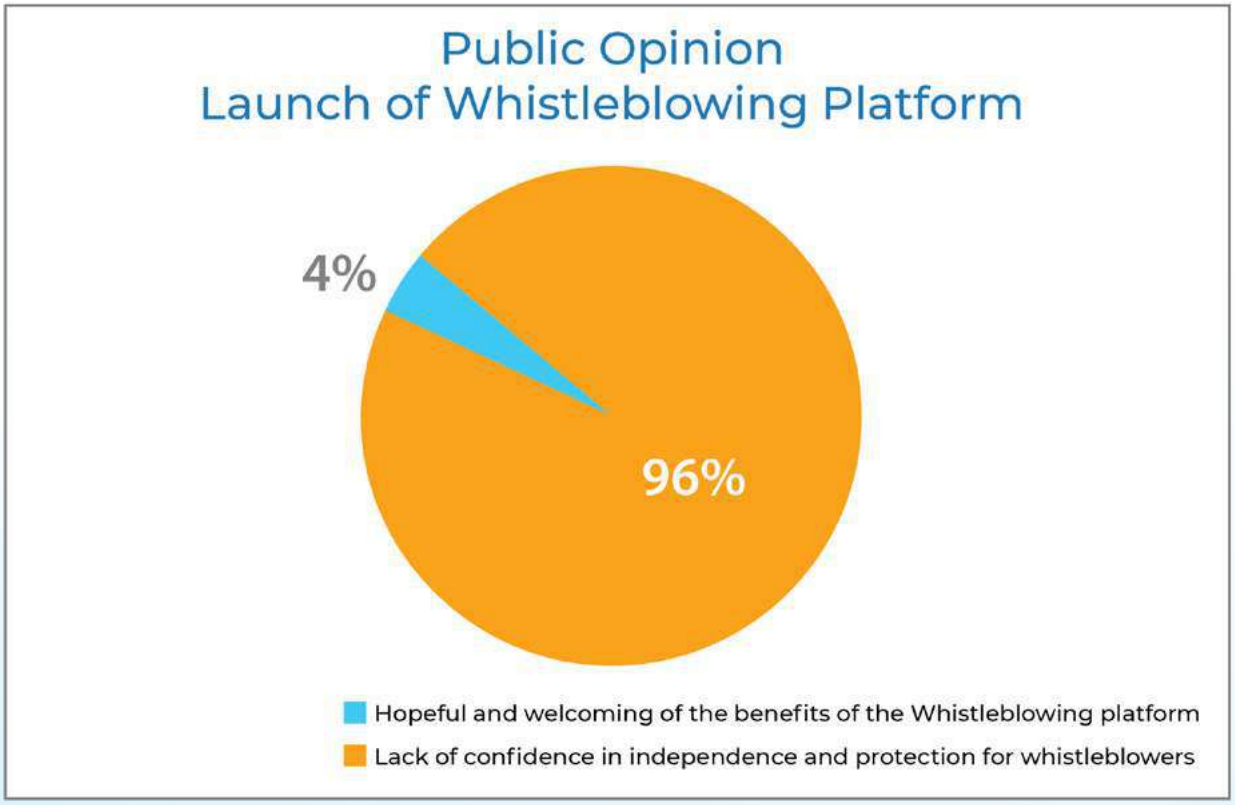
There was also a general positive notion from the public about the initiative. From this perspective, public procurement reform can be regarded as a much-desired state by the citizenry. Notably, the public recalled that throughout the nation's history, obstacles of varying kinds have prevented regulatory bodies like the Office from achieving their goals, resulting in some cynicism from 25 per cent of the respondents.



Section VI- Diagram 4- Public Opinion - Request for Contract Information

THEME 5:
LAUNCH OF THE WHISTLEBLOWING ("WB") PLATFORM

Any whistleblowing system developed to support public procurement reform must inspire a sense of safety, trust, and confidence to successfully encourage its use. While there is a general satisfaction with the existence of the Whistleblowing system since its launch, 96 per cent of these respondents simultaneously expressed trepidation regarding confidentiality and the ability to keep whistleblowers safe.



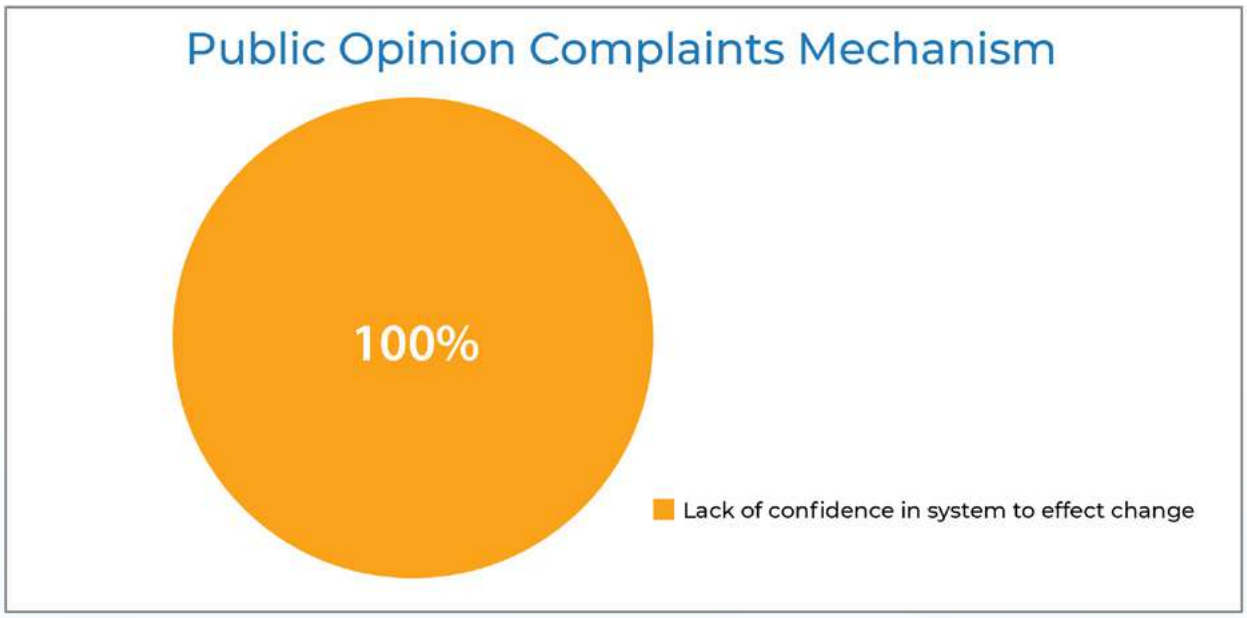
Section VI- Diagram 5 – Public Opinion - Launch of the Whistleblowing Platform

Q1-2024: OCTOBER 1 - DECEMBER 31, 2023

For Q1-2024, the Office's complaints mechanism was the most discussed topic. Section VI- Diagram 6 illustrates these results.

THEME 6: COMPLAINTS MECHANISM

One hundred per cent of the opinions expressed about the complaints mechanism were related to the public's lack of trust in such systems generally. Here, the Office was likened to similar organisations, with similar mechanisms, seemingly hampered by political interference. These organisations were viewed as having reaped little to no fruit from their efforts, with even less benefits to the nation's tax paying citizens.



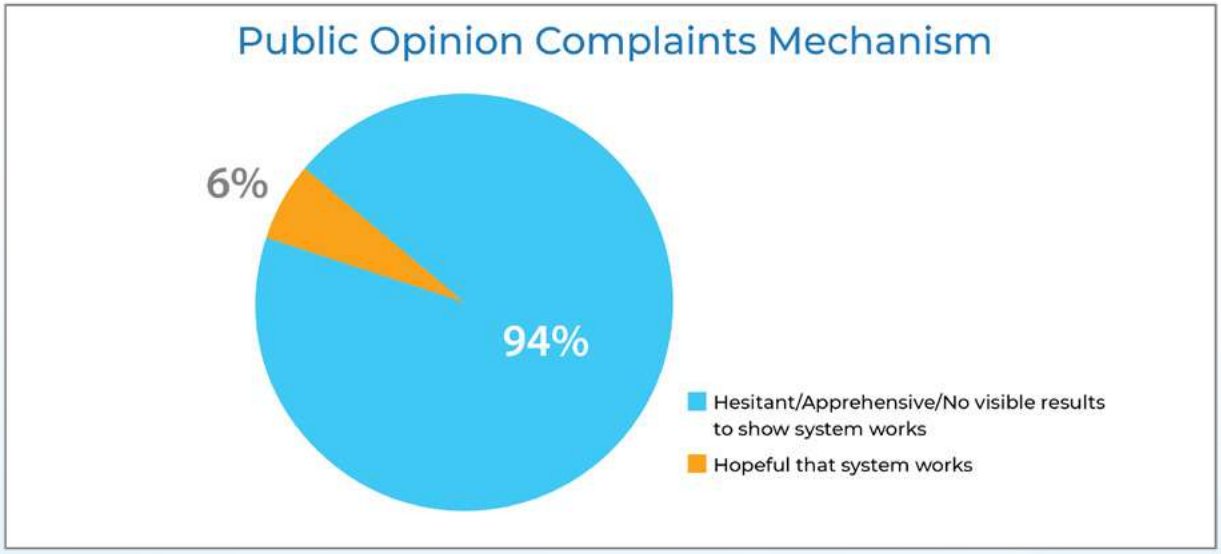
Section VI – Diagram 6 : Public Opinion Complaints Mechanism

Q2-2024: JANUARY 1 - MARCH 31, 2024

Over the reporting period, the public continued to express their opinions regarding the complaints mechanism and thoughts on the Office's regional stakeholder engagement sessions. Section VI- Diagrams 7 and 8 illustrate these results.

THEME 7: COMPLAINTS MECHANISM

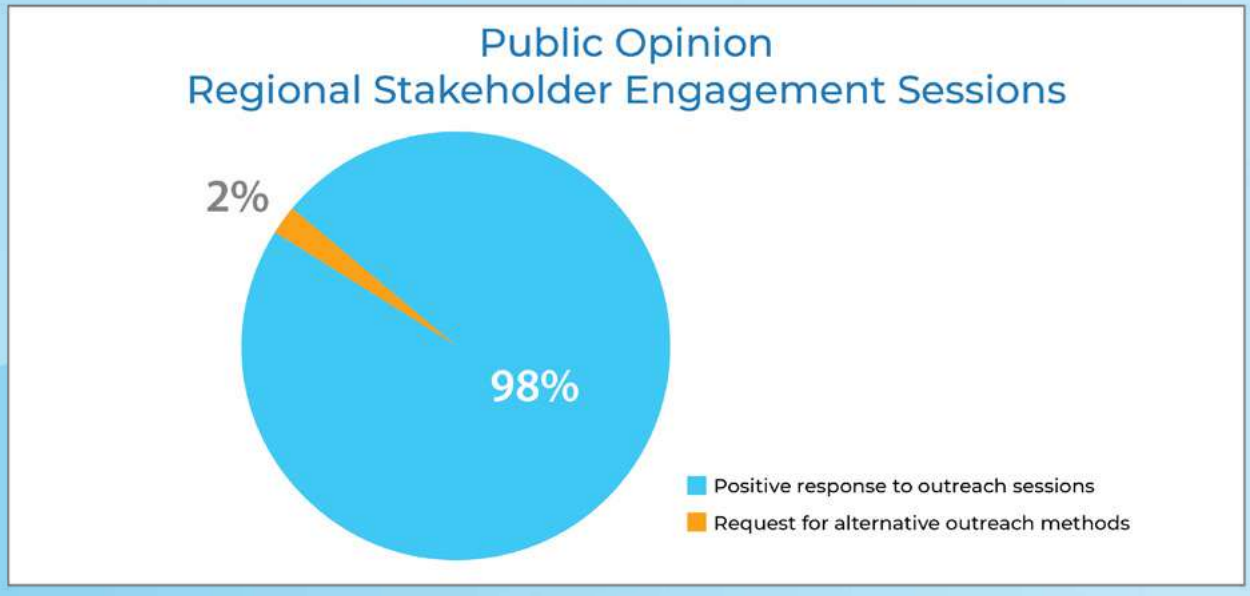
While in the Q1-2024, expressed apprehension with the Office's complaints system was linked to the failure of similar systems in other organisations arising from perceived political interference, in Q2-2024, 94 per cent of the responses demanded to see visible results to alleviate their hesitation. Regardless, there were a few hopeful expressions of positive expectations from the system.



Section VI – Diagram 7 – Public Opinion Complaints Mechanism

THEME 8:
REGIONAL STAKEHOLDER ENGAGEMENT SESSIONS

The Office's in-person regional stakeholder engagement sessions were well received by all participants, and this was reflected in the public domain by 98 per cent of respondents indicating their satisfaction with the initiative. The Office continues to use a hybrid approach (in person and virtual sessions) to its stakeholder engagements, depending on the objectives to be achieved by these activities.



Section VI- Diagram 8- Public Opinion Regional Stakeholder Engagement Sessions



SECTION VII

TACKLING THE CORE CHALLENGES WITH STRATEGIC INTERVENTIONS



INTRODUCTION

This inaugural year of full proclamation highlighted numerous challenges at the strategic and operational levels pertaining to the implementation, utilisation, operationalisation, and optimisation of the new public procurement and disposal system. This Section of the report emphasises the core challenges that underpin the deficiencies and failures outlined in previous Sections. These core challenges are those that, if not dealt with, have the potential to evolve into pervasive threats that can undermine the reform efforts. To mitigate against this, deliberate, coordinated strategy and actions are required by all key stakeholders. As such, this Section also outlines some of the actions taken by the Office thus far to relieve some of the burden on public bodies.

LACK OF INSTITUTIONAL CAPACITY AND CAPABILITY

The numerous queries and feedback received from public bodies since the Office's inception highlighted a significant lack of capacity and capability by public bodies to execute public procurement and disposal functions in compliance with the new legal and regulatory framework. This lack of capacity was evidenced by:

- The frequency and nature of the queries received by the Office;
- The prevalence of requests for sensitisation sessions;
- The nature and number of responses provided to the RAC;

- The results of the analysis of quarterly data reported by public bodies;
- The inadequate completion of modules on the LMS; and
- The high rate of non-compliance by public bodies to the requirements outlined in Section 24 of the Act.

Having suitably skilled, qualified, and knowledgeable practitioners to execute the procurement and disposal functions is a fundamental ingredient in ensuring the fulfilment of the objects of the Act. The analyses in preceding Sections of this Report, however, reveal a considerable deficiency in human resource capacity and capability to execute the procurement and disposal functions in accordance with the new legislative and operational framework.

Recognising these deficiencies and the potential impact on the success of the procurement system, the Office supported capacity development efforts through various interventions such as publishing Training Standards, Competence Levels and Certification requirements for Public Procurement and the Disposal of Public Property. These Standards sought to highlight the knowledge, skills and competencies required by public procurement professionals to support the recruitment process as well as to identify gaps for capacity development. The Office also launched a Learning Management System ("LMS"), made training videos accessible on the Office's website and responded to individual queries submitted by stakeholders. In addition, the Office explored the advantages of deploying "on-site" trainers embedded within public bodies. The role of these on-site trainers would be to offer expertise and guidance on compliance with the Act, Regulations and Handbooks and Guidelines. Through these interventions, the Office sought to cultivate the development of a sustainable pool of public procurement practitioners with the requisite knowledge, practical experience and skills to conduct the procurement proceedings in accordance with the Act, Regulations and Handbook and Guidelines.

LACK OF PROFESSIONALISATION OF THE PUBLIC PROCUREMENT PROFESSION

Professionalisation in public procurement is multi-faceted and intricate. It requires that the procurement workforce possesses the qualifications and experience, as well as a professional attitude to execute procurement tasks efficiently and strategically. To facilitate this, it is essential that the public procurement professionals be adequately trained and experienced. Activities over the inaugural year, however, revealed that public procurement in Trinidad and Tobago continues to be treated as an administrative rather than a professional function. This was evident in the absence of qualified persons performing in the procurement role and the disruptive and sometimes unpredictable movement of staff performing core procurement functions. These have impacted the overall performance of the new system. Recognising public procurement as a specialised professional field, rather than an administrative function to be handled by untrained and inexperienced personnel, is a critical step towards professionalisation.

To support this thrust it is crucial that the deficiencies within the public sector human resource management systems that hinder the professionalisation of the public procurement function be urgently addressed. It is also imperative that the auxiliary support agencies understand their vital role in facilitating positive procurement outcomes, particularly in the recruitment, placement, and retention of procurement professionals. This understanding is key to elevating Trinidad and Tobago's procurement system and achieving the objects of the Act.

Overall, professionalisation will enable public bodies to leverage procurement as a strategic tool for achieving national objectives, fostering economic growth, and enhancing public service delivery. The Office acknowledges its advocacy role in this path to professionalisation and continues to engage with agencies responsible for human resource management in the public sector to promote more sustainable arrangements.

CULTURE AND RESISTANCE TO CHANGE

Advancing the new public procurement system to achieve the objectives of the Act necessitates a cultural shift among decision makers, public bodies, procurement professionals, auxiliary support agencies, suppliers and contractors, and the general population of Trinidad and Tobago. Interactions with public bodies during the reporting period highlighted a reluctance to depart from entrenched practices and embrace the modifications to the procurement processes introduced by the Act and Regulations. This resistance is partly rooted in uncertainty about new procurement methods, procedures and requirements outlined in the Act and Regulations, as well as a lack of understanding regarding the benefits and necessity of adhering to the new public procurement framework.

Recognising the need for cultural change, cooperation, collaboration, and commitment are essential to the success of the public procurement reform. The Office has been actively engaged in this endeavour, undertaking significant efforts to promote cultural transformation. Strategic initiatives such as change management interventions, targeted communications, stakeholder engagement, as well as training and capacity building initiatives, are in progress at various stages, from planning to implementation to address this significant threat to the advancement of the new public procurement and disposal system.

Worthy of mention is the Office's initiative to target the younger generation with the aim of inculcating the principles of integrity, accountability, transparency, and fairness at an early stage. The Office acknowledges that cultural norms are established at a young age, therefore, this early intervention strategy has been launched to raise awareness and positively influence young minds as they mature and learn.

LEGAL AND REGULATORY COMPLEXITIES

The transition from a check-box system to the principle-based approach envisioned by the new legislative framework has presented unique challenges to public bodies. Entities have expressed difficulties navigating the laws and regulations now governing public procurement in Trinidad and Tobago.

While the Office places paramount importance on compliance with the legislative framework, it is also sensitive to the pain points experienced by key stakeholders in the immediate post proclamation period.

Further, should valid issues arise regarding the provisions of the Act or Regulations, the Office is open to championing amendments that would enhance the effectiveness and success of the public procurement system.

In addition to providing readily available Handbooks and Guidelines that interpret and elucidate the requirements of the Act and Regulations, the Office continually reviews and improves these documents to better meet the needs of public bodies.

All things considered, procurement skills, organisational procurement culture, familiarity with the legal and regulatory framework, as well as enforcement are all factors that influence the implementation of the new public procurement regime within public bodies. Consequently, effective reform that is well-accepted by all stakeholders can enhance transparency and accountability, thereby building public trust and confidence in the procurement system. The strategies outlined in this Section map the way forward toward this objective.

Conclusively, it is important to note that the challenges highlighted herein require substantial and co-ordinated mitigation efforts. It is only through continuous and determined efforts over time will the public procurement system see improvements and realise the benefits envisioned in the August 2005-White Paper on *Reform of The Public Sector Procurement Regime*.

STRATEGIC INTERVENTIONS

The Office will pursue several strategic interventions that are intended to address the core challenges head-on and become vital tools in driving success. These include:

Development of a National Procurement Strategy for Trinidad and Tobago

Public procurement serves as a cornerstone for a country's national development. While the Act and Regulations create the overarching framework for public procurement execution in Trinidad and Tobago and outline the objectives that procurement activities aim to achieve, recognising public procurement as a strategic lever in the country's development necessitates forging critical linkages between procurement and other public sector functions. The Office will collaborate with key stakeholders to facilitate the development of a National Procurement Strategy, which would establish the essential connections, particularly to public financial management, governance, and anti-corruption. In essence, the Strategy will serve as a roadmap for the development and evolution of the country's procurement system, providing a cohesive, nationwide vision for strategic procurement delivery.

Changing Perceptions and Culture

The Office will give priority attention to the design and implementation of a robust change management strategy that is aligned to, and effectively drives, the culture change needed in how the procurement function is perceived and how the provisions of the Act and Regulations are applied in the way goods, services and works are procured by public bodies and delivered by suppliers and contractors. The intent is to embed the objects of the Act into the approaches, practices and decision making at all the stages of the procurement and disposal proceedings, as well as in performance evaluation criteria. The Office is in the process of mobilising support from the Inter-American Development Bank ("IDB") to commence the development of this change strategy.

Capacity Building to Achieve Systematic Change: Making Purposeful Investments in People and Systems

Through sustained capacity building partnerships with local, regional, and international bodies and organisations, the Office has engaged in a series of technical engagements aimed at strengthening both individual and organisational capacity in public procurement and disposal processes.

Technical Cooperation with the Development Bank of Latin America and the Caribbean

The Office is in receipt of non-reimbursable technical cooperation from the Development Bank of Latin America and the Caribbean ("CAF") to strengthen and build capacity within public bodies, relative to the objectives of the legislative framework and with a view to ensuring compliance with public procurement processes. The technical cooperation has four (4) key components:

- *Component 1 - Review of training modules and content developed by the Office for the compulsory/basic level of competence.*

The output of this component is a revision of the training modules and the provision of an updated proposal for the entry-level/mandatory training modules in government procurement within Trinidad and Tobago. This component will commence in the third quarter of fiscal year 2023/2024.

- *Component 2 - Development of an intermediate level training module that includes certification by an internationally recognised certifying institution, and commencement of the accredited intermediate-level training programme tailored for professionals in public procurement.*

The intermediate level of accreditation will initially be designed for, and target, public procurement professionals who demonstrate advanced ability, capacity and experience in executing complex public procurement tasks. Initial discussions have commenced with the Chartered Institute

of Procurement and Supply ("CIPS") to develop and deliver a certification programme in public procurement (to be delivered via a hybrid approach of in-person and online sessions) that will provide internationally recognised professional accreditations, which demonstrate adherence to legal frameworks and appropriate standards. This component will commence in the fourth quarter of fiscal year 2023/2024.

- *Component 3 – Technical support and financial assistance for the hosting of the Office's 2nd Roundtable Discussion.*

The Office's roundtable discussions serve as a collaborative forum for engagement with local stakeholders, as well as regional and international counterparts, on challenges and crucial aspects of public procurement reform, such as legal complexities, capacity limitations and the equilibrium between compliance and efficiency. This exchange fosters relationship building and the identification of patterns, trends, and potential solutions to challenges. This component will be executed in the in the fourth quarter of fiscal year 2023/2024.

- *Component 4 – Preparatory evaluation for the development of a National Training Strategy.*

This component will support the formulation of a roadmap for the development and implementation of a National Public Procurement Training Strategy, which will guide public procurement practitioners, public bodies, training providers, and educational institutions on all aspects of public procurement training. This component will commence in the third quarter of fiscal year 2023/2024.

Building Regional and International Networks

On March 5, 2024, the Office was unanimously elected as the Representative of the Caribbean Region to the 2024-2026 Executive Committee on the Inter-American Network on Government Procurement ("INGP"). Through this engagement with the INGP, Trinidad and Tobago will benefit from

cooperation, technical assistance, and opportunities to strengthen capacity, access experts in public procurement, train public officials and mobilise technical support to implement initiatives, programmes and projects which modernise government procurement.

The IDB has also agreed to facilitate technical exchanges for the Office to glean best practice in regulatory and operational systems from countries within and outside the hemisphere. Such exchanges will commence before the end of fiscal year 2023/2024.

Embracing Technology as the Pivot for Sustainable Reform

Redevelopment of the Procurement Depository

Based on key learnings in the immediate post proclamation period, the Office has initiated the process to enhance the effectiveness and user experience of the Depository. Further, discussions are well advanced to obtain non-reimbursable technical cooperation from the IDB to support a complete redesign and redevelopment of the Depository.

Some of the strategic improvements include transitioning from a system of supplier pre-qualification to a streamlined registration process, pending legislative changes. Additionally, the Office aims to address tender and contract reporting issues to restore seamless communication between the Office and public bodies. Furthermore, an intuitive user interface is in development to enhance navigation, ensuring a user-friendly experience for all stakeholders. Looking ahead, the integration of public bodies' ASPPA and APP will provide valuable insights, while linking the ASPPA with tender and contract data promises to enrich reporting capabilities. Additionally, the implementation of a "Supply Positioning and Risk Evaluation Matrix" will empower public bodies with enhanced decision-making tools.

Elevating Procurement Practices: The E-Procurement Strategy

The Office, in tandem with key stakeholders, will work collaboratively to craft a strategy and roadmap for implementation of E-Procurement, which will automate and optimise every facet of the procurement lifecycle, from planning and sourcing to evaluation and payment. The exercise, which will commence before the end of fiscal year 2023/2024, will be supported by the IDB.

Digitising procurement workflows will introduce a traceable and auditable process which will serve to curb corruption risks and foster trust amongst stakeholders. Real-time access to information will also empower stakeholders to track procurement activities, ensuring openness and adherence to Regulations. Moreover, E-Procurement promises substantial cost savings and operational efficiency and will support competition and fairness.

Strengthening the Investigative Function

Within the next year, the Office will introduce data analytics tools, artificial intelligence, and machine learning systems to boost investigative efforts and disrupt corrupt procurement practices. These tools will allow the Office to quickly analyse voluminous and complex data sets with vastly improved speed and accuracy.

Enhancing the Legislative and Operational Framework

The Office is giving priority attention to reviewing and refining the legislative and operational framework relative to the Act and best practice in public procurement and disposal. In this regard, the Office sought and obtained non-reimbursable technical assistance from the IDB to support the following:

- A comprehensive review and update of the Handbooks, Guidelines, and procedural templates to ensure full alignment with the Act and

the supporting Regulations and to enhance useability by public bodies as well as suppliers and contractors;

- The identification of discrepancies and/or gaps between the Act and its supporting Regulations, as well as the Handbooks and Guidelines, in order to propose necessary legislative amendments to address and rectify any loopholes or deficiencies in the regulatory framework;

- Strengthening and streamlining of the public procurement framework to ensure adherence to legal requirements and alignment with best practices, including fostering greater accountability and efficiency in procurement processes;

- Revision of the *Sustainable Development and Sustainable Procurement and Disposal of Public Property Guidelines* and preparation of a fit for purpose toolkit that will operationalise the provisions of the Act, Regulations and General Guidelines. The toolkit will comprise elements to help embed sustainability into public procurement processes. These will include case studies, practical examples, product specification checklists, bid appraisal templates, sample terms and conditions, assessment tools to gauge system-wide progress, and indicators for measuring, monitoring and reporting on sustainable public procurement and disposal.

These projects, which are already in execution, also include capacity building elements to benefit the Office and public bodies.

Measuring Performance for Sustainable Reform: Establishing a Robust Assessment Framework for Public Procurement

Text BoxAn integral element of building a robust procurement system is the creation of a comprehensive measurement system which ensures access to high quality, relevant data. Drawing from the OECD1 experience, indicators for assessing the performance of the procurement system in Trinidad and Tobago can be categorised in terms of compliance, efficiency and strategic indicators. The Office has commenced the exercise of designing

an assessment framework and the supporting data systems. Appendix VII expands upon the future indicators to assess the overall performance of the procurement system.

Compliance indicators assess procurement processes and outcomes to determine alignment with the legal and regulatory framework. This indicator type can be sub-categorised into transparency requirements, adult findings and other assessments, such as the public procurement procedures challenged.

Efficiency indicators determine whether the procurement processes achieve the procurement outcomes, such as achieving value for money and procedural efficiency (execution time). Efficiency can be assessed throughout the procurement process, which can be assessed in relation to the level of competition and planning or in terms of the implementation of efficiency tools.

Strategoic indicators assess whether the processes and outcomes contribute to the strategic policy goals of the country, such as sustainable development and local industry development.

Addressing the Retention of Public Property

Clearly, the intent of the Act was to capture the management and regularisation of the "whole of life of public property, including the procurement, retention and disposal of public property". Retention of public property is critical to ensuring that public assets are well managed and maintained throughout their lifetime, to ensure longevity and optimisation and reinforce proper adherence and accountability by public bodies until disposal is necessary.

However, the area of retention has not been fully addressed in either the Act or in supporting Regulations. Further, there is no requirement for public bodies to report to the Office on the area of retention. As such, the Office will advance work to propose legislative amendments to allow for, inter-alia, the preparation and maintenance of *Public Property/Asset Management Plans and Disposal Plans* by public bodies.

In addition, to these interventions, the Office will continue to act on the following:

Determining the Full Listing of Public Bodies

The Office has encountered difficulty in identifying and classifying the full set of public bodies which fall under the purview of the Act. Classifying public bodies under Section 4 (a) to (j) of the Act was fairly straightforward in the majority of instances. However, the difficulty arose in classifying those public bodies falling under (k) and (l), particularly when the broad characterisation of public money is utilised.

Additionally, in the case of some public bodies, based on the way in which they were established, their mandate, or their size and structure, are not amenable to being deemed a public body and having their procurements and disposals subject to the requirements of the Act. As a consequence, the Office will proceed to advance the work required to determine, in the context of the wider legal framework of Trinidad and Tobago, whether or not these organisations are to be considered as public bodies falling under the remit of the Act.

There are also public bodies that have adopted a centralised approach, maintaining that subsidiary departments/divisions cannot be considered as autonomous public bodies for the purposes of the Act even though these departments/divisions have separately submitted compliance information to the Office.

Fostering Cooperation and Coordination

To overcome resistance and lack of cooperation from public bodies, the Office is working on building better relationships through regular engagement and dialogue. Establishing a mutual understanding of the benefits of compliance and the risk of non-compliance is a priority. Additionally, the Office is moving to enhance collaboration with other regulatory bodies and law enforcement agencies to ensure a unified approach to procurement regulation.



SECTION VIII

NEW DEVELOPMENT – SIMPLIFIED PROCUREMENT

"Simplified procurement"
means both a micro procurement and
a small-scale procurement;

"Micro procurement"
means the procurement of goods, services
or works for which the value of the procurement
does not exceed seventy-five thousand dollars,
inclusive of taxes, duties and other charges;

"Small-scale procurement" means the procurement
of goods, services or works for which the value of
the procurement exceeds seventy-five thousand
dollars but does not exceed one million dollars,
inclusive of taxes, duties and other
charges;

INTRODUCTION

The Simplified Procurement Regulations, 2024 which came into effect on April 5, 2024, by Legal Notice No. 65 of 2024, marked a significant milestone in Trinidad and Tobago's public procurement landscape. Stemming from recent amendments to the Act by the Public Procurement and Disposal of Public Property (Amendment and Validation) Act, No. 13 of 2023, and Section 7 of the Finance Act, 2023, the Simplified Procurement Regulations, 2024 were introduced to operationalise Section 58A of the Act, which exempts the procurement of goods, works, and services valued up to $1.0 million from the procurement requirements of the Act.

This exemption aims to streamline the procurement process, particularly for lower value procurements and is one of the major initiatives introduced in the post proclamation period. The Simplified Procurement Regulations, 2024 were largely driven by the Office's commitment to simplify the procurement process for both public bodies and suppliers and contractors engaging in procurement valued up to $1.0 million without compromising the objects of the Act and its regulatory oversight.

Prior Challenges Faced by Public Bodies and Suppliers or Contractors

Challenges highlighted by key stakeholders, including public bodies, business organisations and suppliers and contractors, led to the Act being amended to improve participation in procurement, particularly by small and medium-sized enterprises ("SMEs") in Trinidad and Tobago. The

procurement of goods, works, and services falling within the $1.0 million threshold constitutes approximately 10 per cent of the overall public procurement portfolio.

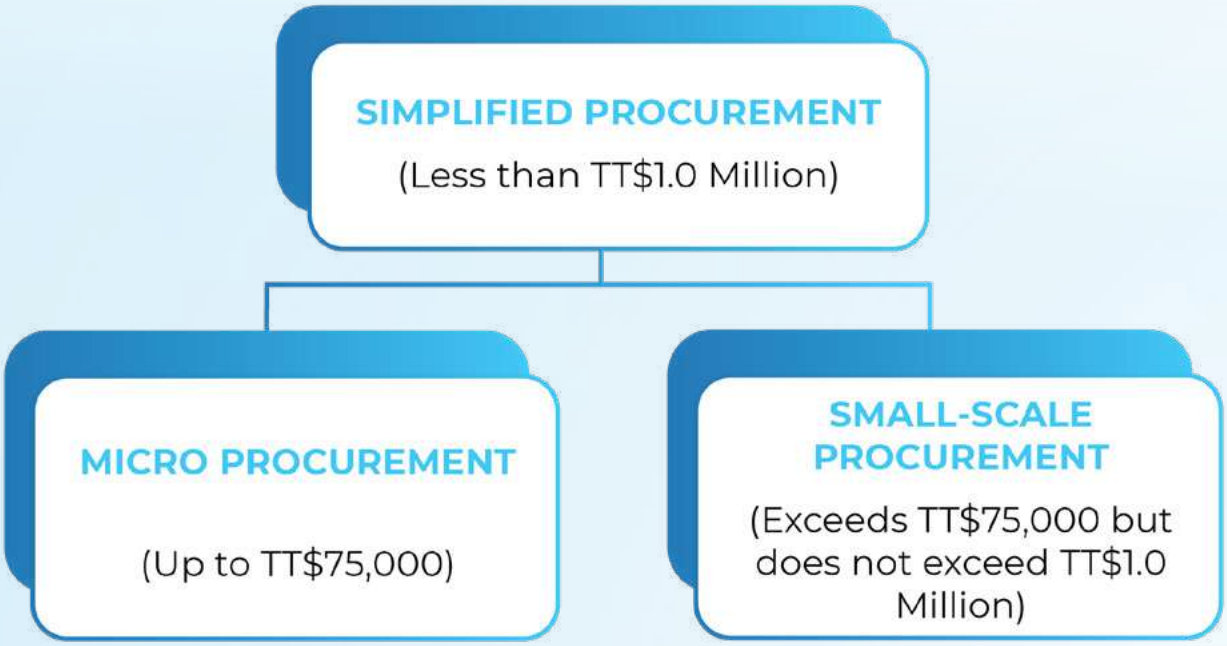
Prior to the passage of the Simplified Procurement Regulations, 2024, public bodies and suppliers and contractors faced several challenges in functioning within the existing procurement regime. One of the major challenges faced was the mandatory requirement for pre-qualification on the Depository. This requirement applied to all procurements regardless of value or risk and often led to lengthy procurement cycles and increased operating cost for procuring entities.

The strict pre-qualification requirements on the Depository posed significant barriers to participation for suppliers and contractors, particularly, SMEs and international entities. These requirements were seen as onerous and discouraging, specifically for international suppliers and contractors unfamiliar with local procurement laws, thereby limiting competition and potentially leading to missed opportunities for public bodies.

Additionally, as prescribed in the Act, a standstill period applied to all procurements regardless of its value, unless urgent public considerations existed. The imposition of the standstill period to lower valued procurements resulted in significant delays to public bodies. These challenges highlighted the need for reform aimed at streamlining the procurement process, reducing bureaucracy, and enhancing efficiency.

INTRODUCTION OF MICRO PROCUREMENT AND SMALL-SCALE PROCUREMENT

To address the various challenges faced by procuring entities and suppliers and contractors, the Simplified Procurement Regulations, 2024 introduced two (2) value categories of procurements. These categories were designed to cater to varying scales of procurement needs while promoting transparency and efficiency in the procurement process.



Section VIII-Diagram 1: Simplified Procurement Thresholds

Micro Procurement

"Micro procurement" was introduced in the Simplified Procurement Regulations, 2024 to allow for greater simplification and flexibility of the procurement process and requirements for procurements valued up to $75,000.00. Some of the simplifications introduced by the Regulations include:

1. **Registration** - Procuring entities are no longer required to utilise suppliers or contractors who are registered on the Depository for micro procurements. Instead, procuring entities are required to establish their individual Registries for the registration of suppliers and contractors. The aim of removing the stringent registration requirement on the Depository served to simplify the registration process, thereby allowing suppliers and contractors who may have previously encountered registration challenges or barriers on the Depository, and thus discouraged by the system, to be able to participate in micro procurements;

2. **The use of Direct Contracting and Verbal Quotations** – Procuring entities can now utilise direct contracting and verbal quotations in micro procurements. It is expected that these new methods of procurement will result in greater efficiency, reduced administrative burdens and cost, and an overall simplified process;

3. **Reporting**- The Regulations introduced flexibility in reporting for micro procurements. Procuring entities are no longer required to report on each individual contract or framework agreement established under a micro procurement. Instead, they will report on the aggregate spend for each category of goods, works, and services, as well as the methods utilised. This change simplifies the reporting process for public bodies, making it easier for them to report information to the Office; and

4. **Annual Schedule of Planned Procurement Activities ("ASPPA")**- Procuring entities are no longer required to include their micro procurements in their ASPPA.

Small-Scale Procurement

It is important to highlight that due to the higher value threshold established for small-scale procurements, they are likely to pose increased risks. As such, the high degree of flexibility afforded to procuring entities and suppliers or contractors in micro procurements could not be applied in the case of small-scale procurement. To mitigate the risks involved in small-scale procurements, different legal requirements and/or safeguards were imposed which include, *inter alia*:

1. The requirement for suppliers or contractors to be registered on the Depository in order to participate in a small-scale procurement;
2. The use of other existing procurement methods, other than direct contracting and verbal quotations; and
3. The requirement for procuring entities to report to the Office on all contracts and framework agreements awarded.

The Simplified Procurement Regulations, 2024 have brought about a number of impactful changes to the procurement processes regarding registration on the Depository.

Flexibility in Supplier and Contractor Registration under Small-Scale Procurement

Under a small-scale procurement, a procuring entity can engage with a supplier or contractor who is not registered on the Depository. However, the procuring entity must ensure that the supplier or contractor is registered prior to the award of the contract. By allowing initial engagement with suppliers or contractors not registered on the Depository, public bodies can now engage with a broader pool of potential suppliers and contractors.

This flexibility is crucial as it reduces the administrative burden previously associated with the mandatory requirement for pre-qualification on the Depository, especially for international suppliers and contractors unfamiliar with local pre-qualification requirements.

As a result, this change is expected to stimulate greater interest and participation from international suppliers and contractors, as well as local suppliers and contractors, thereby enhancing competition and potentially leading to better value and quality outcomes for public procurement. The Office anticipates that the requirement for registration prior to the award will facilitate greater participation since a preferred proponent is more than likely to complete registration in order to be awarded the contract.

Exemptions from Registration for Specific Goods, Works, and Services

The Simplified Procurement Regulations, 2024 have also exempted the requirement for registration on the public body's Registry and the Depository to aid in the promotion of flexibility and efficiency in the procurement process, by saving time and resources for both public bodies and suppliers and contractors. As such, the following goods, works and services are exempted from registration on the public body's Registry or in the Depository:

- The payment to a public utility;
- The acquisition of goods or services which is only available via an online platform;
- The acquisition of goods, works or services required for the conduct of business of the State outside of Trinidad and Tobago;
- The acquisition of air travel and hotel services and other expenses related to conferences, foreign trade fairs and training seminars;
- The acquisition of goods, services or works during an emergency;
- One-off provision of goods, services or works to be utilised outside Trinidad and Tobago; and
- Direct online purchases, with no sales contact.

Removal of the Mandatory Requirement for Pre-qualification of Suppliers or Contractors

The Simplified Procurement Regulations, 2024 have removed the mandatory requirement for pre-qualification of suppliers and contractors which existed under Pre-qualification and Pre-selection Regulations, 2021. Public bodies now have the option to conduct pre-qualification in accordance with guidelines to be issued by the Office, thereby removing unnecessary, bureaucratic and administrative burdens previously associated with the mandatory requirement for pre-qualification on the Depository.

The Office, together with the Ministry of Finance and the Office of the Chief Parliamentary Counsel ("CPC") is presently collaborating on amending the Pre-qualification and Pre-selection Regulations, 2021 to remove the mandatory requirement for pre-qualification on the Depository and replacing same with the requirement for registration only. It is anticipated that this amendment will come into effect soon and will simplify the registration process for suppliers and contractors engaging in procurement valued over $1.0 million dollars.

Due Diligence

The Simplified Procurement Regulations, 2024 have streamlined the due diligence requirements, easing the burden on procuring entities and improving procurement efficiency. Previously, the Act required procuring entities to ensure that suppliers or contractors adhered to the strict requirements laid down in Section 29(1) of the Act irrespective of the nature, value, and risk associated with procuring the goods, works or services. This requirement was considered to be too inflexible and onerous for lower value procurements, as it did not consider other relevant factors such as supplier or contractor type, the nature, value and risk of the procurement.

The due diligence requirements will be set out in guidelines to be issued by the Office. Whilst the factors outlined in Section 29(1) of the Act remain relevant,

it is the Office's intention that the guidelines will differentiate the due diligence requirements based on the value category of the procurement (i.e., micro and small-scale).

Fulfilment of Tax Obligations

The Simplified Procurement Regulations, 2024 have introduced a new provision addressing tax compliance for suppliers and contractors. Regulation 10 requires public bodies to ensure that any supplier or contractor engaged or awarded a procurement contract submits satisfactory evidence of fulfilling their obligations to pay all required taxes and contributions in Trinidad and Tobago. This requirement remains a critical element of the procurement process.

Notwithstanding this tax obligation, the Regulations provide greater flexibility for suppliers and contractors engaging in procurement for the first time who have not yet fulfilled their tax obligations. These suppliers or contractors are granted a one-time opportunity to participate and be awarded a contract. However, they are given a grace period of six (6) months from the date of the award of the contract to submit documentary evidence of having fulfilled their tax obligations to the procuring entity. Failure to comply with this requirement disqualifies them from participating in future procurements.

The six (6) month grace period was introduced to integrate non-compliant suppliers or contractors, particularly sole proprietors, and SMEs, by incentivising them to regularise their status and affording them the opportunity to be able to participate in public procurement.

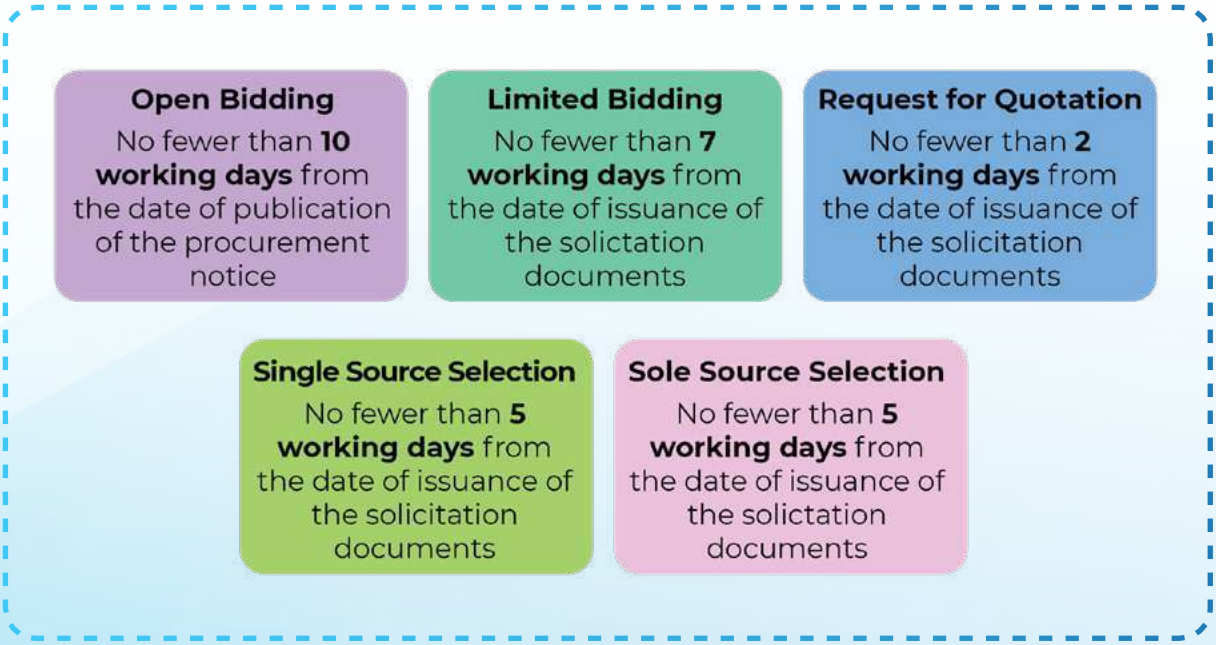
To safeguard against abuse, the Regulations mandate procuring entities to submit the names of the suppliers or contractors who have been awarded one-time contracts to the Office. This measure allows the Office to monitor and ensure that the provision is not exploited.

OTHER IMPORTANT ASPECTS

The Simplified Procurement Regulations, 2024 further introduced several new aspects that are aimed at simplifying the procurement process for procurements valued up to $1.0 million, such as:

- Reduced timeframes for submissions with respect to each method of procurement;
- Introduction of the one and two-envelope systems for the open bidding and limited bidding methods of procurement;
- Inclusion of a definition for “emergency” bringing greater clarity to public bodies that will lead to improved compliance when developing procurement; and
- The disapplication of certain requirements under the Act.

TIMEFRAME FOR MAKING SUBMISSIONS



Section VIII-Diagram 2: Simplified Procurement Timeframe for making submissions

DEFINITION OF "EMERGENCY"- REGULATION 2 OF THE SIMPLIFIED PROCUREMENT REGULATIONS, 2024

"Emergency" means an exceptional and unforseeable situation where- (a) life, property, equipment or business continuity is immediately at risk; or (b) where standards of public health, welfare or safety need to be re-established without delay.

THE DISAPPLICATION OF CERTAIN REQUIREMENTS UNDER THE ACT

Regulation 13 of the Simplified Procurement Regulations, 2024 disapplied the following requirements which currently exist under the Act.

Review process by Procurement and Disposal Advisory Committee ("PDAC")

Removal of the review process by the PDAC for simplified procurement activities not only reduces the administrative burden on the procuring entities, but also helps to facilitate faster decision-making and thus greater efficiency in the public procurement process. Review by the PDAC should only be required in the case of high-risk and high-value procurements.

Standstill Period

Whilst the standstill period serves an important purpose in public procurement for higher value contracts, its exclusion for simplified procurement activities offers several benefits including, *inter alia:* faster procurement processes, reduced administrative burden, cost savings (e.g. administrative costs), and overall efficiency and flexibility in the procurement process.

Public Notice of the Award of the Contract or Framework Agreement

Procuring entities are no longer required to publish a Notice of the Award of a Contract or Framework Agreement on its website. Instead, a procuring entity is required to notify each participating supplier or contractor of the award, thus maintaining fairness, transparency, and accountability in the process.

Challenge Proceedings

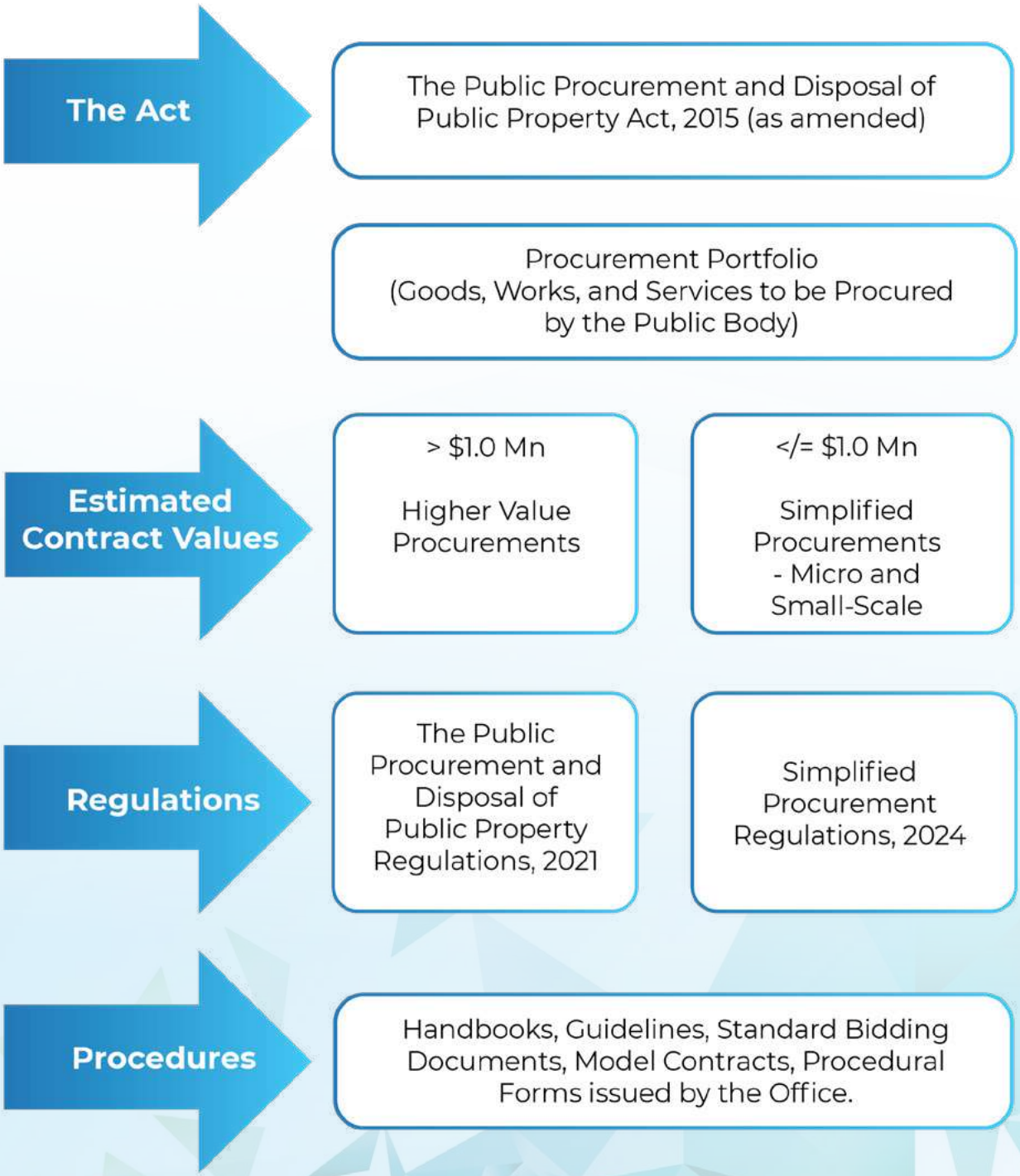
Removal of challenge proceedings for simplified procurement activities streamlines the process alongside the removal of the standstill period. Its removal reflects practices in other jurisdictions where challenges for lower-value contracts are disapplied. Unsuccessful bidders can still seek judicial review in the High Court and can file complaints pursuant to Part VIII of the Simplified Procurement Regulations, 2024.

Section VIII-Table 1: Simplified Procurement Exemptions

PROCEDURAL SAFEGUARDS

As illustrated in Section VIII - Diagram 3: Simplified Procurement Legislative, Regulatory and Operational Framework, these Regulations do not compromise the public procurement system but instead emphasise good governance and maintain key safeguards, such as:

- Regulatory oversight by the Office;
- Adherence to the objects of the Act;
  (transparency, accountability, integrity, value for money, efficiency, fairness, equity, public confidence, local industry development, sustainable procurement and sustainable development)
- Application of the four (4) stages of procurement proceedings;
  (planning: strategic and operational, solicitation, evaluation of submissions and award of procurement contract, and management and execution of the contract)
- Reporting to the Office;
  (quarterly and as otherwise required)
- Conduct of robust due diligence by public bodies; and
- Maintenance of records of procurement proceedings.



Section VIII-Diagram 3: Simplified Procurement Legislative, Regulatory and Operational Framework

CONCLUSION

The introduction of a simplified procurement process is not new or unique to Trinidad and Tobago, as parallel systems have long been developed and implemented in other jurisdictions such as United Kingdom, European Union, United States of America, Bahamas and Grenada. Notwithstanding this, as the public procurement system continues to mature, the Office will closely monitor and evaluate the use of the simplified procurement process by public bodies to determine its efficacy in meeting the intended objectives of improved participation by smaller suppliers and contractors and to identify any instances of abuse.



SECTION IX

QUARTERLY REVIEW OF PROCUREMENT AND DISPOSAL REPORTING



PART 1:
PUBLIC PROCUREMENT

The Office, in the preparation and publication of this Part, is bound by the legislative requirements regarding its content and the information which can be made available. Specifically, Section 24 of the Act - *Report of the Regulator*. As such, the Office presents a snapshot of the data gathered and analysed, highlighting key findings and trends for improved procurement processes and strategic decision-making within the public procurement system of Trinidad and Tobago.

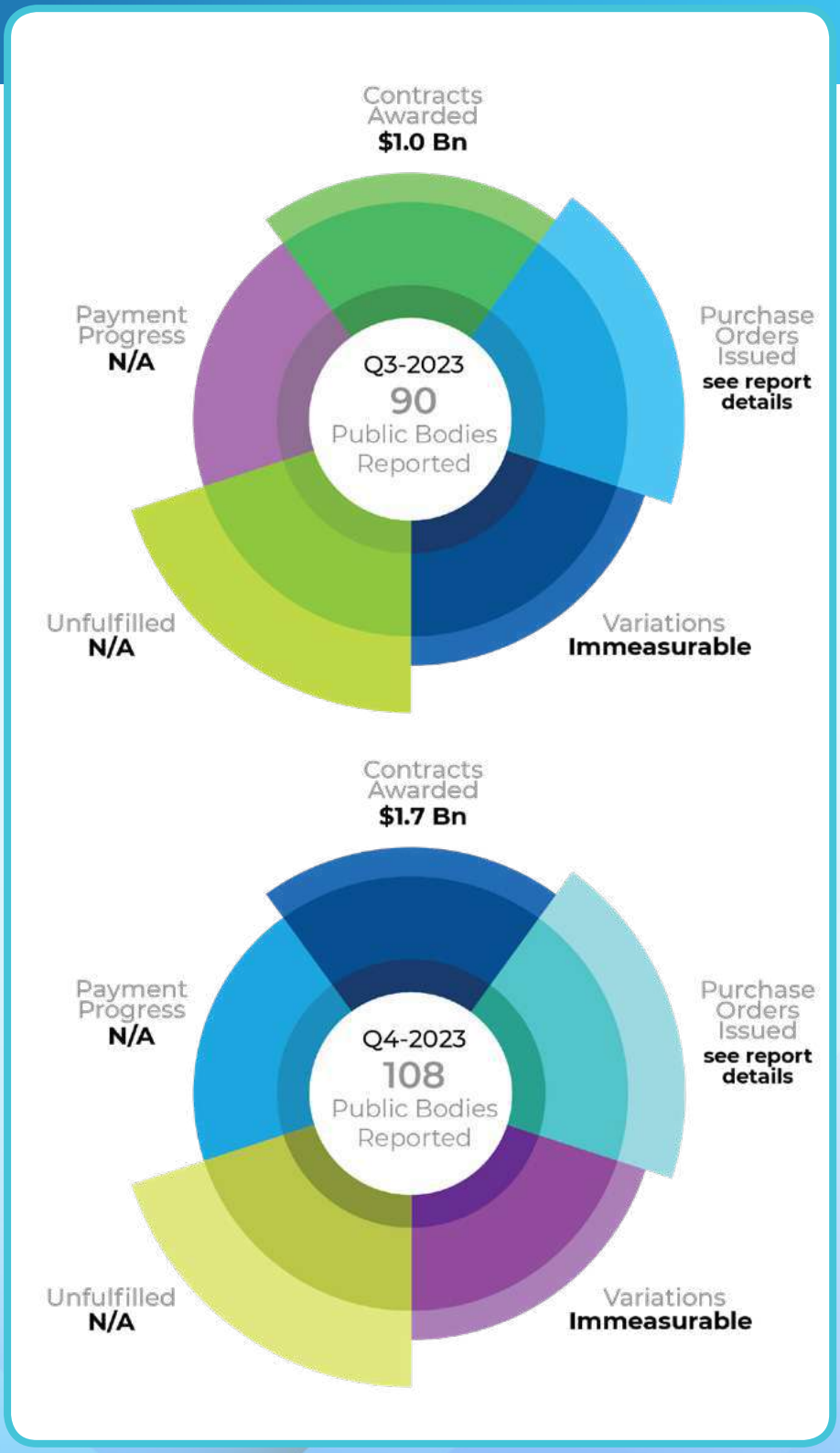
PUBLICATION AND VALUE OF CONTRACTS AWARDED

The Office's mandate is to ensure the objectives of the Act are entrenched in the public procurement framework in Trinidad and Tobago.

In keeping with Section 37 of the Act - *Report of procuring entities*, contract reporting is a pillar of transparency and accountability. The establishment of the Depository provided a reporting platform for the Office to manage and capture public bodies' reporting on contracts awarded. This platform paved the way for the collection of data from public bodies and the dissemination of information to stakeholders. As such, the Office utilised this medium to collect reports on real-time data from public bodies on procurement transactions from the issuance of a tender to contract award.

Public bodies were informed of this mandatory reporting on the Depository and all data to be uploaded accordingly. Subsequently, the Office issued a contract reporting template to facilitate the reporting elements/fields that could not be directly uploaded to the Depository. However, from the onset of reporting, the Office had to grapple with several factors both internally and externally. In fact, the reporting on the value of contracts awarded for Q3-2023 and Q4-2023 unearthed varying challenges and/or a degree of uncertainty and misunderstanding among public bodies in completing same, which consequently rendered the data widely "unreliable". Considering these limitations, the Office has attempted to provide a balanced, yet cautious overview of the total values and number of contracts awarded (i.e., contracts inclusive of purchase orders).

Q3 - 2023 & Q4 - 2023 REPORTING STATISTICS



Section IX- Diagram 1: Summary of Q3-2023 & Q4-2023 Reporting Statistics

Of note, the initial template issued to capture reporting exceptions in Q3-2023 and Q4-2023 magnified public bodies' uncertainty regarding the distinction between contracts awarded and purchase orders issued, which in many instances created data distortion. Even though the Office's initial template captured the value of work paid and completed, the information submitted was from inception to date. As such, this data, where reported, included both pre- and post-proclamation data, which precipitated the issues identified in the 12-month overview, qualifying the data as unreliable. Similarly, the contracts data received from public bodies on contracts varied was determined as immeasurable *(i.e., the data reported was not standardised or of a quality that would allow for accurate quantification or comparison)*.

Furthermore, the lack of responsiveness of public bodies coupled with the standardisation challenges and misinterpretation and/or uncertainty led to the unreliability of many data elements reported by public bodies. These gravely impacted the comprehensiveness of the Office's reporting for the quarters of the fiscal year. Notwithstanding these issues, the Office believes it is imperative to report on the internal and external observations relative to Q3-2023 and Q4-2023 which affected the procurement processes and systems in Trinidad and Tobago.

For the purpose of Q3-2023 and Q4-2023 reporting, it is important to treat these values as **INDICATIVE**, only illustrating the potential impact of public procurement on Trinidad and Tobago's development, rather than reliable data.

	Total Reported Awarded Transactions	Total Value Awarded $
Quarter 3	2,031	1,019,931,219.03
Quarter 4	4,706	1,768,940,908.69
Total	6,737	2,788,872,127.72

Section IX- Table 1: Total Value of Contracts Awarded

Based on the data reported, public bodies in Trinidad and Tobago awarded a total of **6,737 contracts** valuing approximately $2.8 billion for the provision of goods, works and services as illustrated in Section IX-Table 1; Total Value of Contracts Awarded.

Although these values were reported as contracts awarded by public bodies, during the Office's verification exercise, numerous public bodies were uncertain about the following:

- what values should be reported as the contract award value, and
- classification of the transactions with no award date.

As presented in Section IX- Table 2-Summary of Contract Values Awarded, the transactions with no award dates were reportedly valued at approximately $2.0 million. However, based on its analysis and verification exercise, the Office is uncertain as to the accuracy of the data.

	Period	Public Bodies that Reported	Contract Award Values
April 26- June 30	**Q3**	90	1,019,931,219.03
July 1 - September 30	**Q4**	108	1,768,940,908.69
Total verified value for the reporting period			**2,788,872,127.72**
Transations with "No award date reported"	**Unknown**		2,048,024.88

Section IX- Table 2: Summary of Contract Values Awarded

Of the public bodies that made submissions for Q3-2023 and Q4-2023, **14** public bodies reported information that varied significantly from the data requested by the Office.

Against this backdrop, the Office scheduled virtual meetings with those public bodies to gain an understanding of the data reported, what would be required to make the data compliant for reporting purposes and the period to address any likely resubmissions. Based on the public bodies' responses to questions posed, it was confirmed that the data received could not be successfully incorporated for reporting purposes. This was mainly attributed to the following factors:

- Missing dates of awards; and
- Incorrect values reported (*i.e., values inclusive of VAT, unit rates versus contract cost, progress payments vs. award values, foreign currency values not converted to Trinidad and Tobago dollars, values reported were estimates and releases to date versus contract values awarded*).

Due to the compounding issues outlined above, specific public bodies were excluded because the Office was unable to successfully quantify the total value of awards reported. As a result, this impacted the quality of the data. However, for reporting purposes, in tallying the number of public bodies that submitted data, the Office made the decision to include them in the public bodies' count in the Section IX -Table 2- Summary of Contract Values Awarded.

Data Quality

The assessment of the data quality for Q3-2023 and Q4-2023 from public bodies was deemed "**1-UNRELIABLE**" (*i.e., there are significant errors and missing data where little or no reliance can be placed on the data reported*), both upon the initial submissions and after resubmissions.

Upon the initial review of submissions, the data unveiled the occurrence of the following trends:

- Numerous instances of missing data;
- Failure to identify and convert foreign currency values into Trinidad and Tobago Dollars;
- Other errors that significantly impact the accuracy of the report (*i.e. reporting of payment progress values as the total value of the contract, the inclusion of unit rates as total contract values, varied interpretation of when a contract is awarded for reporting purposes, the use of varied date formats for reporting, reporting of awards in aggregate instead of individually*); and
- Quality assurance systems were either absent or bypassed.

Reporting public bodies were given a specific period to review the values reported in their initial submissions and make the corrections where the aforementioned errors were identified. The majority of resubmissions received addressed some of the errors, but highlighted other inconsistencies that affected the data quality (i.e., inclusion of ongoing contracts as new contracts awarded, the inclusion of contracts relating to staffing and other compensation payments, the inclusion of non-procurement values).

Given the impact of the aforesaid factors, data validity and reliability issues arose. As such, the Office concluded that little or no reliance can be placed on the data, given the absence of critical data points.

THE KNOWLEDGE ACQUIRED THROUGH DATA ANALYSIS AND DISCUSSION

Reporting on procurement expenditure is not an unfamiliar practice for most public bodies. Oftentimes, the reports on procurement activities are prepared for internal operational use by public bodies to inform

budgetary allocations, to provide transparency to key stakeholders and for accountability to Ministries, Regulatory Bodies, or other Statutory Bodies and/or Corporations Sole.

Key insights and knowledge acquired during the data analysis of Q3-2023 and Q4-2023 and follow up meetings with public bodies are succinctly captured below.

1. Data Reporting – Transitional Reporting Hurdles, Misunderstandings and Misclassifications

Public bodies experienced various transitional reporting hurdles. These included:

- Supplementary procurement-related data not adequately captured by internal record management systems;
- Challenges with fulfilling the reporting requirements outlined in the Act;
- Misunderstanding of what should be reported and the associated timelines; and
- Reporting of non-procurement transactions as procurement activities.

Public bodies further reported misunderstandings which mainly originated from:

- Inconsistency in definitions of procurement terms used among public bodies and by the Office;
- Whether purchase orders were contracts and how they should be reported;
- Ambiguity in the treatment of tenders in progress at various stages;
- Introduction of the “under one million dollars” exemption;

- Contracts awarded to suppliers and contractors not pre-qualified on the Depository;
- Lack of clarity on what constitutes a procurement activity;
- Reporting of contracts that were cancelled, terminated, or those with no contract award values;
- If existing contracts were to be continually reported (i.e., quarterly) or only new contracts;
- The treatment of contract extensions and variations;
- Further guidance by the Office on the data requirements for the Depository and the Contract Reporting "Exception" Report Template; and
- Untimely responses by the Office in addressing misunderstandings and misclassifications.

Consequently, the data submissions contained varied reporting currencies, a combination of VAT inclusive and VAT exclusive values, variations reported as contracts and other reported data anomalies. Having conducted the assessments, these anomalies materially eroded the quality of the data.

2. Capacity Gap at Public Bodies in relation to the requirements of the Act

The responses provided by public bodies to data fields signalled a severe capacity deficit. Public bodies struggled with distinguishing what were reported tender names, tender numbers, procurement methods, procurement types, tender periods, date of award and contract start dates, and contract references.

Inadequate governance structures to support strategic procurement activities and accountability have resulted in several capacity-related issues. Some of the prevailing issues are as follows:

- Non-appointment of NPOs;
- High turnover of NPOs leading to other members of staff collating the data submission;
- Incoming NPOs lacking sufficient information on the new procurement framework and not having participated in the Office's previously hosted sensitisation sessions;
- Inadequate staffing complement of procurement professionals;
- Poor integration of procurement systems and automation to capture the data required for submission; and
- NPOs unprepared for meeting reporting requirements.

One of the major capacity gaps that emerged for many NPOs was linked to how stakeholders/key personnel within the internal environment value and perceive procurement. The Office believes that leadership within public bodies and among key Government entities is essential to engineer the cultural shift and system changes required.

3. Continued use of pre-existing procurement practices under the new regime

Most public bodies were aware of the new legislative framework, unfortunately many did not fully transition into the new regime. During the discussions, the Office identified instances of:

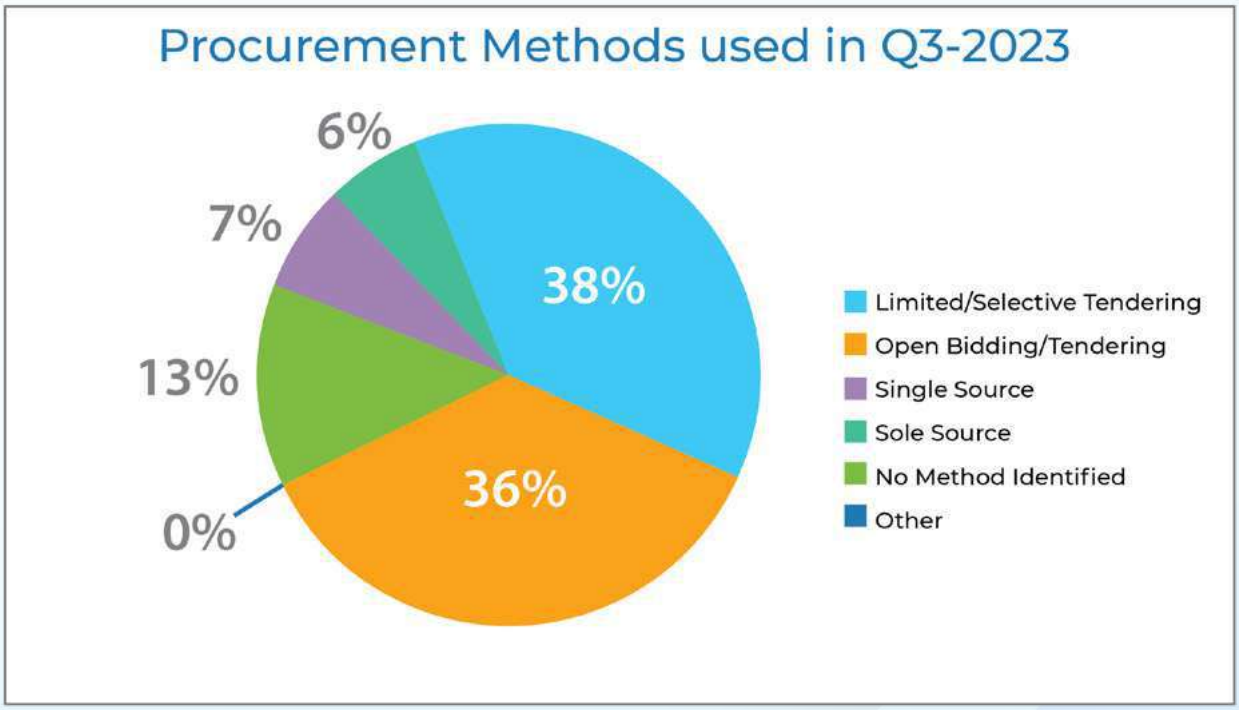
- Procurement without tendering;
- Non-competitive procurement methods being utilised for capital projects;
- Inappropriate use of the request for quotations often referred to as the

"three quotes system";

- Limited re-engagement of the market to promote competition;
- Advanced payments made for the provision of goods, works and services in the absence of a contract or a tender process; and
- Failure to consider value for money and other objects of the Act.

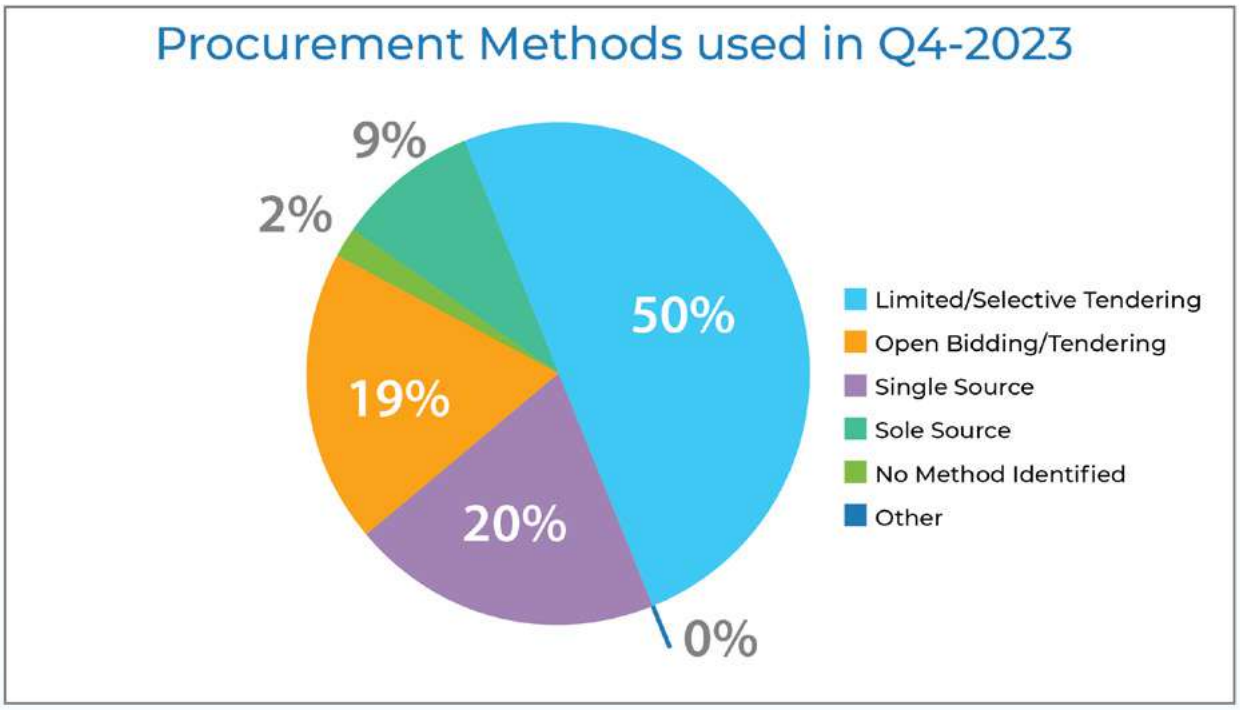
These factors were widespread in the data reviewed. Procurement Methods Reported in Q3-2023 and Q4-2023 are further examined below to report on some of these practices.

For the reporting period of Q3-2023, the Office reviewed the data from public bodies on the use of procurement methods.



Section IX- Diagram 2: Procurement Methods Reported in Q3-2023

The review revealed that 38.1 per cent ($388.96 million) of all reported transactions were conducted using a limited/selective tendering method. In Q4-2023, this increased to 49.9 per cent ($882.55 million) of all reported transactions.



Section IX- Diagram 3: Procurement Methods Reported in Q4-2023

Notably, the single and sole source methods cumulatively accounted for only **13.4 per cent** ($136.43 million) of the reported Q3-2023 transactions. However, these transactions significantly increased in Q4-2023 to **29.0 per cent** ($513.16 million) of the reported Q4-2023 transactions. Refer to Section IX - Diagrams 2 and 3.

Consequently, for both periods, approximately $1.9 billion or **68.9 per cent** of reported procurement was conducted using limited and non-competitive methods. This is illustrated in Section IX- Table 3: Value of Contracts Awarded by Procurement Methods.

Section IX- Table 3- Value of Contracts Awarded by Procurement Methods

Procurement Methods used	Total Value for the periods Q3 & Q4 $	Total Value Awarded in Q3 $	Total Value Awarded in Q4 $
Limited/ Selective Tendering	**1,271,512,328**	388,960,840	882,551,488
Open Bidding/ Tendering	**703,241,599**	364,252,402	338,989,197
No Method Identified	**163,342,928**	130,289,392	33,053,535
Single Source	**424,593,545**	75,987,143	348,606,402
Sole Source	**224,999,989**	60,441,442	164,558,548
Other	**1,181,739**	-	1,181,739
TOTAL	**2,788,872,128**	**1,019,931,219**	**1,768,940,909**

Section IX- Table 3: Value of Contracts Awarded by Procurement Methods

Contracts awarded to public bodies in Tobago have been spotlighted for ease of comparison. See Section IX - Table 4.

Section IX- Table 4- Value of Contracts Awarded by Procurement Methods under the Tobago House of Assembly

Procurement Methods used	Total Transactions	Total Value for the periods Q3 & Q4 $	Total Value Awarded in Q3 $	Total Value Awarded in Q4 $
Open Bidding/ Tendering	3	**4,710,171.99**	-	4,710,171.99
Limited Bidding/ Selective Tendering	36	**319,299.98**	45,042.36	274,257.62
Single Source	60	**3,151,571.02**	2,782,849.60	368,721.42
Sole Source	31	**141,063.59**	128,063.59	13,000.00
TOTAL	**130**	**8,322,106.58**	**2,955,955.55**	**5,366,151.03**

Section IX- Table 4: Value of Contracts Awarded by Procurement Methods under the Tobago House of Assembly

Table 4 shows that 127 or **97.6 per cent** of these reported transactions were conducted using limited bidding/selective tendering or non-competitive procurement methods (i.e., single, and sole source methods) as opposed to three (3) procurements (2.4 per cent) engaged using open bidding/ tendering.

Of the nine (9) divisions of the THA, only three (3) divisions submitted reports to the Office. The total value awarded for Q3-2023 and Q4-2023 amounted to $8.3 million (0.3 per cent of $2.788 billion).

Significantly, of the three (3) open bidding/tendering transactions reported, one (1) transaction accounted for **83 per cent** of the $4.7 million reported. The three (3) transactions in question accounted for more than **50 per cent** of the total reported procurement spend of the THA Divisions.

In summary, the tables and graphs above point to an overuse of the limited/ selective and non-competitive methods by procuring entities; such overuse can pose a serious challenge to the procurement landscape. The main reasons provided by procuring entities for the use of limited/selective and non-competitive methods are as follows:

- Familiarity with old procurement practices and a failure to fully embrace the requirements of the Act;
- Familiarity with certain solicitation processes (e.g. Request for Quotations) without consideration of the restriction of use outlined in the Act;
- Familiarity and trust of current suppliers and contractors, which ensure continuity of services; and
- Urgent needs arising from poor planning and changes in the organisation.

The deliberate avoidance of competitive methods of procurement is of grave concern. Overuse of non-competitive methods is correlated to a lack of proper planning and a flawed understanding of when non-competitive methods are required and/or appropriately justified.

As such, the Office continues to urge public bodies to incorporate the four (4) stages of the procurement proceedings in the conduct of their procurement activities. The Office has also impressed upon procuring entities to make use of framework agreements which enables them to aggregate requirements, thereby enhancing procurement efficiency and allowing for flexibility and adaptability in terms of the quantity to be purchased over a period of time.

4. Under-reporting of contracts awarded

The Office observed an underreporting by public bodies that made submissions. This insight was premised on an assessment of the reported contracts awarded by Public Bodies against the National Budgetary allocations.

The Office estimates that the total annual procurement expenditure in any fiscal period for public bodies ranges between $10 billion and $20 billion. This was gleaned from the following sources:

- Recurrent expenditures classified under the sub-heading Goods & Services and Minor Equipment for the fiscal years 2021/2022 and 2022/2023 (i.e., exclusive of employment-related expenditures) which exceed $5 billion annually.

- Capital expenditures classified under the Infrastructural Development Fund and the Development Programme, which exceed $10 billion annually.

It is important to note that this value excludes procurement expenditure of State-controlled Enterprises and other public bodies that receive no allocations through the National Budget.

Section IX- Table 5- Total Number and Value of Reported Contracts Awarded by Ministries

Reporting Dates	Reporting Period	No. of contracts awarded	Value $
April 26 - June 30	**Q3**	603	178,186,284.93
July 1 - September 30	**Q4**	954	447,812,379.53
Total Awarded Values Reported by Line Ministries[15]		**1557**	**625,998,664.46**

Section IX- Table 5: Total Number and Value of Reported Contracts Awarded by Ministries

Section IX - Table 5 represents the reported contracts awarded for 16 Ministries that made submissions, out of 21 Ministries. In Q3-2023 (*April 26 – June 30, 2023*) 603 reported contracts were awarded inclusive of purchase orders issued. The total reported values for these transactions amounted to approximately $178.1 million of which $159.4 million (*i.e., 89 per cent*) was reported by one (1) Ministry.

In Q4-2023 (*July 1 – September 30, 2023*), 16 submissions were made, representing 954 reported contracts awarded, inclusive of issued purchase orders. The total reported values for these transactions amounted to approximately $447.8 million, of which $373.1 million (i.e., 83.3 per cent) was reported by three (3) Ministries.

Collectively, reported values by Ministries accounted for $625.9 million or 22.4 per cent of the total reported awards ($2.788 billion) for the five-month period.

[15] Line Ministries in this report refers to the 21 named ministries in Trinidad & Tobago

Highlighting the data observations from Tobago, an estimated $700 million was allocated to procurement and development related expenditure for the fiscal period 2022/2023 (*i.e., the total allocation of goods & services, minor equipment, and development programmes exclusive of contract and short-term employment cost*). On the downside, of the $8.3 million reported for Q3-2023 and Q4-2023, this represented a mere 1 per cent of the total allocation related to procurement and developmental activities.

The Office in its discussion with public bodies noted the inclusion of non-procurement expenditure such as salaries and payment of utility bills as part of their reporting, resulting in an overstatement of procurement expenditure.

5. Inconsistency and errors in the reported supplier or contractor award data

The review of the data revealed a fundamental issue, whereby there was no standardisation for recording suppliers' and contractors' registered business or trading names. Public bodies' ability to accurately identify suppliers' and contractors' award data is essential to the robustness of the redress mechanisms under the Act. Regardless of the human error element, this issue highlights what could be an intrinsic flaw in recording practices at public bodies. Further worrying trends observed on this related issue are:

- **Variation in supplier and contractor names reported:** In the Office's examination, some suppliers and contractors were easily identifiable given the familiarity with their brand and/or logo. However, this is not always possible for other suppliers and contractors. For reporting purposes only, the Office conducted an exercise to group reported awards to the registered business or trade name for each supplier and contractor. The exercise identified that there were variations in the business name(s) of the suppliers or contractors identified by public bodies. Importantly, variations of this nature have implications for the public procurement system in Trinidad and Tobago.

- **Submission of abbreviated names for suppliers and contractors:** Reference to suppliers' and contractors' abbreviated names may be suitable based on the particular industry. Where the abbreviation is unfamiliar however, it opens the door to misunderstanding and misrepresentation, which creates the potential for confusion at the reporting level and within the context of the various redress mechanisms within the Act.

- **The use of trading names as well as registered names:** The Office observed this occurrence, where trading names and registered names were reported by the same public body. This also occurred where regional and international suppliers and contractors were used. A variation of this issue also occurred where contract awards were reported at the division or department level and not by the name of the supplier and contractor.

- **Reporting the names of employees who were reimbursed vs. the names of the suppliers and contractors that provided the goods, works or services received:** Public bodies often recorded the procurement descriptions or tender names for these transactions by referring to "reimbursement for" or "refund of" which signalled that the employee named was not the supplier or contractor awarded for the provision of the good, work or service received.

Notwithstanding the challenges with respect to the data quality reported above, Section IX- Table 6 & Section IX- Table 7 show the breakdown of the information submitted for suppliers' and contractors' award totals for Q3-2023 and Q4-2023, respectively.

Section IX- Table 6- Analysis of Supplier and Contractor Awards for Q3-2023

	TT Value $	Per Cent of Total Value	Suppliers and Contractors Count	Per Cent of Count
Total Q3 Awards	**1,019,931,219.03**		**693**	
Suppliers or Contractors with total awards >$20M	465,226,273.27	45.61	12	1.73
Suppliers or Contractors with total awards >$10M <$20M	643,351,965.83	63.08	25	3.61
Awards with no "named" supplier or contractor	63,562.20	0.01	2	0.29
Suppliers or Contractors with awards <$1M	79,182,140.24	**7.76**	578	83.41
Suppliers of Contractors with awards <$100K	9,313,378.50	**0.91**	383	55.27

Section IX- Table 6: Analysis of Supplier and Contractor Awards for Q3-2023

Section IX- Table 7- Analysis of Supplier and Contractor Awards for Q4-2023

	TT Value $	Per Cent of Total Value	Suppliers and Contractors Count	Per Cent of Count
Total Q4 Awards	**1,768,940,908.69**		**1,369**	
Suppliers or Contractors with total awards >$20M	956,243,507.15	54.06	19	1.39
Suppliers or Contractors with total awards >$10M <$20M	1,188,046,737.52	67.16	35	2.56
Awards with no "named" supplier or contractor	21,889,395.00	1.24	1	0.07
Suppliers or Contractors with awards <$1M	153,490,772.76	**8.68**	1,193	87.14
Suppliers of Contractors with awards <$100K	19,792,871.87	**1.12**	839	61.29

Section IX- Table 7: Analysis of Supplier and Contractor Awards for Q4-2023

Based on this assessment, the stratification of spend and awards for both quarters showed that cumulative transactions below $1 million account for less than 10 per cent of the total value of awards in both quarters and accounted for more than 80 per cent of the reported suppliers and contractors awarded. Conversely, cumulative awards greater than $10 million were awarded to less than 4 per cent of the total suppliers and contractors awarded for each quarter but accounted for more than 60 per cent of the total value reported.

6. Record management – Data recording and retention

Regulation 3 of the Record of Procurement Proceeding Regulations, 2021 prescribes that "***a procuring entity shall maintain an easily accessible and retrievable record for each procurement proceeding, which shall be marked with the record management reference number***".

The Office encountered many instances of data gaps when analysing the submissions by public bodies. During the discussion with some public bodies, the gaps were attributed to the non-documentation of the entire procurement process and/or missing procurement files. Others reported that given the number of their sub-offices or locations, the procurement files were sometimes retained at various locations/sub-offices or departments other than the procurement department, such as the legal or contracts departments. These weaknesses resulted in:

- **Record numbers which were not unique.** Tender reference numbers were either duplicated amongst locations/sub-offices or retained in the same tender file under the heading supplier's or contractor's name with no tender reference assigned.

- **Inconsistency in naming conventions for both tender files and contracts.** Public bodies reported tender numbers that included RFQ numbers, internal filing numbers related to the requisitioning department, purchase requisition numbers or referencing the name of the item being requisitioned.

Another observation that necessitated attention is the naming convention of tenders. Some names that were ascribed to tenders were ambiguous and often unsuitable for the purpose of a tender for example, *Electric power, Brokerage, Water Systems, PEST, and Patch*) and others were generic (*e.g., Consultancy, Catering, Advertising, Decor*). This issue extended to contract reference numbers, which included cheque numbers, dates, and system numbers, but in most instances, no reference was even generated by the public body.

Overall record keeping practices by public bodies must be improved considerably to ensure compliance with the Regulations. The impact of poor record keeping practices will lead to an onslaught of inefficiencies connected to the monitoring, investigating and auditing functions. With continued training and awareness to address these practices, the Office expects enhanced efficiency, transparency and accountability in the procurement processes.

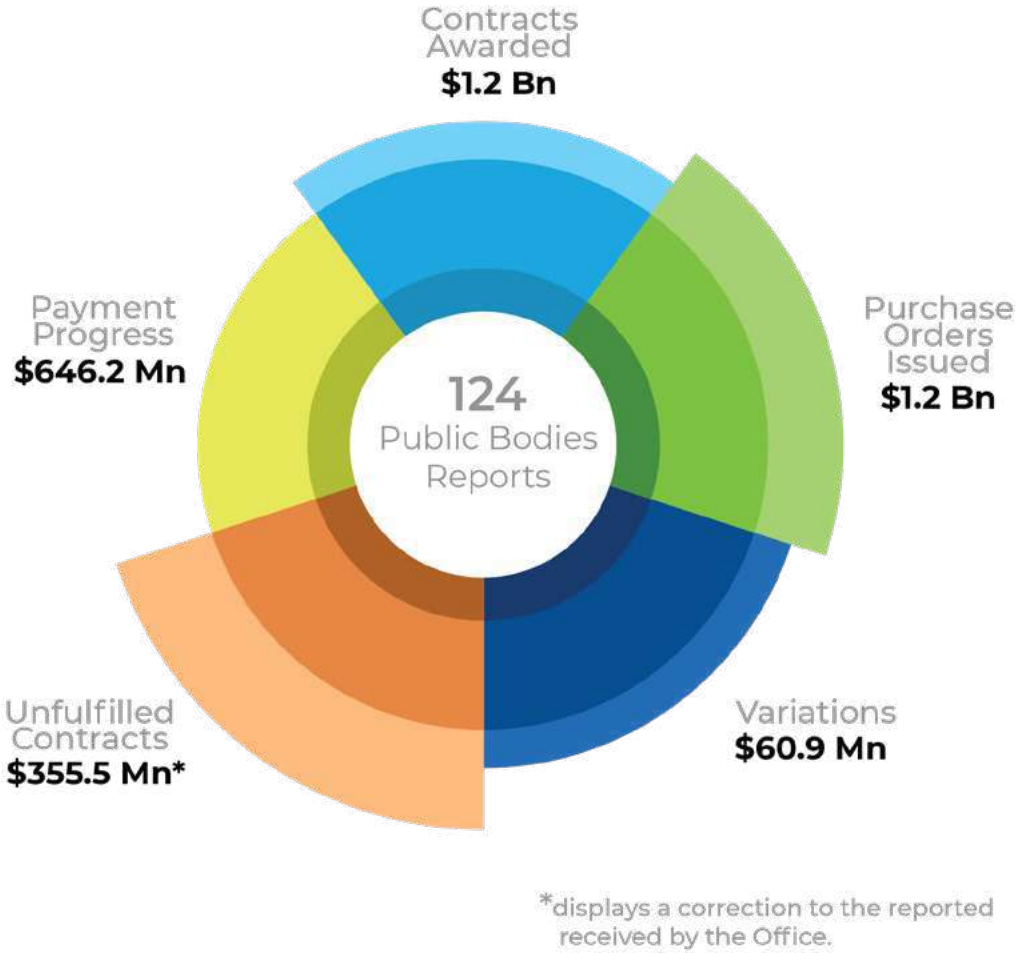
REMEDIAL ACTION

During the review of the quarters (Q3-2023 and Q4-2023), the Office faced several internal and external challenges and/or findings that significantly impacted the quality of data. As such, the Office was deliberate in its remedial actions to ensure improved data quality for the ensuing quarters in fiscal year 2023/2024. Some of the actions and advice directed to public bodies to mitigate said risks included:

- Updating their Readiness Assessment Checklist ("RACs");
- Conducting intense capacity building sessions on the regulatory and legislative framework;
- Issuing an updated contract reporting template and suspending the use of the Depository for contract reporting;
- Engagement with key stakeholders to discuss submissions, gather feedback, guide the requirements, and allow any revisions and resubmissions;

- Advising public bodies to establish procurement structures in line with the RACI matrix model; and
- Advocating for staffing and funding of procurement units for public bodies and engaging in continuous dialogue with key decision makers (Ministry of Finance, the Director of Personnel Administration and the Chief Personnel Officer).

Q1 - 2024
REPORTING STATISTICS



Section IX - Diagram 4: Q1-2024 Reporting Statistics

Overall, the reporting by public bodies for Q1-2024 represented a nominal increase in the number of public bodies (124 public bodies) reporting compared to Q3-2023 with 90 public bodies and Q4-2023 with 108 public bodies.

The value of reported contracts awarded and purchase orders issued for Q1-2024 of $2.5 billion was approximately $1.7 billion higher than Q3-2023 and 1 billion higher than Q4-2023 values.

Noteworthy for this reporting quarter is that the new reporting template was issued to public bodies, which captured additional data elements as compared to Q3-2023 and Q4-2023 reports – *i.e., unfulfilled contracts and progress payments*. Unfulfilled contracts was initially reported at a value of $782.8 million. However, based on the Office's review of the submissions and the errors identified, the values were corrected to $355.5 million for reporting purposes.

With respect to variations, it was reported that changes to the "time" period for the execution of the contracts or purchase orders were the primary reason for these variations. Interestingly, of the 220 variations reported at a value of $60.9 million, 103 were due to time-related changes valued at $50.9 million.

In relation to Payment Progress, several public bodies confirmed that their current system does not effectively match awarded procurements with payments made. Public bodies also indicated that contracts are managed and monitored by requisitioning departments, some of which are located throughout Trinidad and Tobago. Thus, Payment Progress data (*i.e., value of work completed within the quarter and value of payments made within the quarter*) was not being captured in a manner that supported the reporting requirements pursuant to Section 24 of the Act. Considering that more than 40 public bodies reported no payment progress for Q1-2024, the value reported for Q1-2024 is likely to be understated.

Section IX-Table 8 below provides a breakdown of the number of public bodies, categorised by group, that reported on each of the areas identified in the contract reporting template for the said period.

	Areas Reported				
	Contracts Awarded	**Purchase Orders Issued**	**Variations**	**Unfulfilled Contracts**	**Payment Progress**
Number of Public Bodies Reporting	**87**	**102**	**37**	**39**	**82**
Total Number of Public Bodies with Q1 Submissions	124	**124**	124	124	124
Breakdown by Groups					
Government Ministries and Key Offices[16]	17	20	5	5	12
Tobago House of Assembly ("THA") Divisions and Key Offices[17]	2	3	1	1	2
Municipal Corporations	10	9	1	5	8
Regional Health Authorities	1	2	1	1	2
State controlled Enterprises, Statutory Bodies, Subsidiaries & Other Public Bodies	57	68	29	27	58
	87	**102**	**37**	**39**	**82**

Section IX - Table 8: Breakdown of Areas Reported by Public Body Groupings

Details of public bodies submissions relating to Section IX-Table 8 are shown in Appendix III Section 24 Statistics Contract Awarded Details by Public Body.

[16] Key Offices - This term is used by the OPR for analytical purposes, to further public bodies/ offices that are similar in functions or crucial to the functioning of that group of public body divisions

[17] Same as footnote #1.

Q1-2024 Data Quality

During this period the Office observed moderate improvements in the data quality from the last two quarters (i.e., Q3-2023 and Q4-2023). The Office believes that a comprehensive approach including standardised procedures, system upgrades, enhanced training and a robust governance framework must be undertaken to significantly improve the data quality received.

The Office's review of the initial submissions was assessed as "**1-UNRELIABLE**" (*i.e., significant errors and missing data. Little or no reliance can be placed on the data reported*) which corresponds with the data quality findings for Q3-2023 and Q4-2023. In assessing the submissions of public bodies from the updated contract reporting template, it was evident that public bodies misunderstood and/or misinterpreted the elements/fields in the template. In response to this said observation, the Office afforded responding public bodies the opportunity to amend and resubmit after feedback was conveyed on the errors, misinterpretation and/or omissions observed.

Based on the Office's review of the resubmissions by the public bodies, an improvement in the data quality was recorded with a rating of "**2 – POOR**" (*i.e., there are key missing data and/or errors where the impact on the report can be considerable and would affect the reliance to be placed on the data*).

KEY REPORTING CHALLENGES OBSERVED

Further to the discussions with NPOs, Accounting Officers, and their respective teams (where available) and coupled with the observations in the data submitted, the following data trends were revealed:

a) A continuance of two (**2**) of the challenges that were identified in Q3-2023 and Q4-2023; and

b) Two (**2**) new reporting challenges.

GAPS IN PROCUREMENT RECORDS

NEW

Remedial Action

Conduct capacity building sessions on records management with specific emphasis on Single Source, Sole Source and Emergency Procurement.

UNCERTAINTY RELATING TO REPORTING REQUIREMENTS OF THE OFFICE

NEW

Remedial Action

- Obtain or develop a clear map of the procurement reporting relationships for public bodies under the purview of the Act.
- Provide clear reporting guidance to public bodies with unique or complex procuring arrangements.

Details of the new reporting challenges faced by public bodies are presented below:

1. Gaps in Procurement Records

During the reporting period, the Office's review revealed a notable improvement in the number of public bodies reporting and the volume of transactions reported by public bodies. However, glaring gaps in the records/reports for specific procurement activities remained.

These included:

a. Single Source, Sole Source and Emergency procurement; and
b. Contract Management and Contract Settlement.

Public bodies indicated that even though procurement records existed, they were dispersed amongst various departments, divisions, functions and locations, which posed challenges. In many instances, there were no common identifiers (*i.e., a file number or name*) that linked the related pieces of the procurement activities together. Thus, rebuilding the full procurement story for reporting purposes became a very arduous task for many public bodies.

Public bodies' existing procurement, contract management and contract settlement (*i.e., payment progress*) systems have not transitioned and/or integrated into the new regime and continue to operate in isolation.

2. Uncertainty Relating to Reporting Requirements of the Office

Public bodies generally expressed uncertainty about "who" should be reporting and "how" they should report. The data received confirmed this fact.

Discounting the entities that question their classification as a public body, there are bona fide public bodies who are unsure about "who" (*i.e., which arm of their entity*) should be reporting. These include Ministries and State-controlled Enterprises that have stand-alone functions, projects, and departments.

Three (**3**) examples are provided below:

a) Ministry of Work and Transport ("MOWT") and Programme for Upgrade Roads Efficiency Unit ("P.U.R.E.") where funding and accountability are separate.

b) Tobago Performing Arts Company Limited's ("TPAC") procurement activities were conducted by two (2) other public bodies under the Act, using TPAC's funding. It should be noted that all purchase orders and contractual arrangements are in the name of the other public bodies.

c) Trinidad and Tobago Creative Industries ("CreativeTT") is a wholly owned State-controlled Enterprise with three (3) subsidiaries – MusicTT, FashionTT, and FilmTT. Each entity has its own budget and Accounting Officer, but all procurements are conducted and reported under CreativeTT.

In each of these examples, the public bodies referred to were ambivalent about the reporting arrangements to the Office considering these unique organisational structures.

STATUS UPDATES OF Q3 & Q4 - 2023 CHALLENGES		
CHALLENGES	1. Inadequate infrastructure, Limited Financial Resources, and a shortage of Human Resources.	2. Uncertainty relating to contract reporting template.
Q1-2024 OBSERVATIONS	The Office reported an increase in the number of NPOs assigned to staff public bodies but challenges such as staffing, infrastructure and financial constraints persisted.	Public Bodies expressed dissatisfaction with constant reporting format changes, stating the updated template was more user-friendly and addressed issues in the original contract reporting exception report template. The template's increased data elements caused confusion among public bodies regarding terminologies used, necessitating further guidance.
REMEDIAL ACTION	Conducted capacity building sessions designed for NPOs and other public officers who are integral to the procurement function. Advised public bodies to establish procurement units in line with the RACI Matrix model.	Maintained the quarterly Q&A sessions with valued stakeholders in preparation for quarterly reporting, creating an open feedback forum to the Office.

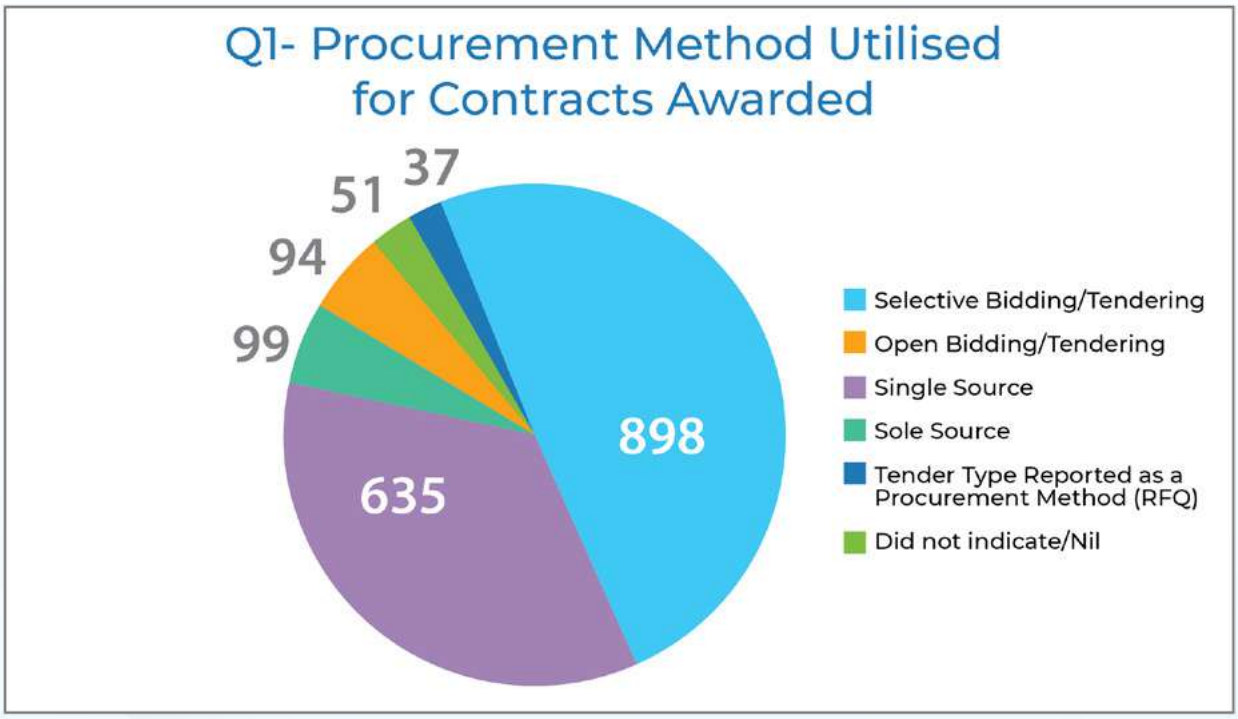
Section IX - Table 9: Summary of Key Reporting Challenges Observed

THE KNOWLEDGE ACQUIRED THROUGH DATA ANALYSIS AND DISCUSSIONS

The data analysis and discussions with public bodies for Q1-2024 have yielded several key insights.

1. Procurement Methods

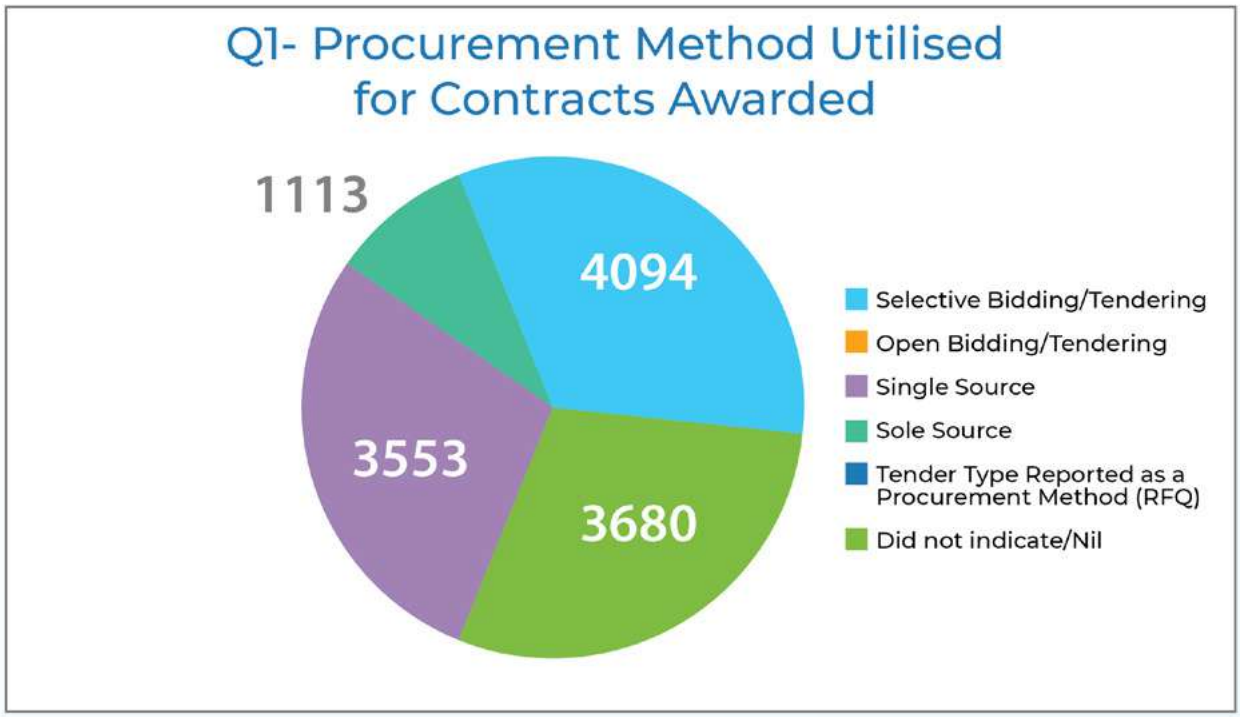
A cumulative total of 14,262 transactions were recorded for contracts awarded and purchase orders issued valued at $2.5 billion.



Section IX - Diagram 5: Q1 Procurement Methods Utilised for Contracts Awarded

Of these transactions, non-competitive procurement methods (i.e., Single Source, Sole Source) accounted for 40.4 per cent of total contracts awarded. Additionally, 49.5 per cent of these contracts utilised the selective bidding/ tendering method.

Based on the assessment results, the Office concluded that open bidding/ tendering is not being widely utilised by public bodies as the default method, which is prescribed in the Public Procurement and Disposal of Public Property (Procurement Methods and Procedures) Regulations, 2021.



Section IX - Diagram 6: Reported Procurement Methods for Purchase Orders Issued in Q1-2024

A similar finding was observed for purchase orders issued where limited and non-competitive methods were applied, which amounted to 70.3 per cent.

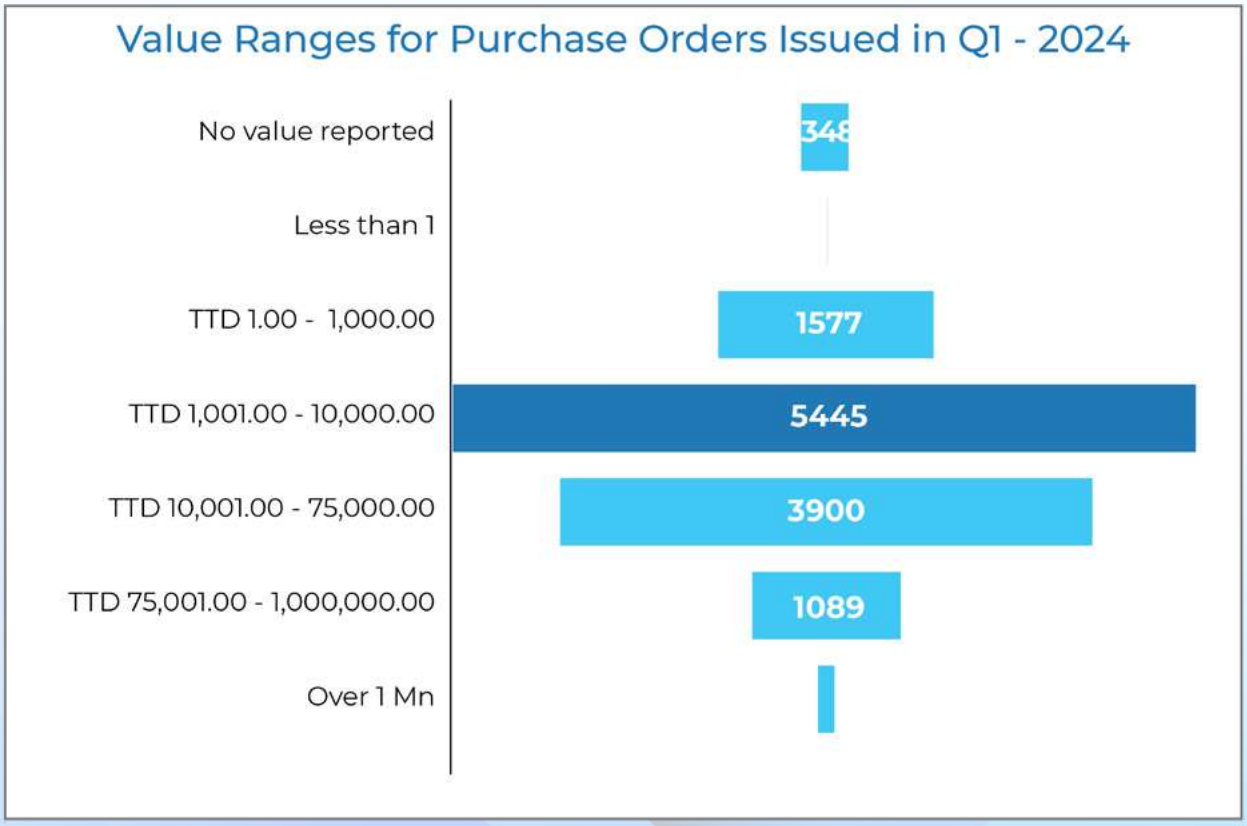
In the absence of comparative data, the Office ensured robust and grounded findings rooted in the following inferences:

- Lack of capacity by the public bodies;
- Resistance to the use of open bidding/tendering methods;
- Errors in reporting leading to low credibility of the data submitted; and
- Indicators of possible elements of corrupt practices.

2. Values of Contracts Awarded and Purchase Orders Issued



Section IX - Diagram 7: Value Ranges for Reported Contract Award in Q1-2024



Section IX - Diagram 8: Value Ranges for Purchase Orders Issued in Q1-2024

The above illustrations provide information on the value of contracts awarded and purchase orders issued. Of the 1,814 transactions ($1.2 billion) in contracts awarded, the highest frequency of reported awards was in the $1,000.01– $10,000.00 range. These 490 transactions accounted for only $1.9 million (0.2 per cent of the $1.2 billion) of the total contracts awarded value, an average of $3,877 per transaction.

The use of contracts for strategic and complex procurement transactions is embedded in the Act and supporting Regulations. However, minor procurement transactions are typically conducted using contracting via purchase orders. The analysis of the data establishes that at least 45.3 per cent of reported contracts awarded are less than $10,000. This signifies that public bodies have not effectively engaged in procurement strategies to distinguish between high risk/high value (complex) and low risk/low value (routine) procurements. As such, public bodies are mandated to implement procurement planning measures and apply the appropriate procurement strategies to identify the suitable application of the contract type.

The Office observed that the total purchase orders issued were reported with a value of $1.2 billion, 5,445 transactions occurred within the range of $1,001.00 to $10,000.00, representing 44 per cent of the total purchase orders issued. The corresponding value for these transactions within this range accounted for only $23.1 million (2 per cent) of the total value.

The Office mandated public bodies to report on purchase orders that were not part of a contract or were issued as stand-alone orders. On the assumption that the data reported is accurate, the value range of “over $1 million” amounted to $906.4 million or 71 per cent of the total reported purchase orders issued. The Office’s analysis of all purchase orders valued above $75,000.00 represented 10 per cent of the purchase order transactions, which amounts to an alarming $1.1 billion or 90 per cent of the total purchase order value.

The statistics highlight the Office’s grave concern about the capacity of public bodies and the potential for splitting of procurements, collusive procurement practices and other mis-procurement practices.

Additionally, with the enactment of the Simplified Procurement Regulations, 2024, if these new reporting classifications were applied to the Q1-2024 data, only 147 of the reported contracts awarded and 86 of the purchase orders issued would remain under the current procurement procedures for values over $1 million.

3. Variations Reported for the Period

Categories of Variations	No. of Variations	Value of Variations ($)
Time	103	50,939,025.72
Cost	53	4,806,060.62
Scope	25	4,548,638.95
Quantity	28	380,958.40
Other	4	290,0992.21
Did not Indicate	7	-
	220	**60,965,675.90**

Section IX - Table 10: Variations Reported for the Period

As anticipated, the main reasons for variations reported were time, cost and scope which collectively accounted for $60.2 million (98.8 per cent) of the $60.9 million reported by public bodies.

The review by the Office suggests that these values appeared to be underreported. During the review, public bodies revealed that contract extensions were a common occurrence in the current procurement environment. In fact, many NPOs reported difficulties in obtaining data for contract management and settlement, potentially leading to inadequate documentation of cost and scope variations by public bodies.

Additionally, NPOs revealed some variations were a combination of time and another category (*e.g., time and scope or time and quantity*) causing uncertainty in which category to attribute the variation.

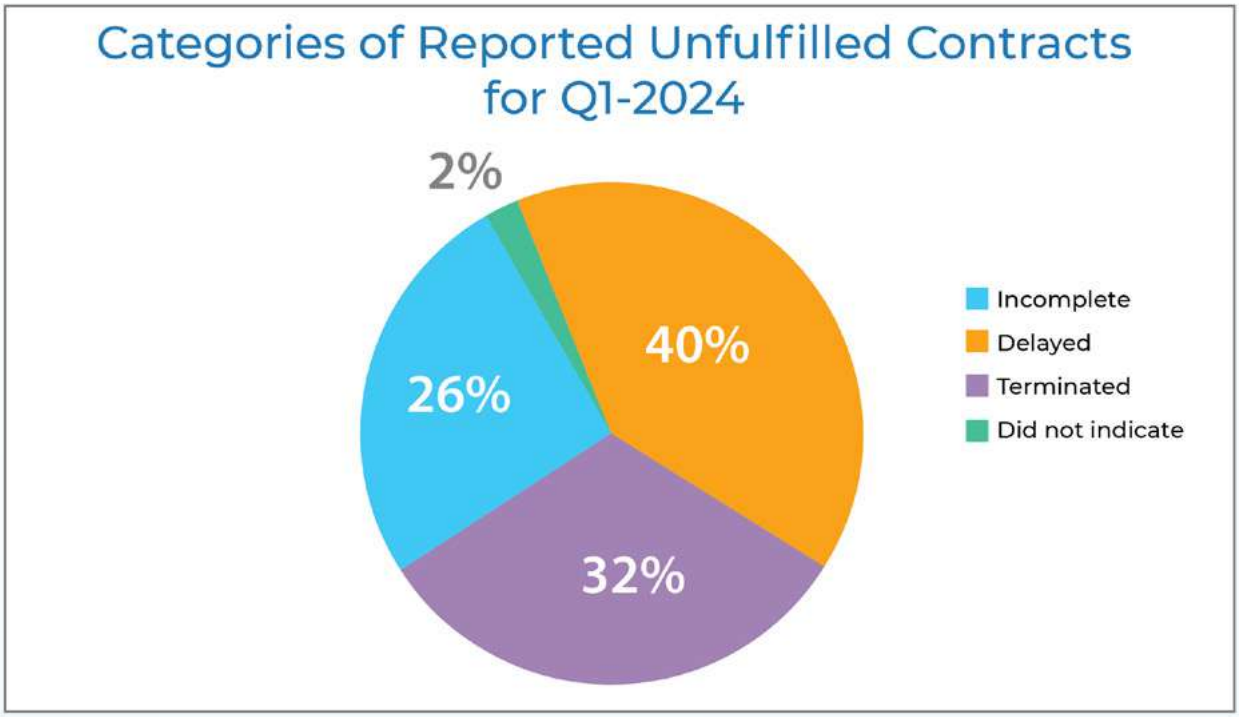
The disclosures by public bodies allowed the Office to delve deeper into the monitoring and recording data in this area to gain further insights for better decision making and future trends.

4. Unfulfilled Contracts Reported for the Period

Section 4 of the Act defines an "unfulfilled contract" as "*a contract that is incomplete, terminated or delayed*". The Office provided further guidance on the following terms delayed, incomplete, and terminated:

Unfulfilled Contract-delayed	A contract is delayed where either party fails to deliver the contracted goods, works or services within the timelines specified in the contract. In contract law, the terms and conditions of a contract specify the timeline within which parties are expected to fulfil their respective obligations. When these obligations are not met according to the agreed time, the contract is said to be delayed.
Unfulfilled Contract-incomplete	A contract is incomplete when performance of the contract is not concluded or is unrealistic or unenforceable. In some instances, this may be due to unfulfilled or incomplete performance of the terms or conditions of the contract by one or more parties to the contract, or where there are missing, unsettled or incomplete terms of the contract which renders performance of the contract unenforceable or impracticable.
Unfulfilled Contract-terminated	A terminated contract is a legally binding contract that has ended before all its terms and obligations have been fulfilled or before the specified term of the contract has expired. A contract can be terminated for several reasons such as: 1. mutual agreement between the parties 2. breach of contract, i.e., where either one or more of the parties fail to fulfil a term or condition of the contract. 3. in accordance with termination clauses defined in the contract.

Most public bodies initially did not comprehend the concept of unfulfilled contracts. Notwithstanding the fact that the Office provided precise guidance and advice relative to this issue, public bodies **misclassified** ongoing contracts as UNFULFILLED – INCOMPLETE in their resubmissions which accounted for $447.3 million (57.1 per cent) of the total reported unfulfilled contracts valued at $782.8 million. The Office, having analysed the data, corrected the reported total to $355.5 million for reporting purposes.



Section IX - Diagram 9: Categories of Reported Unfulfilled Contracts for Q1-2024

Based on the corrected reporting total, 40 per cent of the unfulfilled contracts were due to delays, which seem to be beyond the control of the public body and the suppliers or contractors.

“Unfulfilled contracts” is one of the main contributors to cost overruns in the procurement environment. By addressing the root causes and implementing best practices in contract management, public bodies can significantly reduce cost overruns and enhance procurement outcomes.

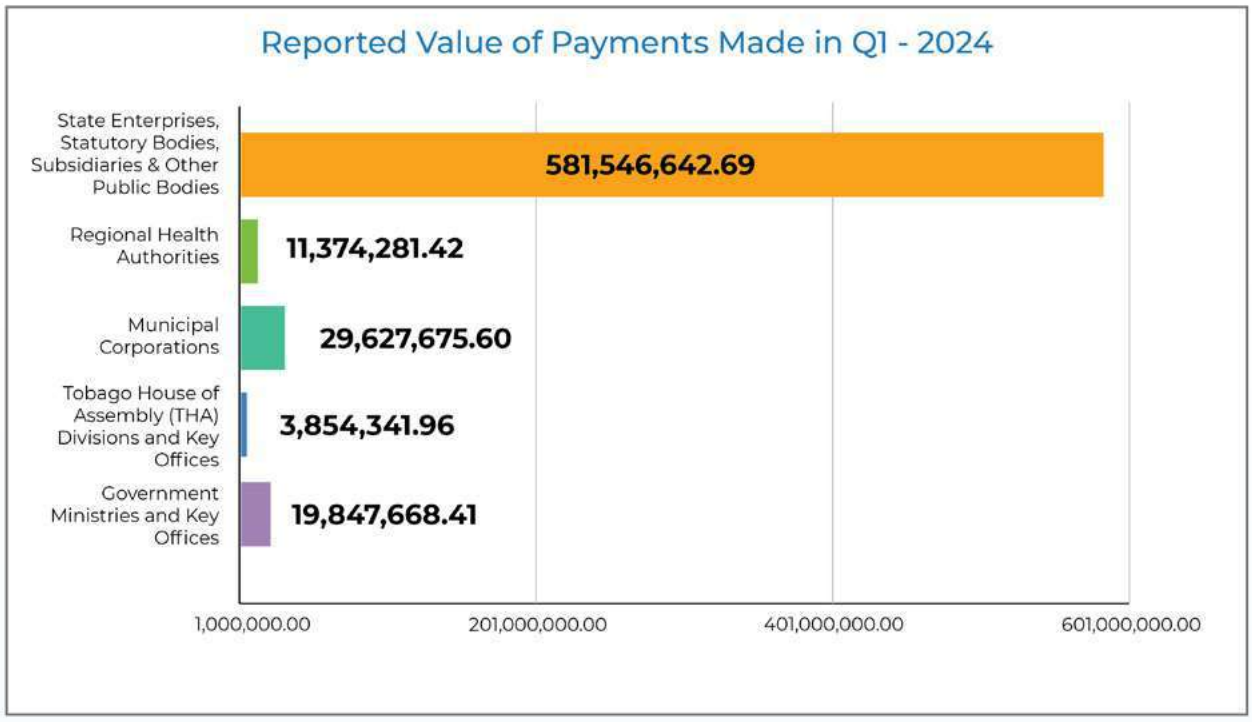
5. Payment Progress Reported

The Office's analysis revealed that the total value of payment progress reported was $646.2 million. The data show that 90 per cent ($581.5 million) was reported by State Enterprises, Statutory Bodies, Subsidiaries, and other public bodies although most State-controlled Enterprises and related subsidiaries do not receive direct funding through The Appropriation Bill.

Moreover, Government Ministries, Tobago House of Assembly, Regional Health Authorities and Municipal Corporations are allocated a significant portion of the recurrent expenditure of goods, works and services utilising funds from the national purse.

The Act's fundamental principles dictate transparency and accountability in government spending. The test of the effectiveness of the various aspects of the procurement process (*i.e. proper identification of needs, robust market research, the use of the most effective procurement method and solicitation process, the fairness of the evaluation criteria and contract awards*) is validated by the outcome of the process, which the Act requires to be reported. This includes new awards, variations, unfulfilled contracts, and progress payments. As such, public bodies reporting provides transparency and accountability to evaluate the timeliness, accuracy, and compliance with deliverables, as agreed to with contracted suppliers or contractors.

The Office believes that the impact of underreporting on public procurement can significantly impact accountability, data collection, resource allocation, public trust, and regulatory compliance in accordance with Section 24 of the Act.



Section IX - Diagram 10: Reported Value of Payment Made in Q1-2024

With this understanding, $64.7 million or 10 per cent of the total payments reported from the other groupings, excluding State-controlled Enterprises, Statutory Bodies, Subsidiaries, and other public bodies, does not reflect the activities conducted by these public bodies.

It is important to note that the national budget approval occurred in early December 2023, three (3) weeks before the end of Q1-2024, potentially impacting the public body's payments due to limited budget releases.

Particular emphasis will be directed to this reporting element in further periods to determine if the underreporting in this period is an anomaly or a benchmark to be expected for public bodies.

Q2 - 2024
REPORTING STATISTICS

The Office recorded an overall decline in submissions received from public bodies at the time of consolidation for reporting purposes (*i.e., from 124 public bodies in Q1-2024 to 121 public bodies in Q2-2024*).

Notably, the Office received nine (9) additional late submissions from public bodies after compiling Q2-2024 namely:

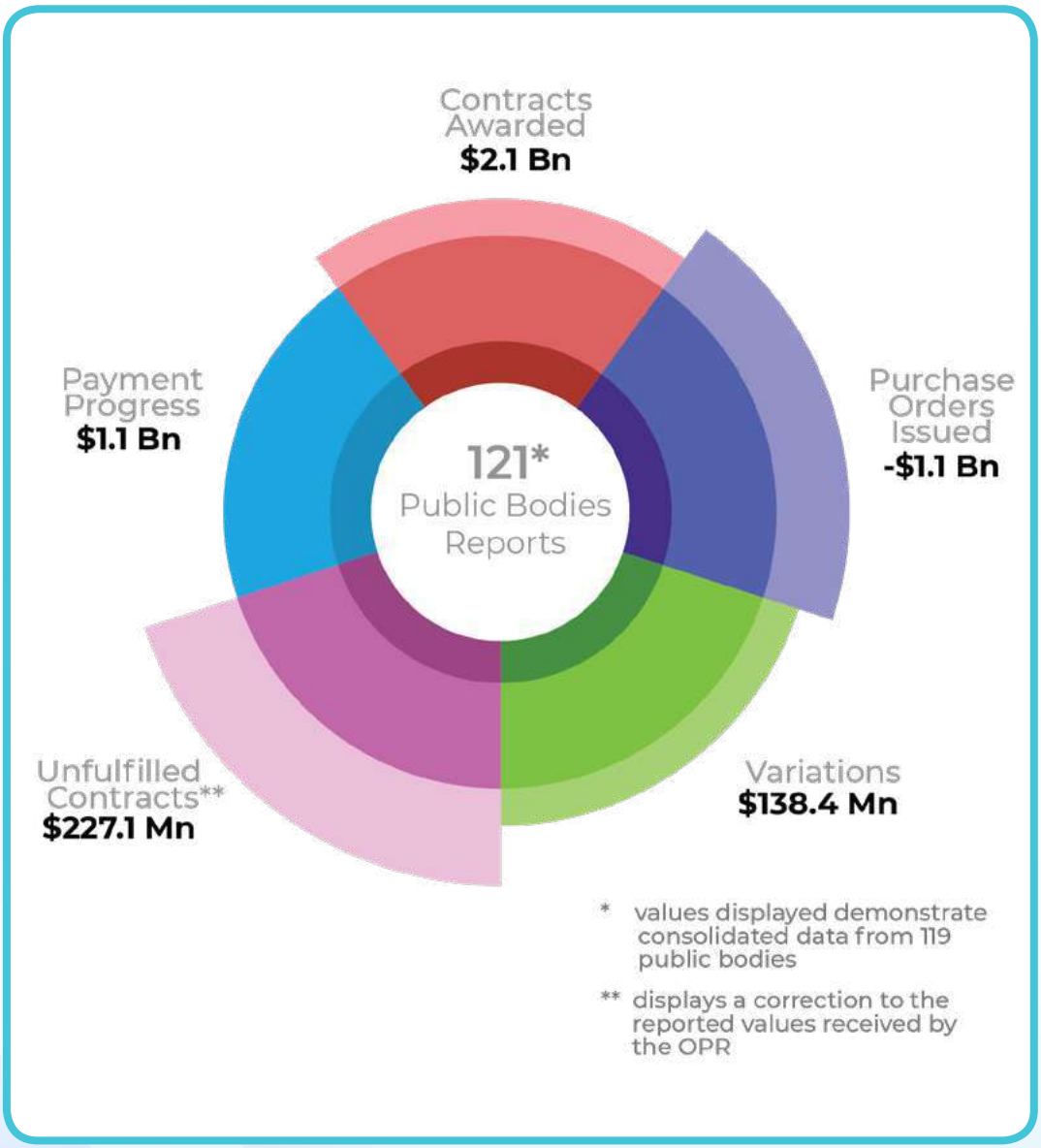
1. Service Commissions Department;
2. Water and Sewerage Authority of Trinidad and Tobago;
3. East Port of Spain Development Company Limited;
4. Caribbean Fisheries Training and Development Institute;
5. North-West Regional Health Authority;
6. Ministry of Trade and Industry;
7. National Carnival Commission of Trinidad and Tobago;
8. Legal Aid and Advisory Authority; and
9. Ministry of Digital Transformation.

It therefore follows that this reporting period did not include the reported values and transactions of these entities. Timely submission would have increased the public body submission count to 130.

Additionally, two (2) public bodies, which submitted before the consolidation process commenced, were excluded from the consolidation process, despite being included in the total public body submission count of 121 public bodies. The entities are as follows:

1. Port of Spain City Corporation; and
2. National Infrastructure Development Company Limited.

These two (2) public bodies did not submit their contract reporting information in the template provided by the Office, which therefore resulted in their data submissions being excluded from the remaining 119 submitted reports.



Section IX - Diagram 11: Summary of Q2-2024 Reporting Statistics

The analysis revealed that out of the 119 submissions reviewed, consolidated, and presented within this report, five (5) public bodies formally communicated they had "NOTHING TO REPORT" for Q2-2024. The remaining 114 submissions were categorised into the following public body groups:

a) 21 from Government Ministries and their key offices[16];
b) Six (6) from the divisions of the Tobago House of Assembly ("THA") and their key offices[17];
c) Eight (8) from Municipal Corporations;
d) Three (3) from Regional Health Authorities; and
e) 76 from all other public bodies including State-controlled enterprises, statutory bodies, and subsidiaries.

A detailed breakdown is provided in Section IX- Table 11

	Areas Reported				
	Contracts Awarded	**Purchase Orders Issued**	**Variations**	**Unfulfilled Contracts**	**Payment Progress**
Number of Public Bodies Reporting	**82**	**105**	**42**	**51**	**92**
Total Number of Public Bodies with Q2 Submissions	119	119	119	119	119
Breakdown by Groups					
Government Ministries and Key Offices	12	18	6	10	14
Tobago House of Assembly ("THA") Divisions and Key Offices	3	5	3	3	4
Municipal Corporations	6	8	0	5	7
Regional Health Authorities	2	3	2	1	3
State controlled Enterprises, Statutory Bodies, Subsidiaries & Other Public Bodies	59	71	31	32	64
	82	**105**	**42**	**51**	**92**
Total Transactions Reported	**2,023**	**17,913**	**210**	**648**	**10,578**

Section IX - Table 11: Breakdown of Q2 - 2024 Reported Areas

[16] Key Offices - This term is used by the OPR for analytical purposes, to further public bodies/ offices that are similar in functions or crucial to the functioning of that group of public body divisions

[17] Same as footnote #1.

Data Quality

The Office's rating of the data quality was deemed "**2-Poor**" for Q2-2024 based on the review of submissions received from the public bodies., (*i.e., key missing data and/or errors identified. Impact on reporting can be considerable and would affect the reliance placed on the data reported*).

The Office also noticed an overall improvement in the quantity and quality of data submitted by public bodies, compared to Q1-2024, *Q3-2023 and Q4-2023*). However, it is important to note that the Office identified areas for improvement and recommended strategies for public bodies to significantly enhance their public procurement practices leading to greater efficiency, transparency, accountability, and public trust.

As such, some of the actionable strategies public bodies may use to improve data quality in forthcoming reports are as follows:

- Ensure standardisation of processes across public bodies;
- Engage in capacity building in the critical area of records management;
- Strengthen internal control frameworks; and
- Streamline the use of procurement methods and procedures.

KEY REPORTING CHALLENGES OBSERVED

All reporting challenges observed in Q1-2024 continued to exist in the Q2-2024 period. The Office keenly noted minimal improvements in certain areas with only one (1) new reporting challenge being identified.

The new challenge and an update on the Q1-2024 challenges are presented below.

TIMELINESS OF SUBMISSIONS

NEW

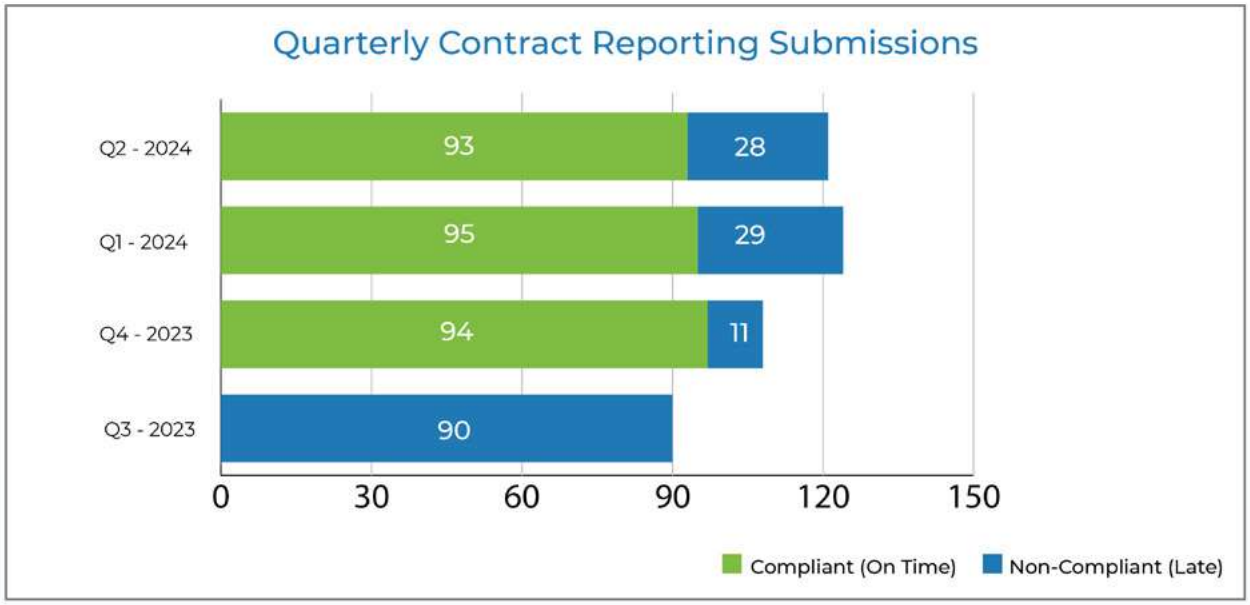
Remedial Action

1. Issue timely reminders to public bodies of the statutory deadlines for reporting
2. Ensure standardised templates and supporting instructions for reporting are issued in a timely manner to public bodies.

The Office recorded a significant increase in the number of public bodies requesting an extension of time for the submission of the quarterly reports.

While the Office, in its maiden operational year of full proclamation, decided to review and consolidate submissions up to seven (7) days after the statutory deadline, the statistics in the graphics below reflect the reporting as at the statutory deadline, and the number of late submissions included over the period.

Diagram 12 below highlights the frequency of late reporting observed in all quarters. In fact, if strict adherence to the statutory deadlines is applied to all the quarters, the resultant impact is that less than 100 public bodies would be included in this report to Parliament. Q3-2023 is the only reporting exception as the public advisory to public bodies was issued after the statutory deadline.



Section IX - Diagram 12: Quarterly Contract Reporting Submissions

The inclusion of late submissions into the consolidated report will not be continued from Q3-2024.

The Office acknowledges that public bodies continue to have challenges with the reporting system. They have expressed concerns relative to the following:

- The nature of data gathering for reporting purposes is labour intensive and, in some cases, a manual process is undertaken;
- Lack of manpower to support NPOs; and
- Absence of relevant infrastructure within public bodies to ensure timely, complete, and accurate data is reported.

Additionally, some public bodies addressed issues relating to the increased number of restrictions on the control features within the contract reporting template. As a consequence, this limited how data could be entered and, by extension, the correction options. Despite these controls, to increase standardisation, public bodies discovered creative ways to bypass these restrictions and avoid compliance with the statutory deadlines.

STATUS UPDATES OF Q1 - 2024 CHALLENGES				
CHALLENGES	1. Inadequate infrustructure, limited financial resources, and a shortage of human resources.	2. Uncertainty relating to contract reporting template.	3. Gaps in procurement records.	4. Uncertainty relating to reporting requirements of the Office.
Q2-2024 OBSERVATIONS	Improvements were observed in reporting capacity and a general understanding of the reasons for reporting, leading to a reduction in reporting queries. No significant operational changes have been noted other than the appointment of NPOs.	Public bodies continue to experience uncertainty in the areas of procurement methods, tender type, variations, unfulfilled contracts, and payment progress.	Improvements were observed in some areas of the report. Underreporting continued to be an underlying issue.	Uncertainty continues to persist about "**who**" should be reporting and "**how**" they should report. The number of submissions received from public bodies showed discrepancies from quarter to quarter.
REMEDIAL ACTION	Created sessions and promoted capacity building among public officers who are a part of the procurement function. Continued to advocate for public bodies to establish procurement units in line with the RACI Matrix model.	Issued the Quarterly Contract Reporting Submission Checklist. Conducted a "Q&A" session for the completion of the Q2-2024 Contract reporting template.	No action was taken in this area.	Issued directions to public bodies to define their public body reporting structure (*i.e., line ministries consolidate for all divisions and departments or submission of independent reports*)

Section IX - Table 12: Status Updates of Q1-2024 Challenges

THE KNOWLEDGE ACQUIRED THROUGH DATA ANALYSIS AND DISCUSSIONS

Contracts Awarded

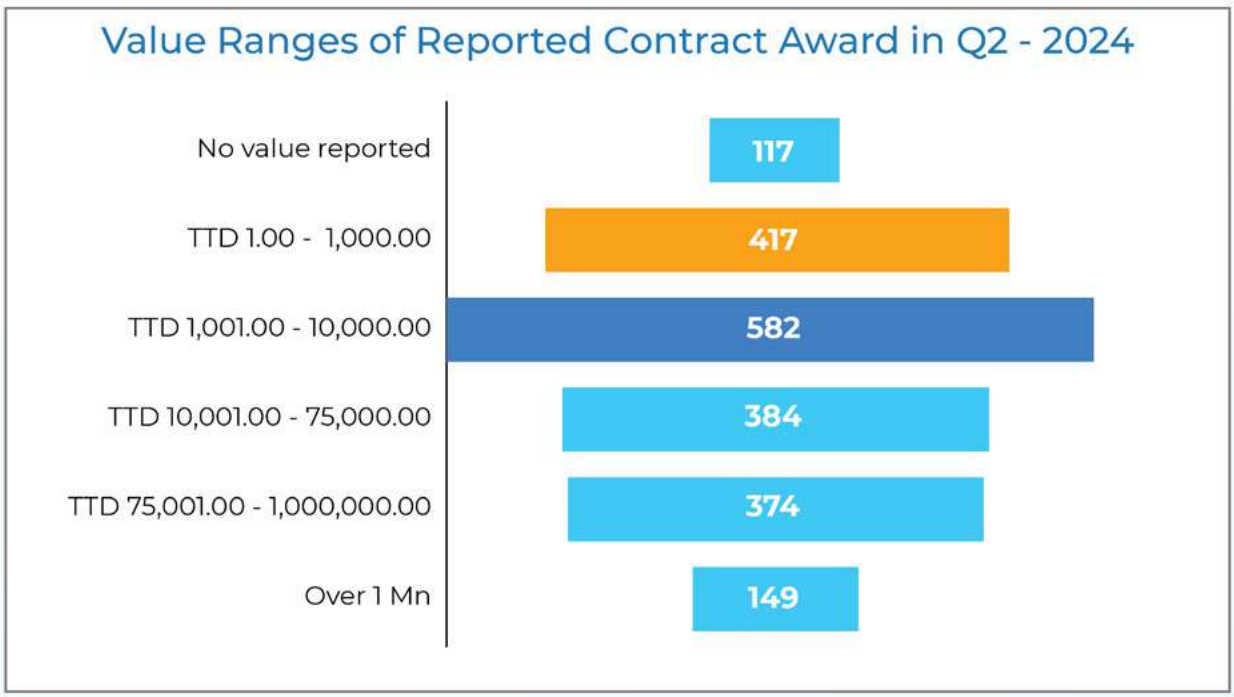
There was a significant increase in contracts awarded in Q2-2024 of $2.1 billion compared to Q1-2024, $1.2 billion. However, it should be noted that the Office continues to have reservations about reported values for this quarter, but to a lesser extent than in previous quarters.

This increase was attributed to various factors, including but not limited to, the following:

- Passage of the National Budget at the end of Q1–2024 and the related disbursement of fiscal allocations;
- Formal assignment of NPOs to public bodies;
- An increased level of acceptance and reporting by public bodies; and
- Flexibility for supplier and contractor registration requirements on the Depository increasing the number of suppliers and contractors registered.

Despite the anticipated increase in reported contracts awarded in Q2-2024, there remains considerable scope for capacity building in this area. This conclusion was based on the Office's observations as it relates to:

a) Value ranges of Reported Contracts Awarded



Section IX - Diagram 13: Value ranges of Reported Contracts Awarded in Q2-2024

A total of 82 of the 119 public bodies indicated that they had awarded a contract in Q2-2024.

In both reported periods (*i.e., Q1-2024 and Q2-2024*) approximately 27-29 per cent of the awarded contracts were valued between $1,000.00–$10,000.00.

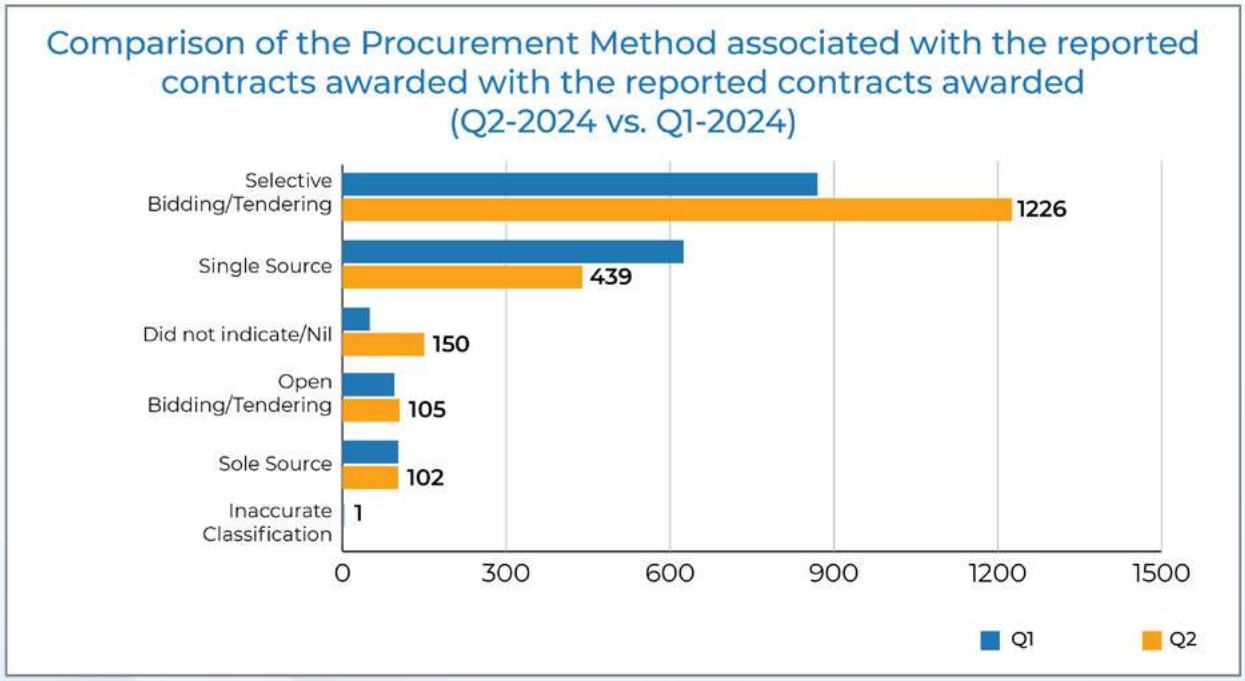
Based on the analysis the Office had concerns regarding the following:

- Accuracy of the values reported by public bodies;
- Completeness of the data submitted (*as unit rates may have been reported as total contract values resulting in under-reported values*); and
- The procurement strategies and methods utilised by public bodies (*i.e., contracts are being issued where stand-alone purchase orders*

or framework agreements can be engaged).

The analysis of data showed that 21 per cent or 417 of those awards had a total contract value ranging from $1.00 -$1000.00, while an additional 6 per cent or 117 awards were reported without a value. This trend continued from Q1-2024, where 18 per cent (332 awards) fell in the value range of $1.00 -$1001.00, while an additional 7 per cent or 120 awards were reported without a value.

On the premise that the values reported for Q1-2024 and Q2-2024 are accurate and the values represented recurrent procurement activities of public bodies, it can be anticipated that **less than 10 per cent of all awarded contracts** will be subject to the requirements of the Act upon the passage of the Simplified Procurement Regulations, 2024.



Section IX - Diagram 14: Comparison of the Procurement Method Associated with the Reported Contracts Awarded (Q2-2024 vs. Q1-2024)

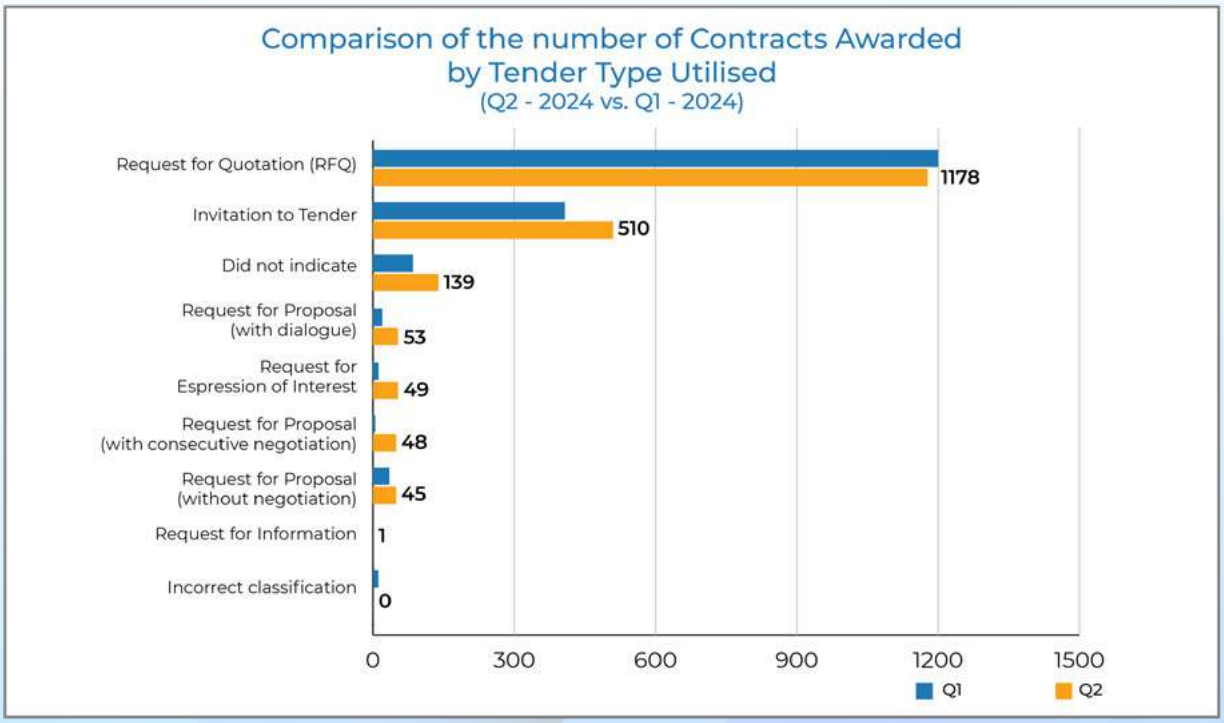
b) Procurement Methods Utilised -Limited and non-competitive methods accounted for more than 80 per cent of all reported contracts awarded in both quarters (*i.e., Selective, Single and Sole source methods*) while less than 10 per cent of the reported awarded contracts were executed via open bidding/tendering method, which is the default method within the Act.

Q2-2024 showed a regression to non-competitive methods of procurement coupled with a significant decline in the value of awarded contracts under the open bidding method.

In Q1-2024, 50 per cent (*i.e., $632.4 million representing 898 contracts awarded*) of the value of contracts awarded were associated with the selective tendering/bidding and 29 per cent (*i.e., $368.8 million representing 94 contracts awarded*) with open bidding method. Although selective tendering/bidding limits competition, public bodies still engaged more than one supplier or contractor before a decision was taken to award.

In contrast, in Q2-2024, single source procurement represented 65 per cent (*$1.3 billion representing 439 contracts awarded*) of the value of contracts awarded. Open bidding accounts for only 10 per cent (*$218.4 million representing 105 contracts awarded*).

The Office is eager to review Q3-2024 submissions to determine if the use of non-competitive methods continues to be systemic within public bodies and address remedial actions which can promote a competitive procurement environment.



Section IX - Diagram 15: Comparison of the Number of Contracts Awarded by Tender Type Utilised

c) Tender Types Reported

The use of non-competitive procurement methods correlates to the predominance of solicitation using RFQ in both Q1-2024 and Q2-2024.

Fifty-eight per cent (58 per cent or 1,178) of reported contracts awarded in Q2-2024 used RFQs for the engagement of potential suppliers or contractors.

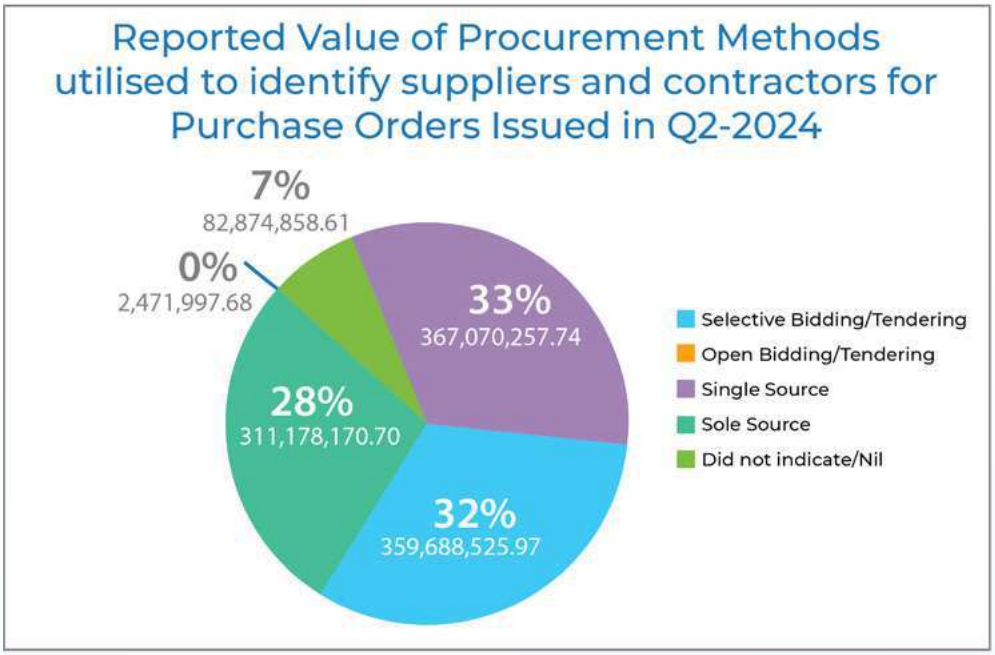
This represented a decrease from Q1-2024, where 66 per cent or 1,197 reported contracts were awarded using RFQs for solicitation.

Whilst the Office noted an increase in the number of contracts awarded using Invitation to Tender (*i.e., 510 contracts in Q2-2024 vs. 420 in Q1-2024*), there was a significant decline of $459.9 million (*$841.2 million in Q1-2024 vs.$381.3 million in Q2-2024*) in the value of these awarded contracts.

Purchase Orders Issued

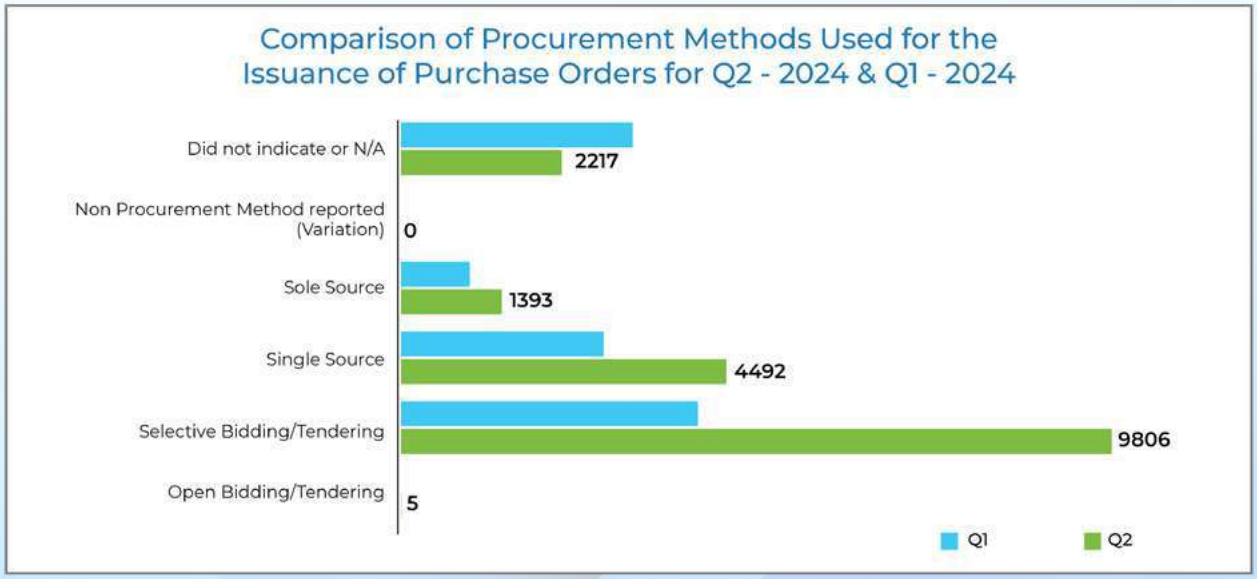
The Office further observed a minimal decline from $1.2 billion in Q1-2024 to $1.1 billion in Q2 -2024, representing the value of purchase orders issued, even though the total number of reported purchase orders issued increased from 12,448 in Q1-2024 to 17,913 in Q2-2024.

Purchase orders are a widely accepted global practice for procurement that engages in limited competition through different procurement methods. This is predicated on maximising the benefits of purchase orders, leading to more efficient, transparent, controlled procurement activities and value for money. Purchase orders are often utilised for goods and services that are routine in nature, readily available, of low risk and low value. It may also include some aspects of retention and maintenance works.



Section IX - Diagram 16: Reported Value of Procurement Methods Utilised to Identify Suppliers or Contractors for Purchase Orders Issued in Q2-2024

With this understanding, as shown in Section IX - Diagram 16, while the value of purchase orders issued under the selective tendering method accounted for 32 per cent or $359.6 million, the non-competitive methods (i.e., sole source and single source) amounted to 60.5 per cent ($678.2 million) of the $1.1 billion reported. Purchase orders issued using the open bidding/ tendering method accounted for less than 1 per cent ($2.5 million) of the total value of purchase orders issued.



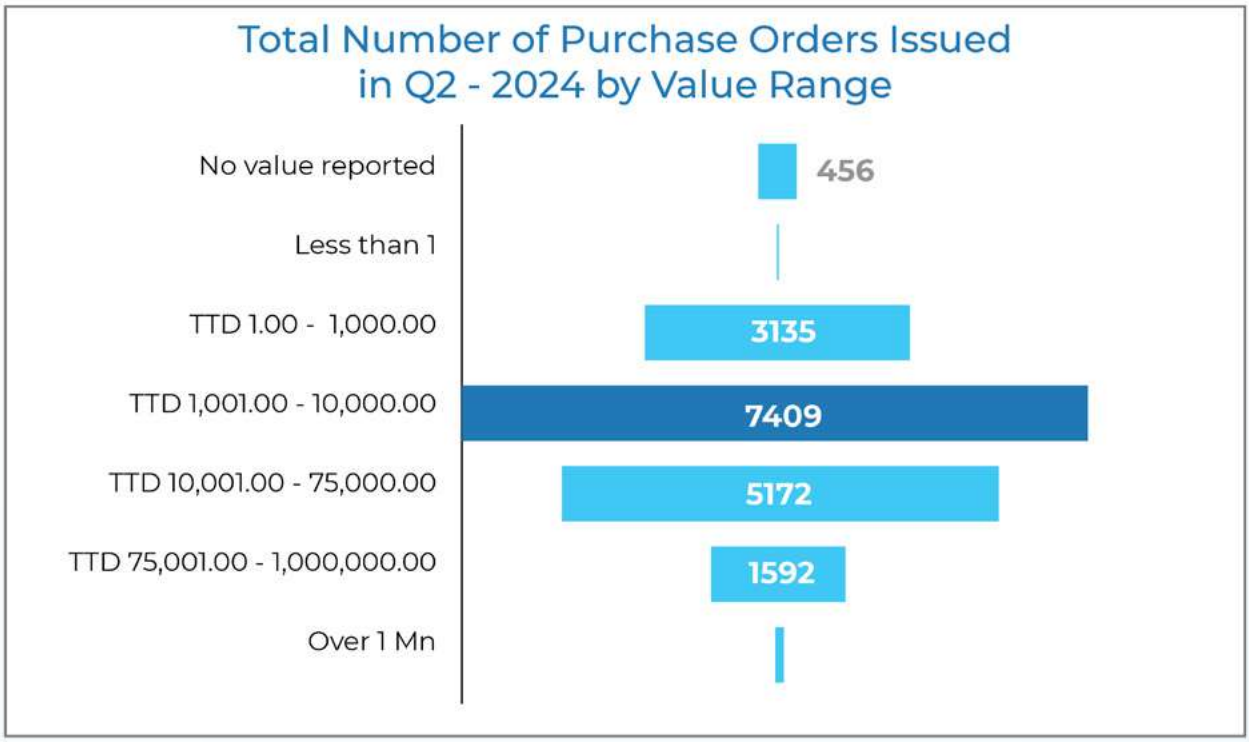
Section IX - Diagram 17: Comparison of Procurement Methods Used for the Issuance of Purchase Orders for Q2-2024 & Q1-2024

This observation must be contrasted with the fact that selective tendering/ bidding method was the most frequently reported method used to issue purchase orders. It accounted for 54.7 per cent (9,806) of the total number of purchase orders issued in Q2-2024 (17,913).

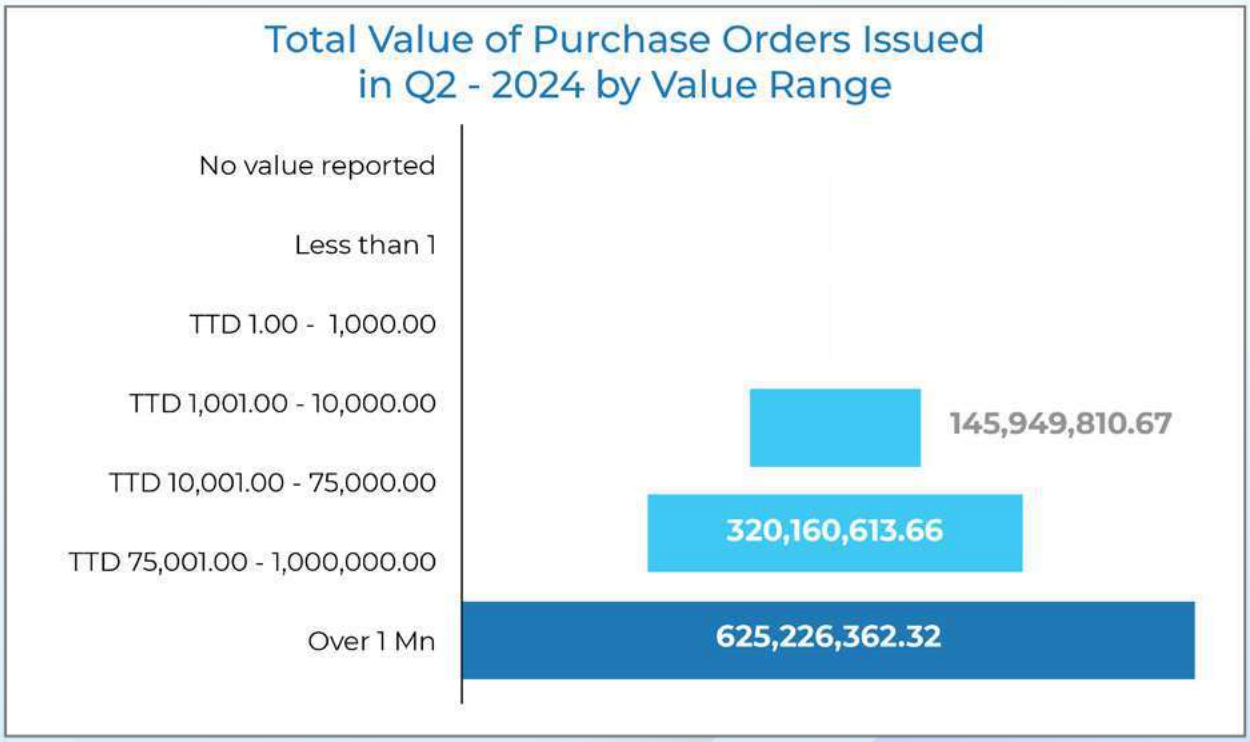
Single and Sole Source methods collectively accounted for 32.9 per cent (5,885) of the total number of purchase orders issued, although collectively they represented 60.5 per cent of the total value of reported purchase orders issued.

In the circumstances, it can therefore be inferred that the purchase orders issued under non-competitive methods (*i.e., sole source and single source*) were of higher value than those issued using selective tendering and other competitive methods of procurement. Additionally, it should be noted that public bodies collectively reported $82 million (7 per cent) of purchase orders issued where no procurement method was disclosed.

In summary, the analysis revealed that open bidding/tendering was engaged for only five (5) transactions in Q2-2024 and six (6) transactions in Q1-2024. Based on the number of purchase orders issued, request for quotations were utilised 81.5 per cent of the time (i.e., 14,598), while public bodies did not identify the tender type for 12.5 per cent or 2,240 reported purchase orders issued.



Section IX - Diagram 18: Total Number of Purchase Orders Issued in Q2-2024 by Value Range



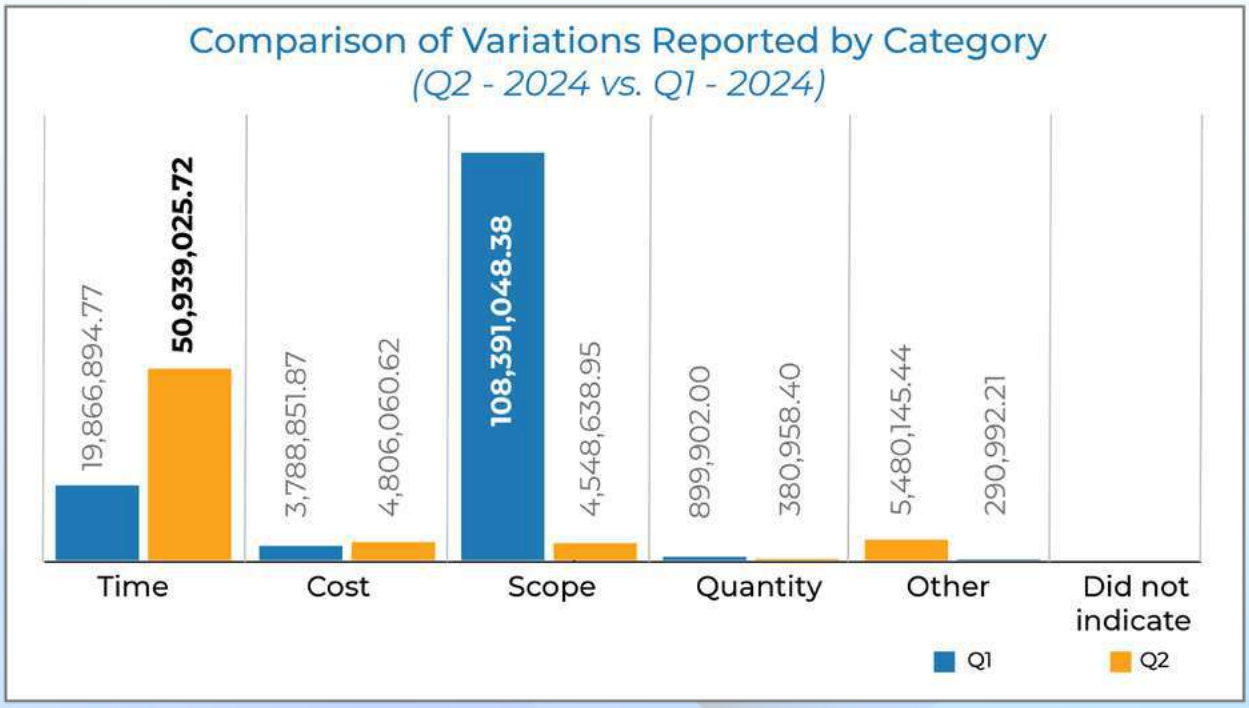
Section IX - Diagram 19: Total Value of Purchase Orders Issued in Q2-2024 by Value Range

The Office's examination of the value ranges of purchase orders issued revealed that while 90.3 per cent of the purchase orders issued were valued below $75,000, the remaining 9.7 per cent (*i.e., purchase orders with values greater than $75,000*) accounted for $945.4 million (84.2 per cent) of the total value of purchase orders issued.

It should be noted that of the $625.3 million in the "Over 1Mn" value range, $511.2 million (82 per cent) is attributed to purchase orders issued using the Single and Sole Source methods.

Variations

Variations to the originally contracted terms can affect the performance of a contract. Therefore, contract monitoring and management of variations are essential to procurement proceedings, because they can cause substantial adjustment to the contract duration, total direct and indirect cost, or both. Establishing comparators, benchmarks, and ranges for normal and abnormal variations can be developed over time. Currently, only two (2) comparative periods are available from which initial inferences can be drawn and reflected upon by all stakeholders.



Section IX - Diagram 20: Comparison of Variations Reported by Category

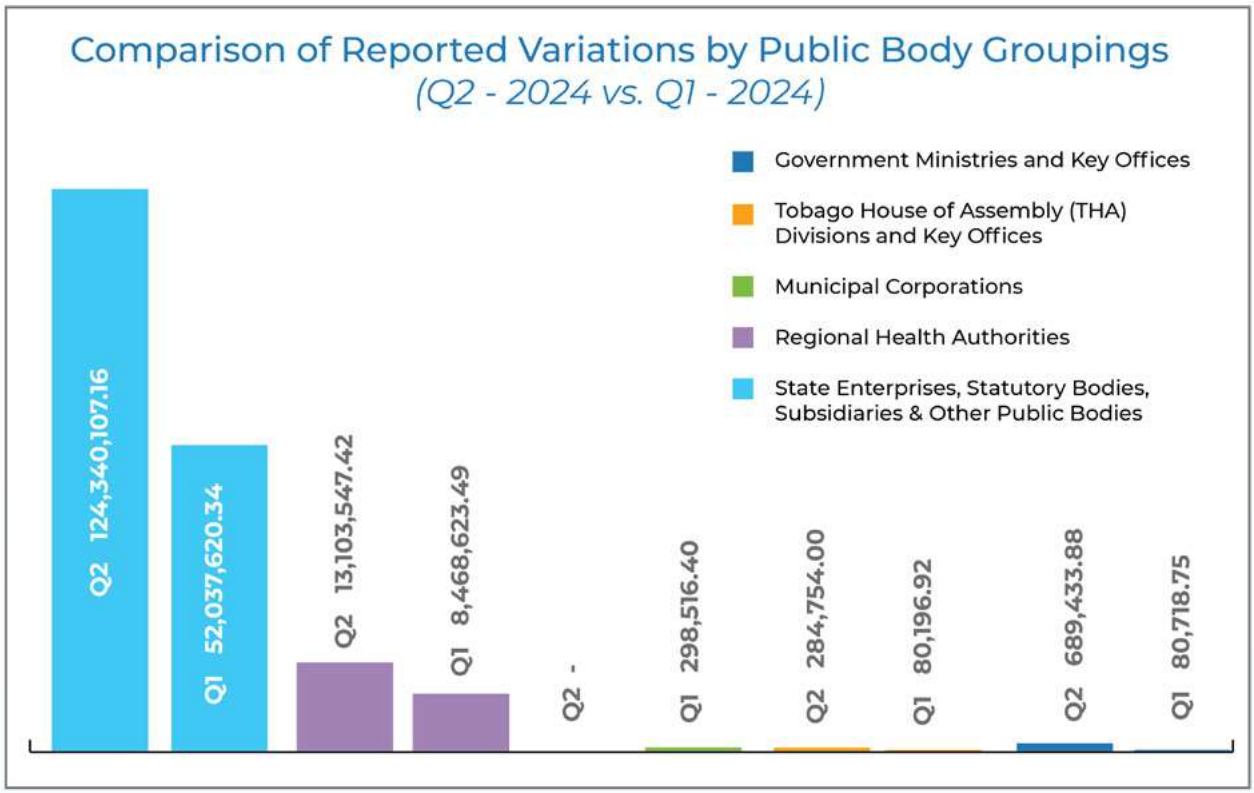
Although the number and value of "time" variations declined from 103 and $50.9 million in Q1-2024 to 69 and $19.8 million in Q2-2024, this category continued to be the most reported reason for variations over the two (2) periods. In most cases, the time variations were due to contract extensions caused by the expiration of old contracts and the ongoing process of new tenders.

These findings underscore the need for public bodies to actively monitor contract expiration dates and ensure that the four (4) stages of procurement proceedings are effectively executed. Understanding variations is crucial for developing effective procurement strategies that enhance efficiency, transparency, and value for money.

Notable in the analysis of the data, was the overall increase in reporting of "scope" variations from 25 reported instances valued at $4.5 million in Q1-2024 to 61 reported instances valued at $108.3 million in Q2-2024. The "scope" variation of $108.3 million accounted for 78.3 per cent of the total reported variation value in Q2-2024. Public bodies reported scope variations due to deficiencies in the original scope of works.

Scope changes can indicate unanticipated events or discoveries impacting contract delivery, but they can also signify weaknesses in the procurement process including:

- Poor planning and estimation;
- The use of inadequate or inaccurate information;
- Uncertainty about the good, work or service required, leading to the use of the wrong procurement method;
- A flawed evaluation and award process; and
- Poor contract management



Section IX - Diagram 21 - Comparison of Reported Variations by Public Body Groupings

These weaknesses, if pervasive in the national public procurement environment, can result in significant unplanned expenditure.

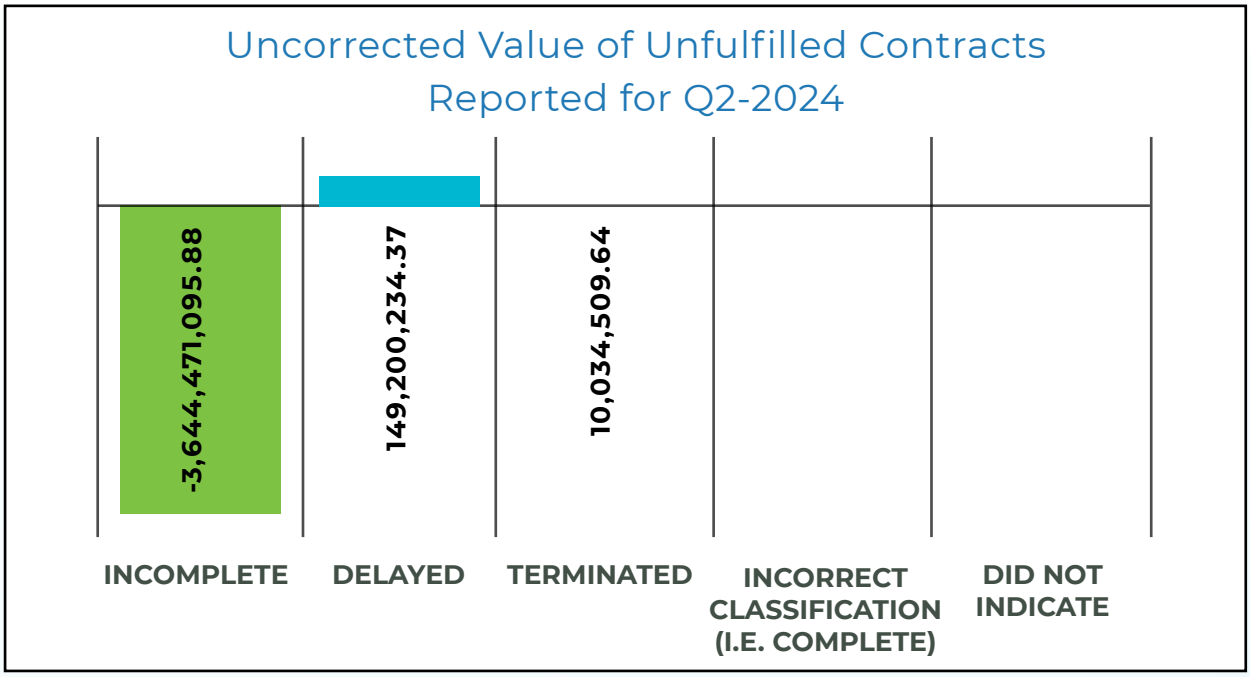
In Q2-2024, 89.8 per cent ($124.3 million) of reported variations were from State-controlled Enterprises, Statutory Bodies, Subsidiaries and Other public bodies, with 9.5 per cent ($13.1 million) being reported by the Regional Health Authorities.

Variations in procurement practices have posed several challenges in managing projects. These challenges include regulatory compliance, technological barriers, capacity gaps, corruption, and supplier management issues. As a result, **variation values appeared to be underreported**.

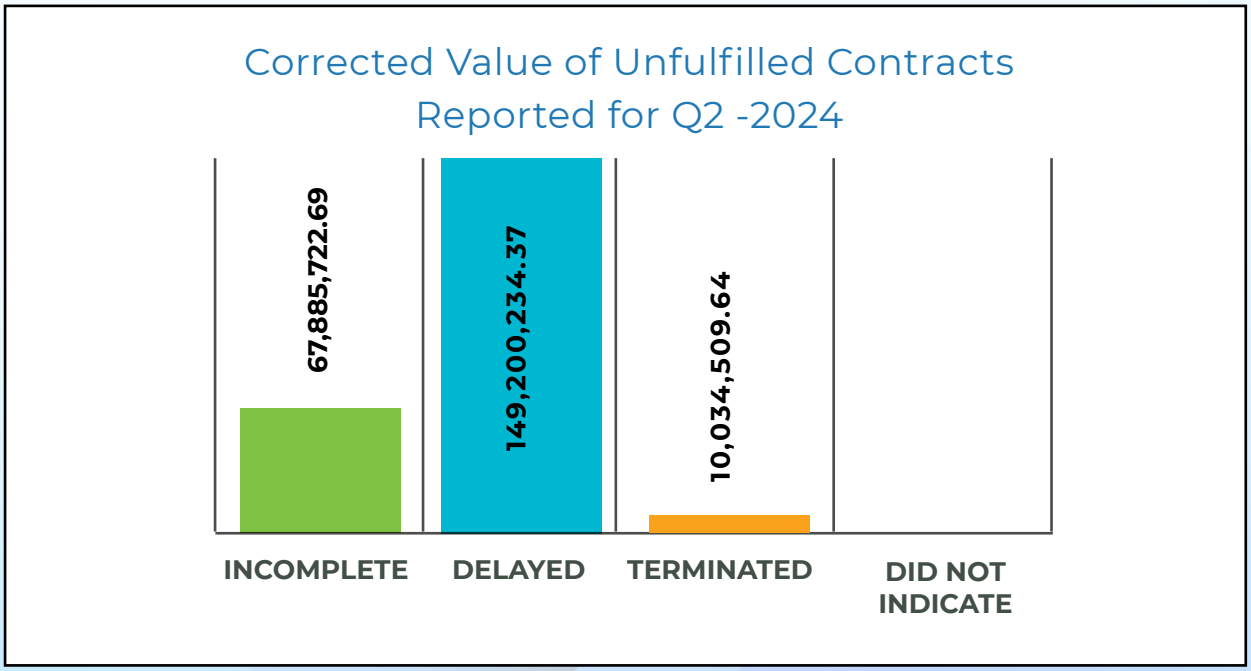
The expectation of variations in procurement activities can encourage collusion, scope creep, and reduce the effectiveness of the overall procurement process. Ensuring compliance and robust, management and monitoring of these areas must become a priority for all decision makers particularly accounting officers.

Unfulfilled Contracts

Unfulfilled contracts continued to be an area misunderstood by public bodies for reporting purposes. Although defined within the Act, the concept of unfulfilled contracts that are INCOMPLETE continues to be erroneously reported.

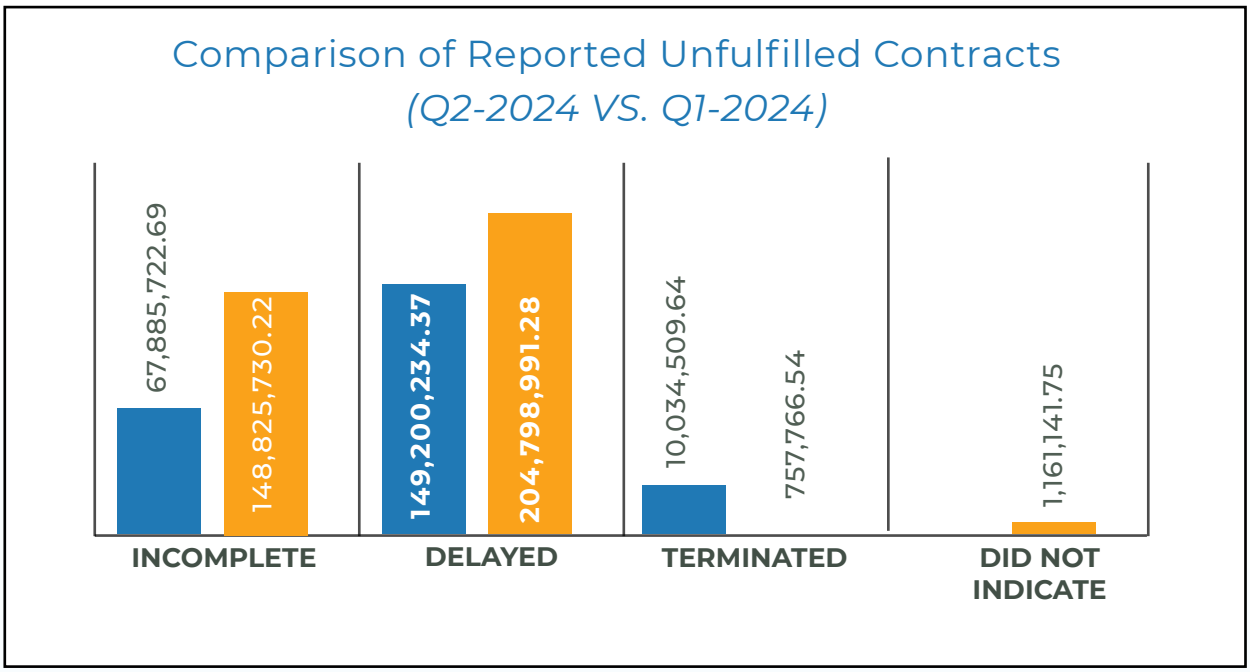


Section IX - Diagram 22 - Uncorrected Value of Unfulfilled Contracts Reported for Q2-2024



Section IX - Diagram 23 - Corrected Value of Unfulfilled Contracts Reported for Q2-2024

In Q2-2024, negative $3.6 billion was reported as incomplete contracts, yet only $67.8 million of these were correctly categorised based on the justifications reported by public bodies. Public bodies misinterpreted ongoing contracts as UNFULFILLED - INCOMPLETE.

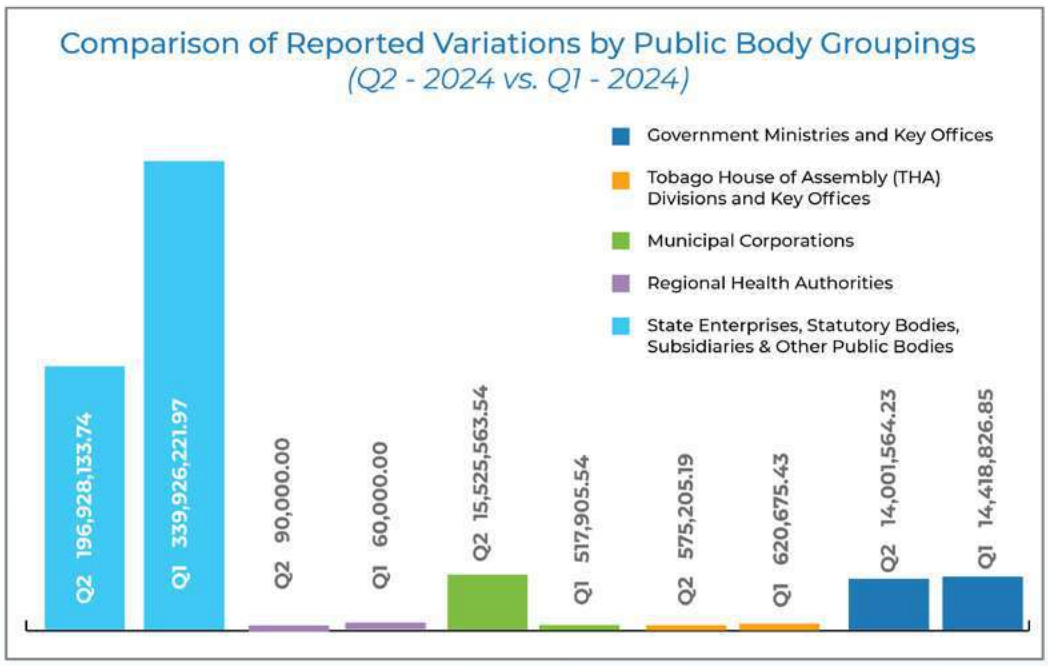


Section IX - Diagram 24 - Comparison of Reported Unfulfilled Contracts

"DELAYED" continued to be the most common reason for unfulfilled contracts reported representing 57.6 per cent of the total corrected value reported in Q1-2024 and 65.7 per cent of the total corrected value in Q2-2024.

Despite the "INCOMPLETE" classification errors, 29.9 per cent of Q2-2024 and 41.9 per cent of Q1-2024 reported values were attributed to contracts that have expired and outstanding deliverables.

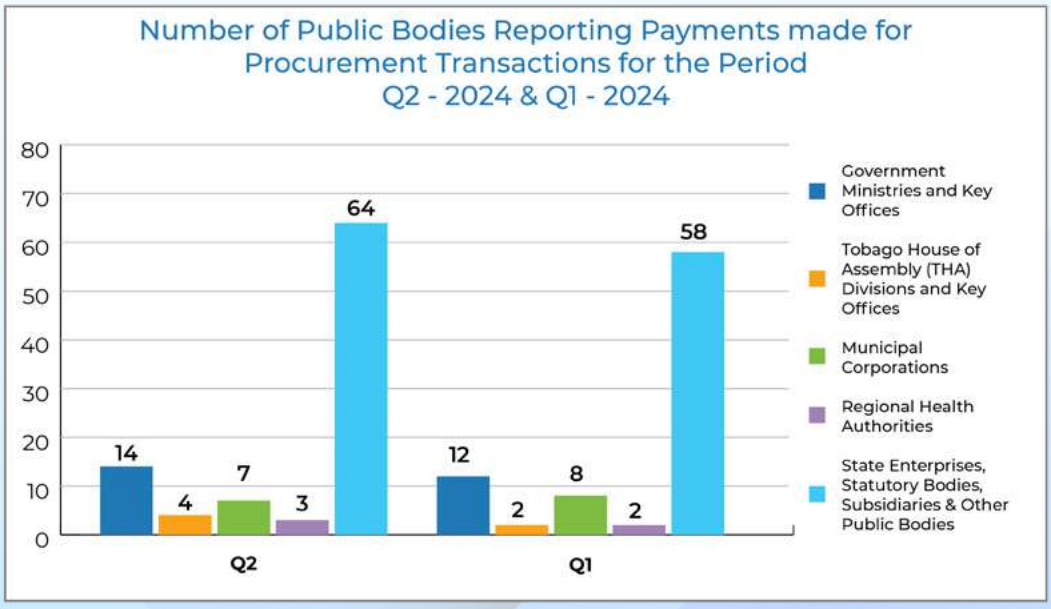
Both the DELAYED and INCOMPLETE classification impacts the principle of value for money, which does not only speak to the price and quality but also the timeliness of delivery of the goods, works or services.



Section IX - Diagram 25 - Comparison of Reported Unfulfilled Contracts by Public Body Groupings

Delays in fulfilling procurement deliverables will negatively impact the achievement of public bodies goals and objectives. Future data collection will inform guidance and capacity building in this area. Conclusively, there is limited empirical data to conclude on the completeness of the data reported in both periods by public body groups.

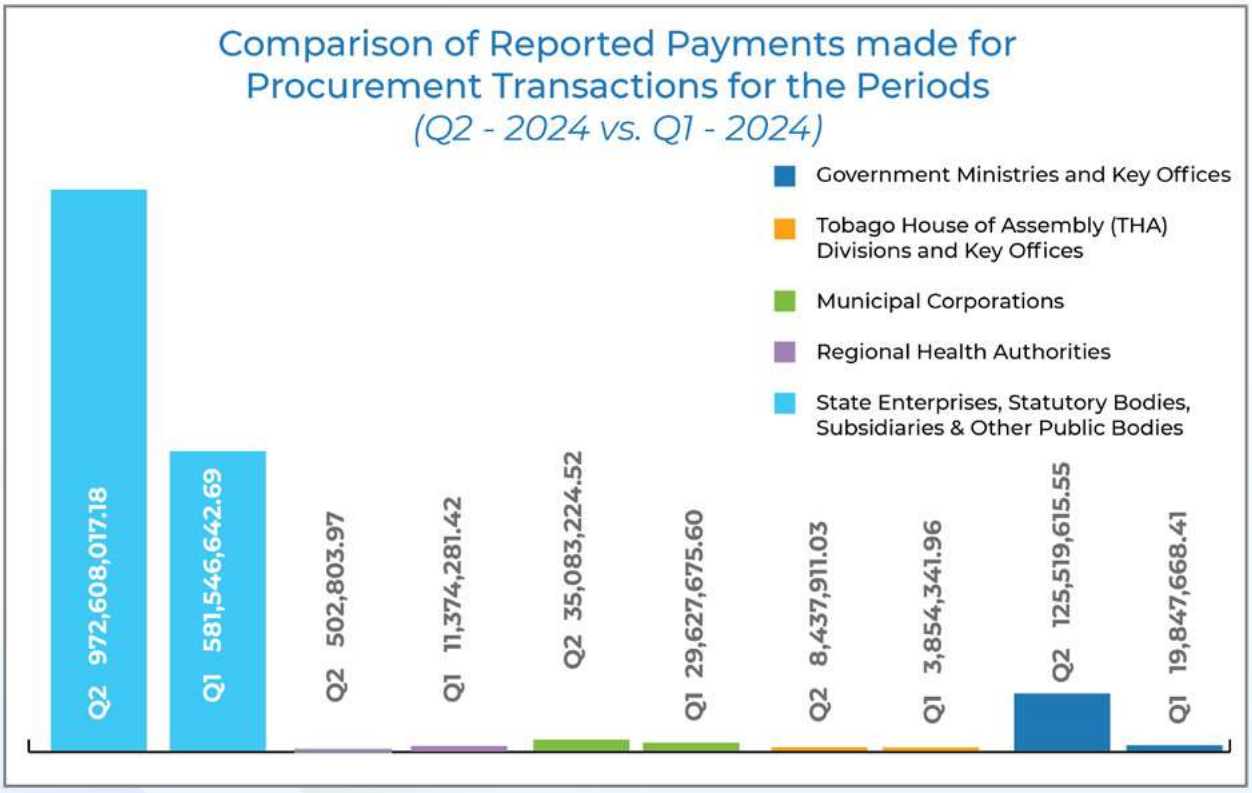
Payment Process



Section IX - Diagram 26 - Number of Public Bodies Reporting Payment Made for Procurement Transactions for Q2-2024 & Q-1 2024

In Q2-2024, the value of payments increased, with several public bodies reporting payments related to procurement transactions. A total of $1.1 billion from 92 public bodies was reported as compared to $646.2 million **from 82 public bodies** in Q1-2024.

The data revealed that whilst there was more than a 100 per cent increase from 4,305 reported transactions paid in Q1-2024 to a startlingly 10,578 reported transactions in Q2-2024, the average value of these payments declined from approximately $150,000 in Q1-2024 to approximately $108,000 in Q2-2024, suggesting that while more payments were made, these were at lower values.



Section IX - Diagram 27 - Comparison of Reported Payment Made for Procurement Transactions for Q2-2024 & Q1-2024

Considering the Fiscal Year 2023/2024 budget allocations outlined below, it can be inferred that there is significant underreporting by public bodies in this area:

- $6.3 billion for “Goods and Services” (*noting that this value includes allocations for contract employment*);
- $173.2 million for “Minor Equipment Purchases”; and
- Approximately $6.2 billion from the Development Programme and the Infrastructure Development Fund.

Total reported payments made by Government Ministries and their key offices also significantly increased in Q2-2024 to $125.5 million from $19.8 million in Q1-2024. As noted in Q1-2024, the 2024 national fiscal package was only passed in December 2023 (Q1-2024) making budgetary allocation available to this said grouping for utilisation. In total, only $145.4 million was reported by 14 public bodies within this group over the first two (2) quarters of Fiscal Year 2023/2024.

Directing our attention to the Tobago House of Assembly (“THA”) Divisions and their key offices, the Office continues to observe a significant underreporting of procurement transactions within this group. While there was a 100 per cent increase in the number of public bodies reporting in the area, from two (2) in Q1-2024 to four (4) in Q2-2024, interestingly, this reflects only one-third (1/3) of the entities within this grouping.

Furthermore, the total collective value of payments reported amounted to merely $12.2 million for the first two (2) quarters of the Fiscal Year 2023/2024. Notably, THA’s allocation under the National Budget relating to procurement is $685.1 million excluding, funding allocated through the Development Programme and the Infrastructure Development Fund.

Similarly, underreporting of budget allocations was also observed for the Municipal Corporations and Regional Health Authorities with total payments of $64.7 million and $11.8 million, respectively for Q1-2024 and Q2-2024.

PART 2: DISPOSAL OF PUBLIC PROPERTY



DISPOSAL TRANSACTIONS REPORTED FOR THE PERIOD APRIL 26, 2023, TO SEPTEMBER 30, 2023 (Q3-2023 AND Q4-2023)

For the reporting period, nine (9) public bodies reported on the disposal of several different types of personal and real property, including the five (5) public bodies who, in response to Public Advisory #22, indicated that their reports would be forthcoming and one (1) public body advised of ongoing disposals. In total, 312 public property items were disposed. Seven (7) public bodies conducted disposal transactions for 282 personal property items while two (2) public bodies reported on 30 real property disposals.

The personal property disposed included 199 pieces of office furniture and equipment, 57 airplane parts, 25 motor vehicles and one (1) water tank.

The total revenue generated from public property disposals amounted to approximately $36.6 million, which represented 98 per cent of the book value of approximately $37.3 million of the items disposed. A substantial portion of real property revenue, approximately $33 million, was accounted for by the National Insurance Board of Trinidad and Tobago ("NIB"). The NIB's disposal transactions were validated by external valuators, which is supportive of the conclusion that the value generated was fair and reasonable. In contrast, the

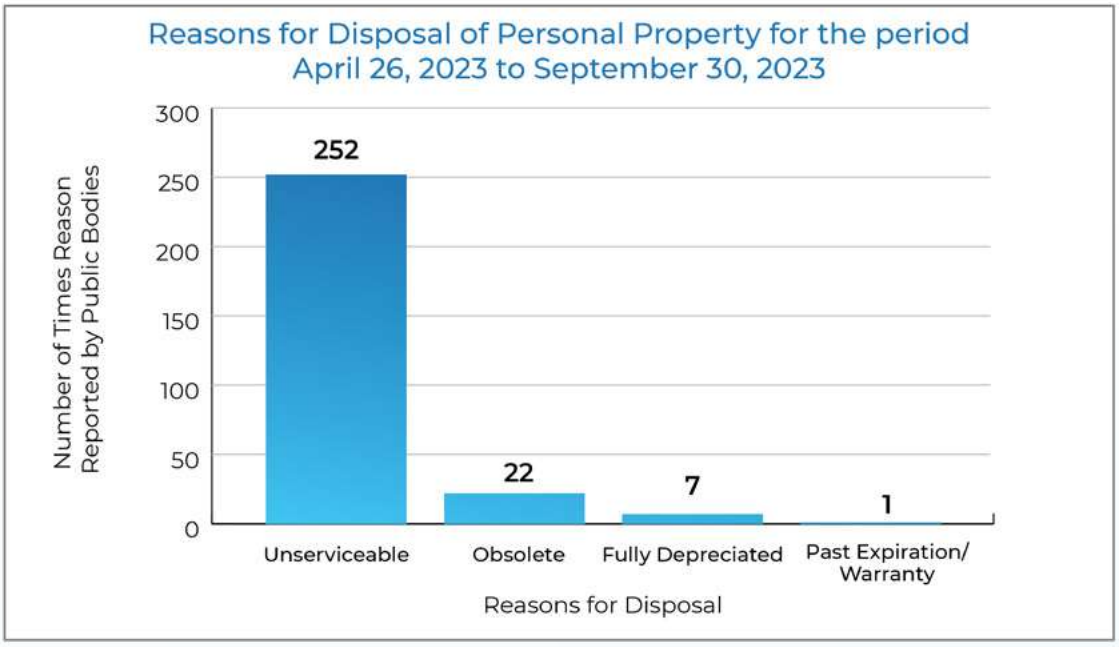
Ministry of Agriculture, Land and Fisheries reported real property disposals amounting to approximately $3.23 million but in the absence of any supporting documentation from the Ministry, the Office was unable to ascertain how this figure compared with the market value. (Section IX -Table 13)

Section IX- Table 13
Revenue Generated Vs Disposal/ Book Values for the period April 26- June 30, 2023 (Q3-2023) and July 1 - September 30, 2023 (Q4-2023)

Property Type	Total Revenue Generated $	Disposal Value/ Book Value $
Personal Property	374,678.93	403,666.03
Real Property	36,233,872.06	36,891,913.06

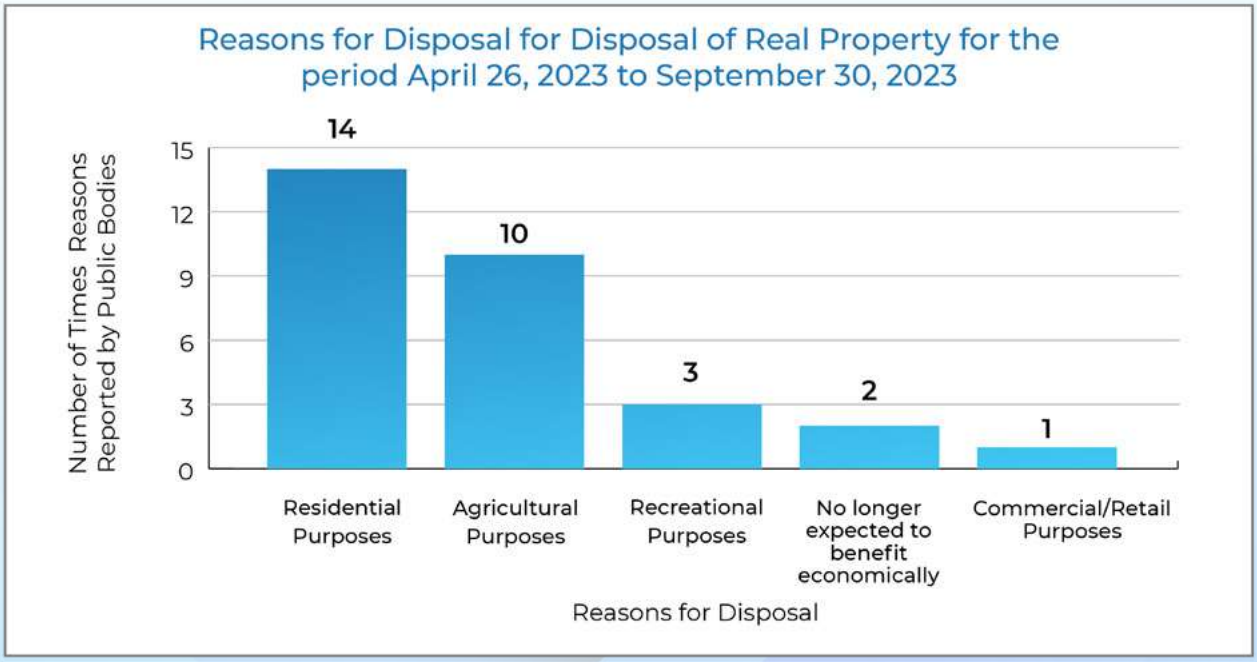
Section IX - Table 13 - Revenue Generated vs Disposal/Book Values for the period April 26, 2023, to September 30, 2023

Several reasons were advanced by public bodies for the disposal of items. In terms of personal property, the items were classified as obsolete, unserviceable, fully depreciated, surplus, and past expiration/warranty period. The most common reason for disposal was the classification of the item as unserviceable. (Section IX- Diagram 28)



Section IX - Diagram 28 - Reasons for Disposal of Personal Property for the period April 26, 2023, to September 30, 2023.

With respect to real property, two (2) public bodies reported that the properties were disposed either for agricultural, residential, recreational, commercial/ retail purposes or because they were no longer expected to generate future economic benefit. In terms of real property, disposal for residential purposes was the common reason. (Section IX-Diagram 29)

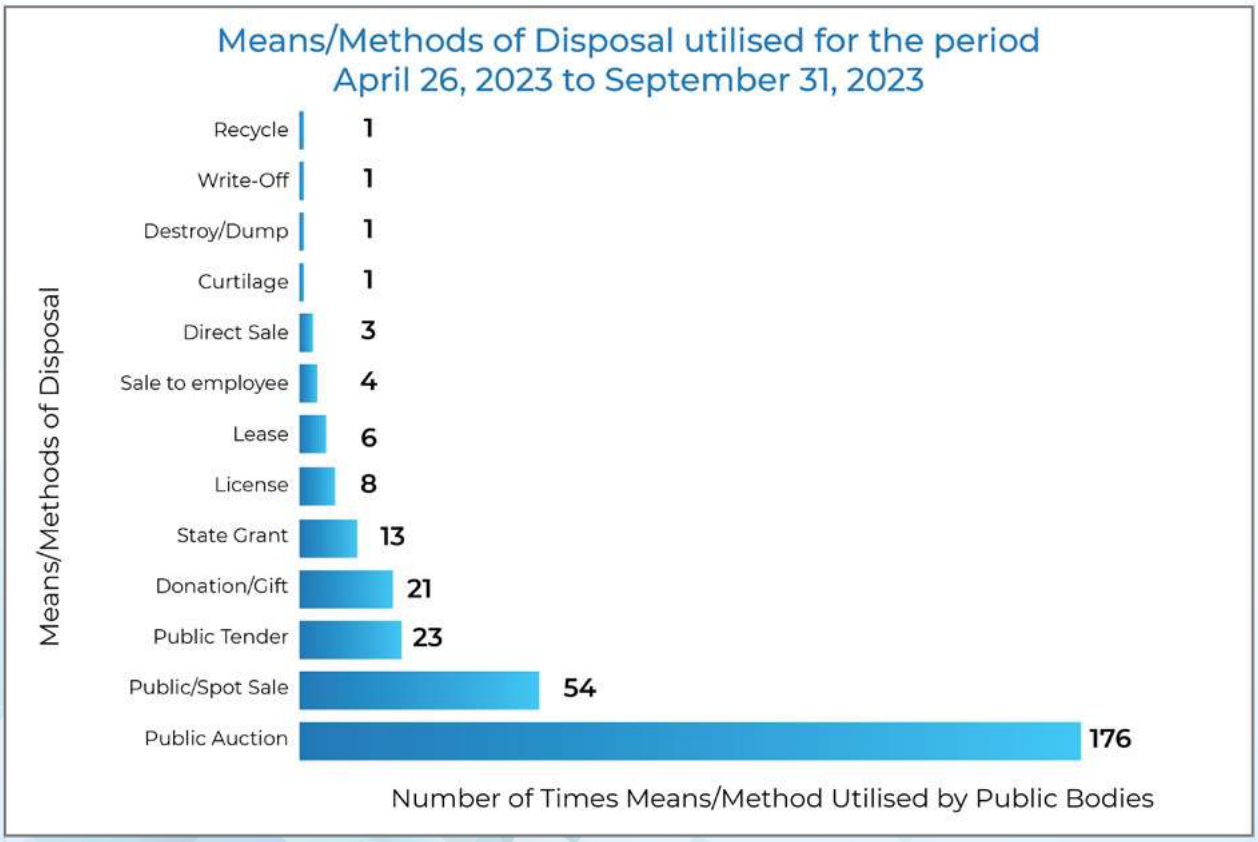


Section IX - Diagram 29 - Reasons for disposal of Real Property for the period April 26, 2023, to September 30, 2023.

The methods or means of disposal of personal property included sale to employee, public auction, public tender, public/spot sale, direct sale, donation/ gift, recycle, destroy/ dump and the writing-off of items. (See Section IX- Diagram 30).

The method or means utilised by public bodies for real property differed from those used for personal property and included license, curtilage, State grant and lease (See Glossary of Terms).

The predominant disposal method employed during the reporting period was public auction, which was on account of a significant volume of office furniture and equipment disposed of by that method by one (1) public body. (See Section IX- Diagram 30)



Section IX - Diagram 30: Means/Methods of disposal utilised for the period April 26, 2023 to September 30, 2023.

During this period, a total of 312 items were disposed. Three (3) properties were disposed through destruction/dumping, written-off, and for recycling. In terms of the recipients, 309 properties were disposed to various beneficiaries, as seen below. (See Section IX- Table 14)

Section IX- Table 14
Beneficiaries of Public Property for the period April 26- June 30, 2023 (Q3-2023) and July 1 - September 30, 2023 (Q4-2023)

Beneficiary	Number of Public Property Disposed (Real and Personal Property)
General Public	198
Private Companies	86
Children's Home	19
Employees	6

Section IX - Table 14 - Beneficiaries of Public Property for the period April 26, 2023 to September 30, 2023.

In relation to the beneficiaries listed in **Section IX - Table 14:**

- The general public acquired 198 public properties, such as office furniture and equipment through public auctions, while land was disposed to the general public for agricultural and residential uses through licensing and State grants;
- In contrast, private companies obtained public assets such as airplane parts through public/spot sales and direct sales, and vehicles, land, and buildings were sold to these companies through public tenders and issuance of license for land;
- Additionally, a children's home was in receipt of 19 personal property items such as desks, chairs, cabinets, which were donated by a public body; and
- Six (6) employees received office equipment which were also donated by a public body, while a vehicle was disposed through sale to employees.



DISPOSAL TRANSACTIONS REPORTED FOR OCTOBER 1, 2023, TO DECEMBER 31, 2023 (Q1-2024)

For the period October 1, 2023 to December 31, 2023 (Q1-2024), four (4) public bodies reported on 378 public property disposals on the Depository including one (1) public body that had previously advised of an ongoing disposal in response to Public Advisory #22. Three (3) public bodies reported a total of 377 personal property items, while one (1) public body reported one (1) real property disposal.

The Q1-2024 disposals resulted in revenue of approximately $105,000.00, which represented 100 per cent of the corresponding disposal/book value. (See Section IX - Table 15)

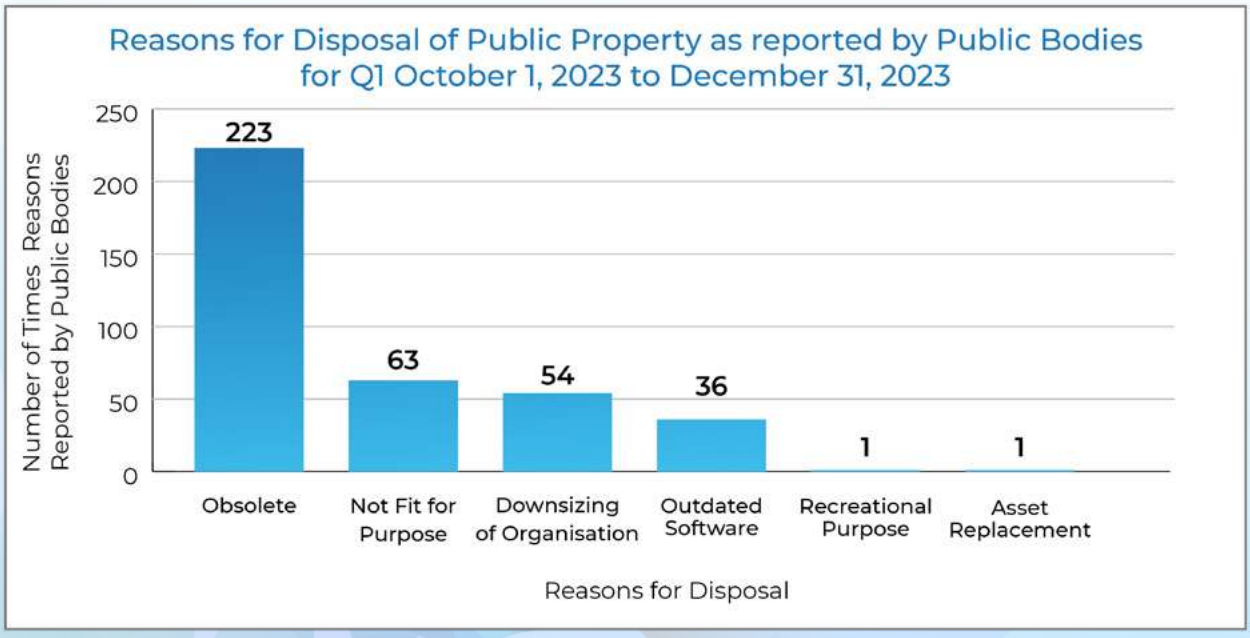
Section IX- Table 15
Revenue Generated Vs Disposal/ Book Values for Q1- 2024
October 1, 2023 to December 31, 2023

Property Type	Total Revenue Generated $	Disposal Value/ Book Value $
Personal Property	104,812.50	104,812.50
Real Property	250.00	250.00

Section IX - Table 15 - Revenue Generated vs Disposal/Book Values for Q1-2024 October 1, 2023 to December 31, 2023.

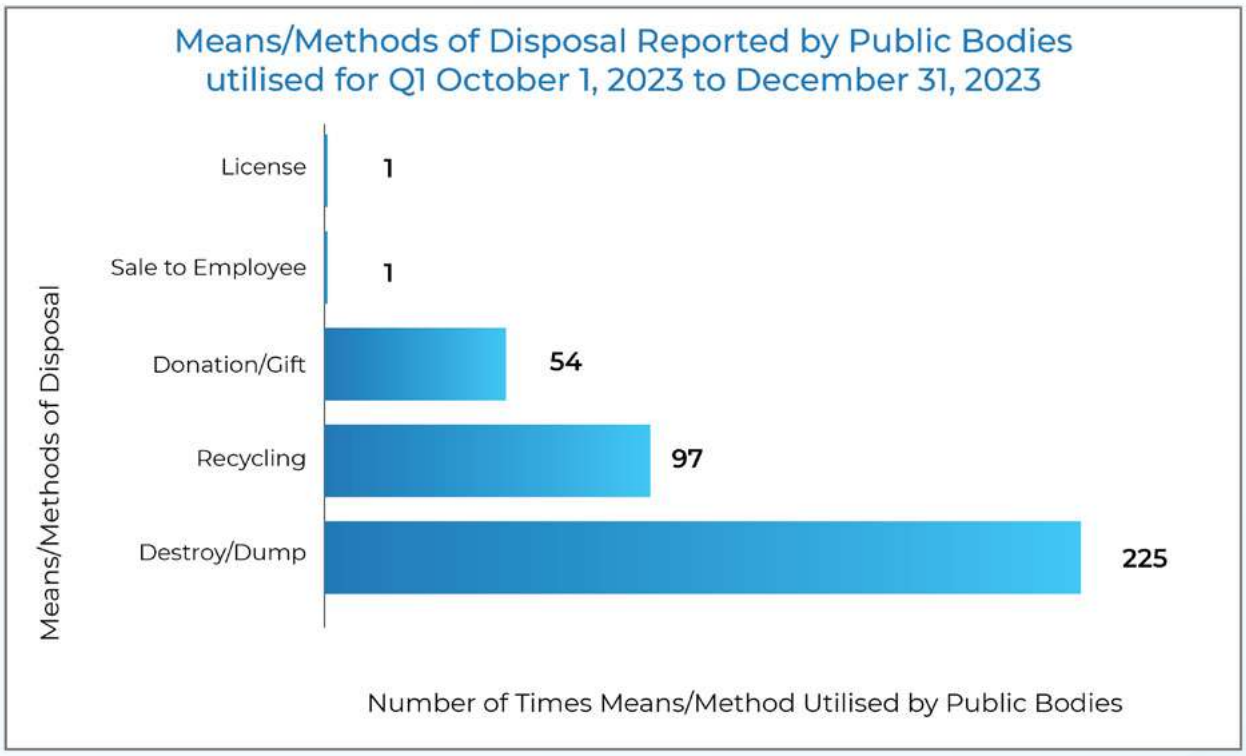
The personal property disposed included 256 computer equipment items, 117 office furniture items, three (3) pieces of gym equipment, one (1) motor vehicle and one (1) real property. The total revenue of $250.00 from the real property disposal was attributed to disposal of land for recreational purposes.

The reasons proffered for disposal of personal property were as follows: outdated software, obsolete items, items not fit for purpose, the need for asset replacement and downsizing of organisation. (See Section IX- Diagram 31)



Section IX - Diagram 31: Reasons for Disposal of Public Property as reported by Public Bodies for Q1-2024 October 1, 2023 to Decemember 31, 2023

In Q1-2024, October 1, 2023 to December 31, 2023, the means or methods utilised by public bodies for personal property disposal included sale to employees, donation/ gift, recycling, and destroy/dump, with the latter being the predominant method accounting for nearly 60 per cent of all disposals. The property disposed through destruction or dumping were primarily computer equipment. The one (1) real property disposed was conducted via license.



Section IX - Diagram 32: Means/Methods of Disposal reported by Public Bodies utilised for Q1-2024 October 1, 2023 to December 31, 2023

Of the 378 public property disposals that were not under the classification of dump/destroy, 153 were disposed to various beneficiaries such as suppliers and contractors, government organisations, employees, and a private company. (See Section IX- Table 16)

Section IX- Table 16
Beneficiaries of Public Property for Q1- 2024
October 1, 2023 to December 31, 2023

Beneficiary	Number of Public Property Disposed (Real and Personal Property)
Suppliers or Contractors	97
Government Organisations	54
Employees	1
Private Company	1

Section IX - Table 16 - Beneficiaries of Public Property for Q1-2024 October 1, 2023 to December 31, 2023

Suppliers and contractors emerged as the primary recipients, receiving approximately 63 per cent of the disposals involving 97 computer items from a public body for recycling purposes. A total of 54 personal property items comprising mainly office furniture were donated by a public body to government organisations. One (1) employee purchased a vehicle from a public body, while a private company acquired land for recreational purposes through a license issued by a public body.

DISPOSAL TRANSACTIONS REPORTED FOR Q2-2024: JANUARY 1, 2024, TO MARCH 31, 2024

During the period January 1, 2024 to March 31, 2024 (Q2-2024), five (5) public bodies reported on the disposal of a combined total of 311 items of personal property on the Depository. There were no disposals of real property reported. The Q2-2024 disposals resulted in revenue of $24,556.40 which was almost double the corresponding disposal/book value. (See Section IX- Table 17)

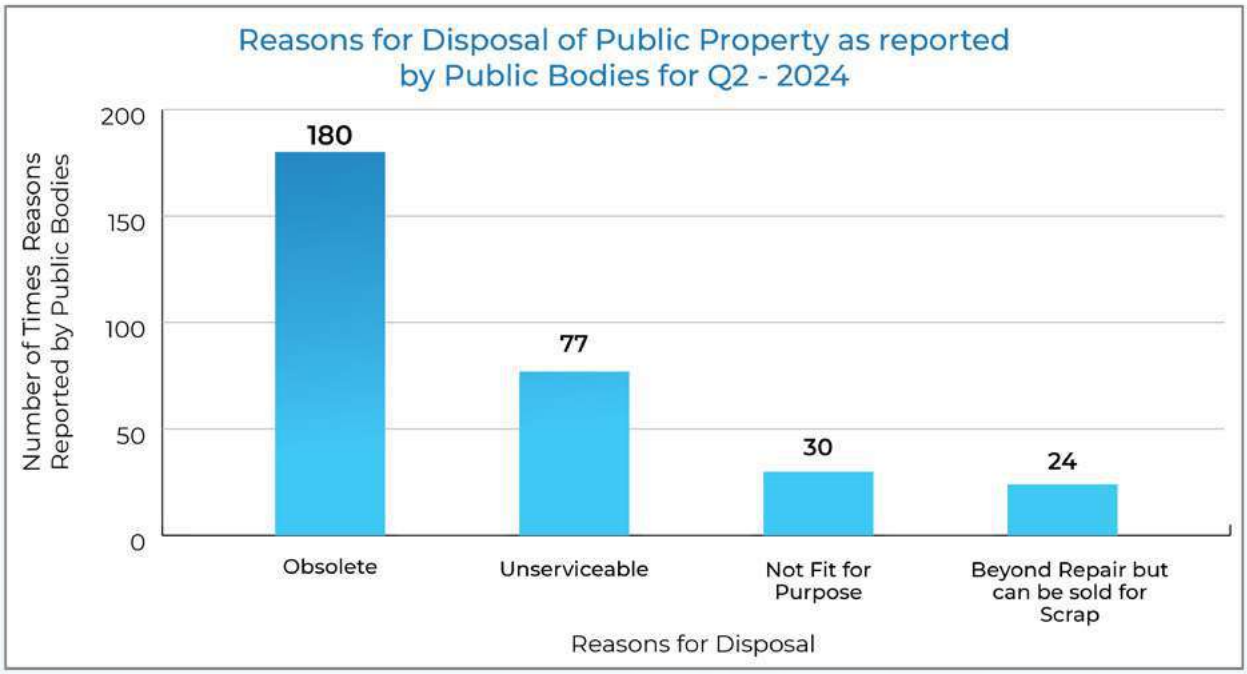
Section IX- Table 17
Revenue Generated Vs Disposal/ Book Values for Q2- 2024
January 1, 2024 to March 31, 2024

Property Type	Total Revenue Generated $	Disposal Value/ Book Value $
Personal Property	24,556.40	12,758.26

Section IX - Table 17: Revenue Generated Vs Disposal/Book Values for Q2- January 1, 2024 to March 31, 2024

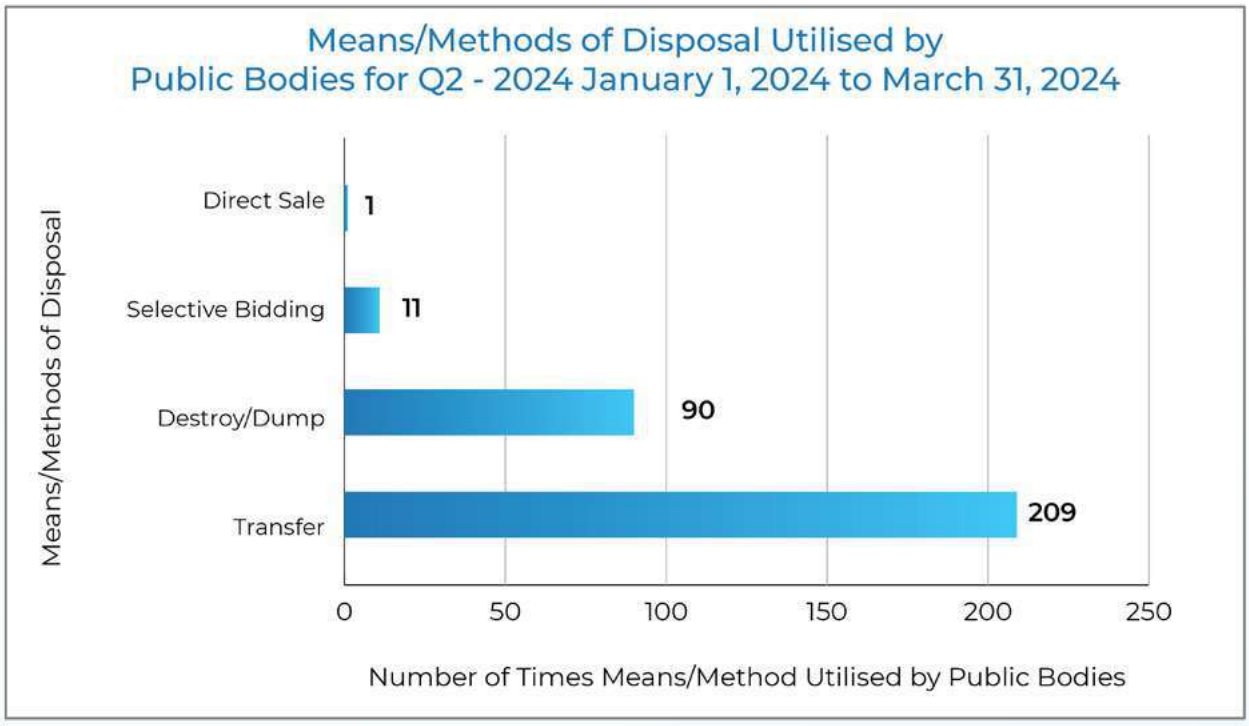
The revenue was generated from the disposal of two (2) 20-foot containers, 208 items of office furniture, 62 items of office equipment, one (1) aircraft part, 27 computer items and 11 pieces of machinery.

The reasons for disposal proffered were: “beyond repair but can be sold for scrap”, “obsolete”, “unserviceable”, and “not fit for purpose”, with obsolete being the most common reason at 58 per cent. (See Section IX- Diagram 33).



Section IX - Diagram 33: Reasons for Disposal of Public Property as reported by Public Bodies for Q2-2024

The most frequently used means or methods of disposal were transfer, destroy/ dump, and selective bidding, with transfer accounting for 67 per cent of the transactions. (See Section IX- Diagram 34)



Section IX - Diagram 34: Means/Methods of Disposal Utilised by Public Bodies for Q2-2024 January 1, 2024 to March 31, 2024

Of the 311 personal property transactions reported, 90 items (29 per cent were destroyed/ dumped, while 221 items (71 per cent) were disposed to beneficiaries, including public schools, public bodies, a private company, and a foreign organisation, with public schools benefitting from 176 (56.6 per cent) of the disposed items.

Section IX- Table 18
Beneficiaries of Public Property for Q2- 2024
January 1, 2024 to March 31, 2024

Beneficiary	Number of Public Property Disposed (Personal Property)
Public School	179
Public Body	30
Private Company	11
Foreign Organisation/Individual	1

Section IX - Table 18: Beneficiaries of Public Property for Q2-2024 January 1, 2024 to March 31, 2024

Public schools were in receipt of 179 items, such as office furniture and computer items which were transferred to the school by a public body, while a public body was in receipt of 30 items, such as containers and office furniture which were transferred by another public body. Additionally, a private company received 11 pieces of machinery through selective bidding, and airplane parts were disposed to a foreign organisation through direct sale.

TOWARDS EXCELLENCE: CLOSING THOUGHTS ON PUBLIC PROCUREMENT

By focusing on inclusive development and sustainable economic growth, the Office's efforts extend beyond mere procedural improvements. They aim to establish a procurement and disposal paradigm characterised by integrity, trust, and effectiveness. This vision encompasses not only the efficient allocation and use of public resources but also the promotion of fair competition, transparency, and accountability at every stage of the procurement and disposal process.

Furthermore, the Office's strategic initiatives, such as the Procurement Depository and E-Procurement, play a pivotal role in modernising procurement practices and enhancing accessibility for both suppliers, contractors and public bodies. These cutting-edge systems are aimed at streamlining processes, reducing administrative burdens, and fostering greater innovation, thereby bolstering confidence in the integrity of the new system.

Ultimately, by laying the groundwork for the professionalisation of public procurement on principles of good governance and ethical conduct, the Office is paving the way sustainable national development. Under visionary stewardship and through collaborative endeavours with stakeholders, the Office is not simply shaping the present; it is architecting the opportunity for prosperity for generations to come.



APPENDICES

- APPENDIX I: LISTING OF PUBLIC BODIES
- APPENDIX II: COMPLIANCE BY PUBLIC BODY TO LEGISLATIVE REQUIREMENTS AS AT APR 25 2024
- APPENDIX III: CONTRACT REPORTING BY PUBLIC BODY FOR THE PERIOD APRIL 26, 2023 - MARCH 31, 2024
- APPENDIX IV: SUMMARY REPORT OF DISPOSAL TRANSACTIONS FROM PROCUREMENT DEPOSITORY
- APPENDIX V: PUBLIC ADVISORIES
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APPENDIX I

LISTING OF PUBLIC BODIES

Appendix I: Listing of Public Bodies

No.	Name of Public Body
1.	AGRICULTURAL DEVELOPMENT BANK OF TRINIDAD AND TOBAGO (ADB)
2.	AGRICULTURAL SOCIETY OF TRINIDAD AND TOBAGO
3.	AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO (AATT)
4.	AMPLIA COMMUNICATIONS
5.	ARIMA BOROUGH CORPORATION
6.	AUDITOR GENERAL
7.	BETTING LEVY BOARD
8.	CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE
9.	CARIBBEAN AIRLINES LIMITED
10.	CARIBBEAN DOCKYARD AND ENGINEERING SERVICES LIMITED
11.	CARIBBEAN FISHERIES TRAINING AND DEVELOPMENT INSTITUTE
12.	CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE
13.	CARONI (1975) LIMITED
14.	CHAGUANAS BOROUGH CORPORATION
15.	CHAGUARAMAS DEVELOPMENT AUTHORITY
16.	CHILDREN'S AUTHORITY OF TRINIDAD AND TOBAGO
17.	CHILDREN'S LIFE FUND AUTHORITY
18.	CIPRIANI COLLEGE OF LABOUR AND CO-OPERATIVE STUDIES
19.	COCOA DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED
20.	COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT)
21.	COLONIAL LIFE INSURANCE COMPANY (TRINIDAD) LIMITED (CLICO)
22.	CONSTRUCTION COMPANY LIMITED
23.	COUVA/ TABAQUITE/ TALPARO REGIONAL CORPORATION
24.	CRIMINAL INJURIES COMPENSATION BOARD
25.	DIEGO MARTIN REGIONAL CORPORATION
26.	CUSTOMS AND EXCISE DIVISION
27.	DEVELOPMENT FINANCE LIMITED
28.	EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED
29.	EASTERN REGIONAL HEALTH AUTHORITY
30.	ECO-INDUSTRIAL DEVELOPMENT COMPANY OF TOBAGO (E-IDCOT) LIMITED
31.	ELECTIONS AND BOUNDARIES COMMISSION (EBC)
32.	ENVIRONMENTAL MANAGEMENT AUTHORITY (EMA)
33.	EQUAL OPPORTUNITY COMMISSION
34.	EQUAL OPPORTUNITY TRIBUNAL
35.	ESTATE MANAGEMENT AND BUSINESS DEVELOPMENT COMPANY LIMITED
36.	EVOLVING TECKNOLOGIES AND ENTERPRISE DEVELOPMENT COMPANY LIMITED (E-TECK)
37.	EXPORT CENTRES COMPANY LIMITED
38.	EXPORT IMPORT BANK OF TRINIDAD AND TOBAGO LIMITED (EXIM BANK)
39.	EXPORTT LIMITED
40.	FAIR TRADING COMMISSION

41.	FAMILY PLANNING ASSOCIATION OF TRINIDAD AND TOBAGO
42.	FIRST CITIZENS GROUP FINANCIAL HOLDINGS LIMITED
43.	GAMBLING CONTROL COMMISSION OF TRINIDAD AND TOBAGO
44.	GOLDEN GROVE-BUCCOO LIMITED
45.	HERITAGE PETROLEUM COMPANY LIMITED
46.	HORSES HELPING HUMANS
47.	INLAND REVENUE DIVISION
48.	INSTITUTE OF MARINE AFFAIRS
49.	INTEGRITY COMMISSION
50.	INVESTT TRINIDAD AND TOBAGO LIMITED
51.	JUDICIARY TRINIDAD AND TOBAGO
52.	LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED (LABIDCO)
53.	LAKE ASPHALT OF TRINIDAD AND TOBAGO (1978) LIMITED
54.	LAND SETTLEMENT AGENCY
55.	LAND SURVEY BOARD OF TRINIDAD AND TOBAGO
56.	LAW REVISION COMMISSION
57.	LEGAL AID AND ADVISORY AUTHORITY
58.	MAMATOTO RESOURCE AND BIRTH CENTRE
59.	MAYARO/RIO CLARO REGIONAL CORPORATION
60.	MEDICAL BOARD OF TRINIDAD AND TOBAGO
61.	MIC INSTITUTE OF TECHNOLOGY LIMITED
62.	MILFORD ROAD ESPLANADE
63.	MINISTRY OF AGRICULTURE LAND AND FISHERIES
64.	MINISTRY OF DIGITAL TRANSFORMATION
65.	MINISTRY OF EDUCATION
66.	MINISTRY OF ENERGY AND ENERGY INDUSTRIES
67.	MINISTRY OF FINANCE
68.	MINISTRY OF FOREIGN AND CARICOM AFFAIRS
69.	MINISTRY OF HEALTH
70.	MINISTRY OF HOUSING AND URBAN DEVELOPMENT
71.	MINISTRY OF LABOUR, AND SMALL AND MICRO ENTERPRISE DEVELOPMENT
72.	MINISTRY OF NATIONAL SECURITY
73.	MINISTRY OF PLANNING AND DEVELOPMENT
74.	MINISTRY OF PUBLIC ADMINISTRATION
75.	MINISTRY OF PUBLIC UTILITIES
76.	MINISTRY OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT
77.	MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES
78.	MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT
79.	MINISTRY OF TOURISM, CULTURE AND THE ARTS
80.	MINISTRY OF TRADE AND INDUSTRY
81.	MINISTRY OF WORKS AND TRANSPORT
82.	MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE
83.	NAPA HOTEL
84.	NAPARIMA BOWL
85.	NATIONAL AGRICULTURAL MARKETING AND DEVELOPMENT CORPORATION (NAMDEVCO)
86.	NATIONAL AIDS COORDINATING COMMITTEE

87.	NATIONAL ARCHIVES OF TRINIDAD AND TOBAGO
88.	NATIONAL ASSOCIATION OF VILLAGE AND COMMUNITY COUNCILS
89.	NATIONAL CARNIVAL COMMISSION
90.	NATIONAL COMMISSION FOR SELF HELP
91.	NATIONAL DRAMA ASSOCIATION OF TRINIDAD AND TOBAGO (NDATT)
92.	NATIONAL ENERGY CORPORATION OF TRINIDAD AND TOBAGO LIMITED
93.	NATIONAL ENERGY SKILLS CENTRE - TECHNICAL INSTITUTE (NESC-TI)
94.	NATIONAL ENTERPRISES LIMITED
95.	NATIONAL ENTREPRENEURSHIP DEVELOPMENT COMPANY LIMITED (NEDCO)
96.	NATIONAL FLOUR MILLS (NFM)
97.	NATIONAL HELICOPTER SERVICES LIMITED
98.	NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED(IGOVTT)
99.	NATIONAL INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED (NIDCO)
100.	NATIONAL INSTITUTE OF HIGHER EDUCATION RESEARCH, SCIENCE AND TECHNOLOGY
101.	NATIONAL INSURANCE APPEALS TRIBUNAL
102.	NATIONAL INSURANCE PROPERTY DEVELOPMENT COMPANY (NIPDEC)
103.	NATIONAL INVESTMENT FUND HOLDING COMPANY LIMITED
104.	NATIONAL LIBRARY AND INFORMATION SYSTEMS AUTHORITY (NALIS)
105.	NATIONAL LOTTERIES CONTROL BOARD (NLCB)
106.	NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED (MTS)
107.	NATIONAL MUSEUM AND ART GALLERY
108.	NATIONAL QUARRIES COMPANY LIMITED
109.	NATIONAL SCHOOLS DIETARY SERVICES LIMITED
110.	NATIONAL TRAINING AGENCY
111.	NEW CITY MALL
112.	NETWORK OF RURAL WOMEN PRODUCERS
113.	NORTH CENTRAL REGIONAL HEALTH AUTHORITY
114.	NORTH WEST REGIONAL HEALTH AUTHORITY
115.	OFFICE OF DISASTER PREPAREDNESS MANAGEMENT
116.	OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS
117.	OFFICE OF THE CHIEF PERSONNEL OFFICER - PERSONNEL DEPARTMENT
118.	OFFICE OF THE CHIEF SECRETARY- ADMINISTRATOR'S OFFICE
119.	OFFICE OF THE DEPUTY CHIEF SECRETARY- ADMINISTRATOR'S OFFICE
120.	OFFICE OF THE OMBUDSMAN
121.	OFFICE OF THE PARLIAMENT
122.	OFFICE OF THE PRESIDENT
123.	OFFICE OF THE PRIME MINISTER - CENTRAL ADMINISTRATIVE SERVICES TOBAGO
124.	OFFICE OF THE PRIME MINISTER - COMMUNICATIONS
125.	OFFICE OF THE PRIME MINISTER - GENDER AND CHILD AFFAIRS
126.	PALO SECO AGRICULTURAL ENTERPRISES LIMITED
127.	PAN TRINBAGO INC. T.C
128.	PARIA FUEL TRADING COMPANY LIMITED
129.	PENAL/DEBE REGIONAL CORPORATION
130.	PETROLEUM COMPANY OF TRINIDAD AND TOBAGO LIMITED (PETROTRIN)
131.	PHOENIX PARK GAS PROCESSORS LIMITED
132.	POINT FORTIN BOROUGH CORPORATION

133.	POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION LIMITED
134.	POLICE COMPLAINTS AUTHORITY (PCA)
135.	PORT AUTHORITY OF TRINIDAD AND TOBAGO
136.	PORT OF SPAIN CITY CORPORATION
137.	PORT OF SPAIN SHOPPING COMPLEX LIMITED
138.	PORTFOLIO CREDIT MANAGEMENT LIMITED
139.	PRINCES TOWN REGIONAL CORPORATION (PTRC)
140.	PRINCESS ELIZABETH HOME FOR HANDICAP CHILDREN
141.	PUBLIC SERVICE APPEAL BOARD
142.	PUBLIC TRANSPORT SERVICE CORPORATION
143.	QUEEN'S HALL
144.	REBIRTH HOUSE
145.	REGISTRATION RECOGNITION AND CERTIFICATION BOARD
146.	REGULATED INDUSTRIES COMMISSION
147.	RINCON DEVELOPMENT LIMITED
148.	RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO (RDC)
149.	SAN FERNANDO CITY CORPORATION
150.	SAN JUAN / LAVENTILLE REGIONAL CORPORATION
151.	SANGRE GRANDE REGIONAL CORPORATION
152.	SANTA ROSA FIRST PEOPLES' COMMUNITY
153.	SECONDARY ROAD REHABILITATION & IMPROVEMENT COMPANY LIMITED (SRRIC)
154.	SERVICE COMMISSIONS DEPARTMENT
155.	SIPARIA BOROUGH CORPORATION
156.	SOUTH WEST REGIONAL HEALTH AUTHORITY
157.	SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)
158.	SPORT AND CULTURE BOARD OF MANAGEMENT
159.	SPORTS COMPANY OF TRINIDAD AND TOBAGO (SPORTT)
160.	ST. DOMINIC'S HOME
161.	ST. JUDE'S INDUSTRIAL SCHOOL FOR GIRLS
162.	ST. MARY'S CHILDREN'S HOME
163.	STATUTORY AUTHORITIES SERVICE COMMISSION DEPARTMENT
164.	STRATEGIC SERVICES AGENCY (SSA)
165.	STUDLEY PARK ENTERPRISE LIMITED (SPEL)
166.	SUGAR INDUSTRY LABOUR WELFARE COMMITTEE
167.	SUGAR MANUFACTURING COMPANY LMITED
168.	SUGARCANE FEEDS CENTRE
169.	TAURUS SERVICES LIMITED
170.	TAX APPEAL BOARD
171.	TELECOMMUNICATIONS AUTHORITY OF TRINIDAD AND TOBAGO
172.	TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED
173.	THA- DIV. ASSEMBLY LEGISLATURE
174.	THA- DIV. OF COMMUNITY DEVELOPMENT, YOUTH DEVELOPMENT AND SPORT
175.	THA- DIV. OF EDUCATION, RESEARCH AND TECHNOLOGY
176.	THA- DIV. OF FINANCE, TRADE AND THE ECONOMY
177.	THA- DIV. OF FOOD SECURITY, NATURAL RESOURCES, THE ENVIRONMENT & SUSTAINABLE DEVELOPMENT

178.	THA- DIV. OF HEALTH, WELLNESS AND SOCIAL PROTECTION
179.	THA- DIV. OF INFRASTRUCTURE, QUARRIES AND URBAN DEVELOPMENT
180.	THA- DIV. OF TOURISM, CULTURE, ANTIQUITIES AND TRANSPORTATION
181.	THA-DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT
182.	THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO
183.	THE AUTISTIC SOCIETY OF TRINIDAD & TOBAGO
184.	THE COMMUNITY-BASED ENVIRONMENTAL PROTECTION AND ENHANCEMENT PROGRAMME (CEPEP)
185.	THE COTTON TREE FOUNDATION
186.	THE COUVA MEDICAL AND MULTI-TRAINING FACILITY LIMITED
187.	THE ENVIRONMENTAL COMMISSION OF TRINIDAD AND TOBAGO
188.	THE GUARACARA REFINING COMPANY LIMITED
189.	THE IMMIGRATION DIVISION
190.	THE INDUSTRIAL COURT OF TRINIDAD AND TOBAGO
191.	THE MEDICAL RESEARCH FOUNDATION OF TRINIDAD AND TOBAGO
192.	THE NATIONAL ACADEMY FOR THE PERFORMING ARTS (NAPA)
193.	THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO (NGC)
194.	THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO
195.	THE NATIONAL TRUST OF TRINIDAD AND TOBAGO
196.	THE OCCUPATIONAL SAFETY AND HEALTH AND AGENCY (OSHA)
197.	THE OFFICE OF LAW ENFORCEMENT POLICY
198.	THE OFFICE OF PROCUREMENT REGULATION
199.	THE OFFICE OF THE PRIME MINISTER
200.	THE UNIVERSITY OF THE WEST INDIES
201.	THE VEHICLE MANAGEMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED
202.	TOBAGO AGRIBUSINESS DEVELOPMENT COMPANY LIMITED (TADCO)
203.	TOBAGO FESTIVALS COMMISSION LTD
204.	TOBAGO HOSPITALITY & TOURISM INSTITUTE
205.	TOBAGO INFORMATION TECHNOLOGY LIMITED
206.	TOBAGO PERFORMING ARTS COMPANY
207.	TOBAGO REGIONAL HEALTH AUTHORITY
208.	TOBAGO TOURISM AGENCY LIMITED
209.	TOURISM TRINIDAD LIMITED
210.	TRINIDAD AND TOBAGO ANTI-DOPING ORGANIZATION
211.	TRINIDAD AND TOBAGO ASSOCIATION FOR RETARDED CHILDREN
212.	TRINIDAD AND TOBAGO ASSOCIATION FOR THE HEARING IMPAIRED
213.	TRINIDAD AND TOBAGO BLIND WELFARE ASSOCIATION
214.	TRINIDAD AND TOBAGO BUREAU OF STANDARDS
215.	TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY
216.	TRINIDAD AND TOBAGO CREATIVE INDUSTRIES LIMITED (CREATIVE TT)
217.	TRINIDAD AND TOBAGO CRICKET BOARD
218.	TRINIDAD AND TOBAGO ELECTRICITY COMMISSION (T&TEC)
219.	TRINIDAD AND TOBAGO FIRE SERVICE
220.	TRINIDAD AND TOBAGO FREE ZONES COMPANY LIMITED
221.	TRINIDAD AND TOBAGO HEART FOUNDATION
222.	TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION

223.	TRINIDAD AND TOBAGO INTERNATIONAL FINANCIAL CENTRE
224.	TRINIDAD AND TOBAGO MORTGAGE FINANCE
225.	TRINIDAD AND TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED
226.	TRINIDAD AND TOBAGO POLICE SERVICE (TTPS)
227.	TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)
228.	TRINIDAD AND TOBAGO RACING AUTHORITY
229.	TRINIDAD AND TOBAGO RED CROSS SOCIETY
230.	TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION
231.	TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)
232.	TRINIDAD BOXING BOARD OF CONTROL
233.	TRINIDAD GENERATION UNLIMITED
234.	TTT LIMITED
235.	TUNAPUNA/PIARCO REGIONAL CORPORATION
236.	UNESCO
237.	UNIVERSITY OF TRINIDAD AND TOBAGO
238.	URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO (UDECOTT)
239.	VANGUARD HOTEL LIMITED (MAGDALENA GRAND BEACH AND GOLF RESORT)
240.	VETERINARY SURGEONS REGISTRATION BOARD
241.	WATER AND SEWERAGE AUTHORITY
242.	YOUTH TRAINING AND EMPLOYMENT PARTNERSHIP PROGRAMME
243.	ZOOLOGICAL SOCIETY OF TRINIDAD AND TOBAGO
244.	L.I.F.E. CENTRE

APPENDIX II

COMPLIANCE BY PUBLIC BODY TO LEGISLATIVE REQUIREMENTS AS AT APR 25 2024

Reconciled Public Body Listing as at May 21, 2024

No	Public Body	Formation of Procurement and Disposal Advisory Committee (PDAC) & Disposal Committee	Received Notification of Published Annual Schedule of Planned Procurement Activities as at April 25, 2024	Reporting of Accounting Officer	Reporting of 'named' Procurement Officer
1	Agricultural Development Bank of Trinidad and Tobago (ADB)	X	√	√	√
2	Agricultural Society of Trinidad and Tobago	X	X	√	X
3	Airports Authority of Trinidad and Tobago (AATT)	X	√	√	√
4	Amplia Communications	X	√	√	√
5	Arima Borough Corporation	X	√	√	√
6	Auditor General	X	√	√	√
7	Betting Levy Board	X	X	√	√
8	Caribbean Agricultural Research and Development Institute	X	X	√	X
9	Caribbean Airlines Limited	√	√	√	√
10	Caribbean Dockyard and Engineering Services Limited	√	X	√	√
11	Caribbean Fisheries Training and Development Institute	X	√	X	√
12	Caribbean Industrial Research Institute	X	X	√	√
13	Caroni (1975) Limited	X	X	√	√
14	Chaguanas Borough Corporation	X	X	√	√
15	Chaguaramas Development Authority	X	√	√	√
16	Children's Authority of Trinidad and Tobago	X	√	√	√
17	Children's Life Fund Authority	X	X	√	√
18	Cipriani College of Labour and Co-Operative Studies	√	X	√	√
19	Cocoa Development Company of Trinidad and Tobago Limited	X	X	X	√
20	College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT	X	√	√	√
21	Colonial Life Insurance Company (Trinidad) Limited (CLICO)	X	X	X	√
22	Construction Company Limited	X	X	√	√
23	Couva/ Tabaquite/ Talparo Regional Corporation	X	√	√	√
24	Criminal Injuries Compensation Board	X	√	X	√
25	Customs and Excise Division	X	√	X	X
26	Development Finance Limited	X	X	X	X
27	Diego Martin Borough Corporation	X	X	√	√
28	East Port of Spain Development Company Limited	X	√	√	√
29	Eastern Regional Health Authority	√	√	√	√
30	Eco-Industrial Development Company of Tobago (E-IDCOT) Limited	X	√	√	√
31	Elections and Boundaries Commission (EBC)	X	√	√	√
32	Environmental Management Authority (EMA)	√	√	√	√
33	Equal Opportunity Commission	X	√	√	√
34	Equal Opportunity Tribunal	√	√	√	√
35	Estate Management and Business Development Company Limited	X	X	√	√
36	Evolving Tecknologies and Enterprise Development Company Limited (E-Teck)	X	√	√	√
37	Export Centres Company Limited	X	√	√	√
38	Export Import Bank of Trinidad and Tobago Limited (Exim Bank)	X	√	√	√
39	ExporTT Limited	√	√	√	√
40	Fair Trading Commission	X	√	√	√

No	Public Body	Formation of Procurement and Disposal Advisory Committee (PDAC) & Disposal Committee	Received Notification of Published Annual Schedule of Planned Procurement Activities as at April 25, 2024	Reporting of Accounting Officer	Reporting of 'named' Procurement Officer
41	Family Planning Association of Trinidad and Tobago	X	X	X	√
42	First Citizens Group Financial Holdings Limited	X	√	√	√
43	Gambling Control Commission of Trinidad and Tobago	X	X	√	√
44	Golden Grove-Buccoo Limited	X	X	√	X
45	Heritage Petroleum Company Limited	X	√	√	√
46	Horses Helping Humans	X	X	√	√
47	Inland Revenue Division	X	X	X	X
48	Institute of Marine Affairs	X	√	√	√
49	Integrity Commission	√	√	√	√
50	InvesTT Trinidad and Tobago Limited	X	X	√	√
51	Judiciary Trinidad and Tobago	X	X	√	√
52	L.I.F.E. Centre	X	X	X	X
53	La Brea Industrial Development Company Limited (LABIDCO)	X	√	X	√
54	Lake Asphalt of Trinidad and Tobago (1978) Limited	X	√	√	√
55	Land Settlement Agency	X	X	√	√
56	Land Survey Board of Trinidad and Tobago	X	X	√	X
57	Law Revision Commission	X	X	X	X
58	Legal Aid and Advisory Authority	X	√	√	√
59	Mamatoto Resource and Birth Centre	X	X	√	√
60	Mayaro/Rio Claro Regional Corporation	X	√	√	√
61	Medical Board of Trinidad and Tobago	X	X	√	X
62	MIC Institute of Technology Limited	√	√	√	√
63	Milford Road Esplanade	X	X	√	√
64	Ministry of Agriculture Land and Fisheries	X	√	√	√
65	Ministry of Digital Transformation	X	√	√	√
66	Ministry of Education	X	X	√	√
67	Ministry of Energy and Energy Industries	X	√	√	√
68	Ministry of Finance	X	√	√	√
69	Ministry of Foreign and CARICOM Affairs	X	√	√	X
70	Ministry of Health	X	√	√	√
71	Ministry of Housing and Urban Development	X	√	√	√
72	Ministry of Labour	√	√	√	√
73	Ministry of National Security	X	√	√	√
74	Ministry of Planning and Development	√	√	√	√
75	Ministry of Public Administration	X	√	√	√
76	Ministry of Public Utilities	X	√	√	√
77	Ministry of Rural Development and Local Government	X	√	√	√
78	Ministry of Social Development and Family Services	X	√	√	√
79	Ministry of Sport and Community Development	X	√	√	√
80	Ministry of Tourism, Culture and the Arts	√	√	√	√

No	Public Body	Formation of Procurement and Disposal Advisory Committee (PDAC) & Disposal Committee	Received Notification of Published Annual Schedule of Planned Procurement Activities as at April 25, 2024	Reporting of Accounting Officer	Reporting of 'named' Procurement Officer
81	Ministry of Trade and Industry	X	√	√	√
82	Ministry of Works and Transport	√	√	√	√
83	Ministry of Youth Development and National Service	X	√	√	√
84	NAPA Hotel	X	X	X	X
85	Naparima Bowl	√	X	√	√
86	National Agricultural Marketing and Development Corporation (NAMDEVCO)	X	√	√	√
87	National Aids Coordinating Committee	X	X	X	X
88	National Archives of Trinidad and Tobago	X	X	X	X
89	National Association of Village and Community Councils	X	X	√	X
90	National Carnival Commission	X	√	√	√
91	National Commission for Self Help	√	√	√	√
92	National Drama Association of Trinidad and Tobago (NDATT)	X	X	√	√
93	National Energy Corporation of Trinidad and Tobago Limited	X	√	√	√
94	National Energy Skills Centre - Technical Institute (NESC-TI)	X	√	√	√
95	National Enterprises Limited	√	√	X	√
96	National Entrepreneurship Development Company Limited (NEDCO)	X	√	√	√
97	National Flour Mills (NFM)	X	X	√	√
98	National Helicopter Services Limited	√	√	√	√
99	National Information and Communication Technology Company Limited (iGOVTT)	X	√	√	√
100	National Infrastructure Development Company Limited (NIDCO)	X	√	√	√
101	National Institute of Higher Education Research, Science and Technology	√	√	√	√
102	National Insurance Appeals Tribunal	X	X	X	X
103	National Insurance Property Development Company (NIPDEC)	√	√	√	√
104	National Investment Fund Holding Company Limited (NIF)	√	√	√	√
105	National Library and Information Systems Authority (NALIS)	X	√	√	√
106	National Lotteries Control Board (NLCB)	√	√	√	√
107	National Maintenance Training and Security Company Limited (MTS)	X	√	√	√
108	National Museum and Art Gallery	X	√	√	X
109	National Quarries Company Limited	X	√	√	√
110	National Schools Dietary Services Limited (NSDSL)	√	√	√	√
111	National Training Agency	√	√	√	√
112	New City Mall	X	X	X	√
113	North Central Regional Health Authority (NCRHA)	X	√	√	√
114	North West Regional Health Authority	X	√	√	√
115	NRWPTT	X	√	X	X
116	Office of Disaster Preparedness Management	X	X	X	√
117	Office of the Attorney General and Ministry of Legal Affairs	X	√	√	√
118	Office of the Chief Personnel Officer - Personnel Department	X	√	√	√
119	Office of the Chief Secretary- Administrator's Office	X	√	√	√
120	Office of the Deputy Chief Secretary- Administrator's Office	X	√	√	√
121	Office of the Ombudsman	X	X	X	X

No	Public Body	Formation of Procurement and Disposal Advisory Committee (PDAC) & Disposal Committee	Received Notification of Published Annual Schedule of Planned Procurement Activities as at April 25, 2024	Reporting of Accounting Officer	Reporting of 'named' Procurement Officer
122	Office of the Parliament	X	√	√	√
123	Office of the President	X	X	√	√
124	Office of the Prime Minister - Central Administrative Services Tobago	X	√	√	√
125	Palo Seco Agricultural Enterprises Limited	X	√	√	√
126	Pan Trinbago Inc. T.C	X	X	√	√
127	Paria Fuel Trading Company Limited	X	√	√	√
128	Penal/Debe Regional Corporation	X	√	√	√
129	Petroleum Company of Trinidad and Tobago Limited (PETROTRIN)	X	X	√	√
130	Phoenix Park Gas Processors Limited	X	√	√	√
131	Point Fortin Borough Corporation	X	√	√	√
132	Point Lisas Industrial Port Development Corporation Limited	X	√	√	√
133	Police Complaints Authority (PCA)	√	√	√	√
134	Port Authority of Trinidad and Tobago	X	√	√	√
135	Port of Spain City Corporation	X	√	√	√
136	Port of Spain Shopping Complex Limited	X	√	X	√
137	Portfolio Credit Management Limited	X	X	X	√
138	Princes Town Regional Corporation (PTRC)	X	√	√	√
139	Princess Elizabeth Home for Handicap Children	X	X	√	X
140	Public Service Appeal Board	X	X	√	√
141	Public Transport Service Corporation	X	√	√	√
142	Queen's Hall	X	√	√	√
143	Rebirth House	X	X	X	√
144	Registration Recognition and Certification Board	X	√	√	√
145	Regulated Industries Commission	X	√	√	√
146	Rincon Development Limited	X	X	√	√
147	Rural Development Company of Trinidad and Tobago (RDC)	X	√	√	√
148	San Fernando City Corporation	X	√	√	√
149	San Juan / Laventille Regional Corporation	X	√	√	√
150	Sangre Grande Regional Corporation	X	√	√	√
151	Santa Rosa First Peoples' Community	X	X	X	X
152	Secondary Road Rehabilitation & Improvement Company Limited (SRRIC)	X	√	√	√
153	Service Commissions Department	X	√	X	√
154	Siparia Borough Corporation	X	X	√	√
155	South West Regional Health Authority (SWRHA)	√	X	√	√
156	Southern Academy for The Performing Arts (SAPA)	X	X	√	X
157	Sport and Culture Board of Management	X	X	√	√
158	Sports Company of Trinidad and Tobago (SporTT)	√	√	√	√
159	St. Dominic's Home	X	X	X	X
160	St. Jude's Industrial School for Girls	X	X	X	X
161	St. Mary's Children's Home	X	X	X	X
162	Statutory Authorities Service Commission Department	X	√	√	√

No	Public Body	Formation of Procurement and Disposal Advisory Committee (PDAC) & Disposal Committee	Received Notification of Published Annual Schedule of Planned Procurement Activities as at April 25, 2024	Reporting of Accounting Officer	Reporting of 'named' Procurement Officer
163	Strategic Services Agency (SSA)	X	X	√	√
164	Studley Park Enterprise Limited (SPEL)	X	X	√	√
165	Sugar Industry Labour Welfare Committee	√	X	√	√
166	Sugar Manufacturing Company Limited	X	X	√	√
167	Sugarcane Feeds Centre	X	√	X	X
168	Taurus Services Limited	X	X	X	X
169	Tax Appeal Board	X	X	√	√
170	Telecommunications Authority of Trinidad and Tobago (TATT)	√	√	√	√
171	Telecommunications Services of Trinidad and Tobago Limited (TSTT)	X	√	√	√
172	THA - Div. Assembly Legislature	X	√	√	√
173	THA - Div. Of Community Development, Youth Development and Sport	√	√	√	√
174	THA - Div. Of Education, Research and Technology	X	X	√	√
175	THA - Div. Of Finance, Trade and The Economy	X	X	√	√
176	THA - Div. Of Food Security, Natural Resources, The Environment & Sustainable Dev	√	√	√	√
177	THA - Div. Of Health, Wellness and Social Protection	X	√	√	√
178	THA - Div. Of Infrastructure, Quarries and Urban Development	X	√	√	√
179	THA - Div. Of Tourism, Culture, Antiquities and Transportation	X	X	√	X
180	THA -Division of Settlements, Public Utilities and Rural Development	X	X	√	√
181	The Accreditation Council of Trinidad and Tobago	X	√	√	√
182	The Autistic Society of Trinidad & Tobago	√	X	√	√
183	The Community-Based Environmental Protection and Enhancement Programme (C	X	X	X	√
184	The Cotton Tree Foundation	X	√	√	√
185	The Couva Medical and Multi-Training Facility Limited	X	X	X	X
186	The Environmental Commission of Trinidad and Tobago	X	√	√	√
187	The Guaracara Refining Company Limited	X	X	√	√
188	The Immigration Division	X	X	X	X
189	The Industrial Court of Trinidad and Tobago	√	X	√	√
190	The Medical Research Foundation of Trinidad and Tobago	√	√	√	√
191	The National Academy for The Performing Arts (NAPA)	X	X	X	X
192	The National Gas Company of Trinidad and Tobago (NGC)	X	√	√	√
193	The National Insurance Board of Trinidad and Tobago	X	√	√	√
194	The National Trust of Trinidad and Tobago	X	X	√	√
195	The Occupational Safety and Health and Agency (OSHA)	X	√	√	√
196	The Office of Law Enforcement Policy	X	X	X	√
197	The Office of Procurement Regulation	√	√	√	√
198	The Office of The Prime Minister - Communications	X	√	√	√
199	The Office of The Prime Minister - Corporate	X	√	√	√
200	The Office of The Prime Minister - Gender and Child Affairs	X	√	√	√
201	The University of The West Indies	√	√	√	√
202	The Vehicle Management Corporation of Trinidad and Tobago Limited	X	X	√	√

No	Public Body	Formation of Procurement and Disposal Advisory Committee (PDAC) & Disposal Committee	Received Notification of Published Annual Schedule of Planned Procurement Activities as at April 25, 2024	Reporting of Accounting Officer	Reporting of 'named' Procurement Officer
203	Tobago Agribusiness Development Company Limited (TADCO)	X	X	√	√
204	Tobago Festivals Commission Ltd	X	X	√	X
205	Tobago Hospitality & Tourism Institute	X	X	√	√
206	Tobago Information Technology Limited	X	√	√	√
207	Tobago Performing Arts Company	X	√	√	√
208	Tobago Regional Health Authority	X	√	√	√
209	Tobago Tourism Agency Limited	X	X	√	√
210	Tourism Trinidad Limited	X	√	√	√
211	Trinidad and Tobago Anti-Doping Organization	X	X	X	√
212	Trinidad and Tobago Association for Retarded Children	X	X	√	√
213	Trinidad and Tobago Association for The Hearing Impaired	X	√	√	√
214	Trinidad and Tobago Blind Welfare Association	X	√	√	√
215	Trinidad and Tobago Bureau of Standards	X	√	√	√
216	Trinidad and Tobago Civil Aviation Authority	√	√	√	√
217	Trinidad and Tobago Creative Industries Limited (Creative TT)	√	√	√	√
218	Trinidad and Tobago Cricket Board	X	X	√	√
219	Trinidad and Tobago Electricity Commission (T&TEC)	X	√	√	√
220	Trinidad and Tobago Fire Service	X	X	√	√
221	Trinidad and Tobago Free Zones Company Limited	X	X	X	X
222	Trinidad and Tobago Heart Foundation	X	√	X	√
223	Trinidad and Tobago Housing Development Corporation	X	√	√	√
224	Trinidad and Tobago International Financial Centre	X	√	√	√
225	Trinidad and Tobago Mortgage Finance	X	X	√	√
226	Trinidad and Tobago National Petroleum Marketing Company Limited	√	√	√	√
227	Trinidad and Tobago Police Service (TTPS)	X	X	√	√
228	Trinidad and Tobago Postal Corporation (TTPOST)	X	X	√	√
229	Trinidad And Tobago Racing Authority	X	X	√	√
230	Trinidad and Tobago Red Cross Society	√	X	√	√
231	Trinidad and Tobago Securities and Exchange Commission	X	√	√	√
232	Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL)	X	X	√	√
233	Trinidad Boxing Board of Control	X	X	X	√
234	Trinidad Generation Unlimited	√	√	√	√
235	TTT Limited	X	X	√	√
236	Tunapuna/Piarco Regional Corporation	X	√	√	√
237	UNESCO	X	X	X	√
238	University Of Trinidad and Tobago	X	√	√	√
239	Urban Development Corporation of Trinidad and Tobago (UDeCOTT)	X	√	√	√
240	Vanguard Hotel Limited (Magdalena Grand Beach and Golf Resort)	X	X	X	√
241	Veterinary Surgeons Registration Board	X	X	√	X
242	Water And Sewerage Authority	X	X	√	√

No	Public Body	Formation of Procurement and Disposal Advisory Committee (PDAC) & Disposal Committee	Received Notification of Published Annual Schedule of Planned Procurement Activities as at April 25, 2024	Reporting of Accounting Officer	Reporting of 'named' Procurement Officer
243	Youth Training and Employment Partnership Programme	X	√	√	√
244	Zoological Society of Trinidad and Tobago	X	X	√	X

APPENDIX III

PART A CONTRACT REPORTING BY CATEGORY OF PUBLIC BODY FOR THE PERIOD APRIL 26, 2023 - MARCH 31, 202

Appendix III A - Contract Reporting by Public Body Category
April 26, 2023 - March 31, 2024

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
STATE-CONTROLLED ENTERPRISE	**12,850**	**4,837.8**	**56.31**	**199**	**138.0**	**494**	**363.2**
Heritage Petroleum Company Limited	189	1,008.6	11.74	2	0.6	0	0.0
Caribbean Airlines Limited	1,678	698.9	8.13	10	5.0	10	0.0
National Insurance Property Development Company (NIPDEC)	103	448.2	5.22	0	0.0	0	0.0
Trinidad Generation Unlimited	2,073	413.5	4.81	0	0.0	0	0.0
National Flour Mills (NFM)	766	399.5	4.65	2	0.6	0	0.0
National Infrastructure Development Company Limited (NIDCO)	11	227.4	2.65	0	0.0	0	0.0
Telecommunications Services of Trinidad and Tobago Limited (TSTT)	29	223.0	2.60	1	0.0	0	0.0
Paria Fuel Trading Company Limited	510	211.9	2.47	4	1.5	0	0.0
Phoenix Park Gas Processors Limited	193	164.6	1.92	31	6.0	10	14.0
National Energy Corporation of Trinidad and Tobago Limited	494	136.8	1.59	23	3.5	0	0.0
National Maintenance Training and Security Company Limited (MTS)	917	136.3	1.59	0	0.0	0	0.0
National Information and Communication Technology Company Limited (iGOVTT)	178	128.5	1.50	0	0.0	0	0.0
Trinidad and Tobago National Petroleum Marketing Company Limited	891	65.0	0.76	6	0.2	23	2.8
Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL)	367	58.7	0.68	0	0.0	1	0.0
Eco-Industrial Development Company of Tobago (E-IDCOT) Limited	396	57.1	0.67	5	0.6	0	0.0
Rural Development Company of Trinidad and Tobago (RDC)	89	56.9	0.66	1	1.0	243	261.0

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Secondary Road Rehabilitation & Improvement Company Limited (SRRIC)	59	53.8	0.63	5	1.0	0	0.0
Palo Seco Agricultural Enterprises Limited	42	39.8	0.46	2	0.1	1	0.0135
Evolving Tecknologies and Enterprise Development Company Limited (E-Teck)	68	39.4	0.46	0	0.0	0	0.0
The National Gas Company of Trinidad and Tobago (NGC)	18	37.5	0.44	16	0.5	0	0.0
Sports Company of Trinidad and Tobago (SporTT)	392	36.5	0.43	1	0.1	44	46.2
Point Lisas Industrial Port Development Corporation Limited	175	35.1	0.41	2	0.2	98	18.7
MIC Institute of Technology Limited	66	22.3	0.26	1	0.2	2	0.2
Amplia Communications	288	20.3	0.24	4	0.5	0	0.0
National Quarries Company Limited	133	16.8	0.20	4	2.4	0	0.0
National Investment Fund Holding Company Limited (NIF)	23	15.8	0.18	1	0.0	2	0.0
National Commission for Self Help	686	15.2	0.18	0	0.0	0	0.0
Trinidad and Tobago Housing Development Corporation	147	14.4	0.17	27	104.8	0	0.0
National Schools Dietary Services Limited (NSDSL)	37	9.8	0.11	15	9.0	2	1.5
Tourism Trinidad Limited	208	7.1	0.08	4	0.1	2	0.0
Caribbean Dockyard and Engineering Services Limited	271	6.2	0.07	0	0.0	0	0.0
The Guaracara Refining Company Limited	80	5.0	0.06	2	0.0066	15	2.2
Export Centres Company Limited	21	4.6	0.05	6	0.0	6	0.0
National Helicopter Services Limited	206	4.2	0.05	0	0.0	1	0.0
Export Import Bank of Trinidad and Tobago Limited (Exim Bank)	127	4.1	0.05	0	0.0	0	0.0
Youth Training and Employment Partnership Programme	307	3.0	0.03	1	0.1	0	0.0
National Entrepreneurship Development Company Limited (NEDCO)	118	2.8	0.03	0	0.0	0	0.0
ExporTT Limited	244	2.3	0.03	0	0.0	0	0.0
Trinidad and Tobago International Financial Centre	147	1.8	0.02	18	0.1	12	0.1

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
East Port of Spain Development Company Limited	1	1.5	0.02	0	0.0	0	0.0
The Vehicle Management Corporation of Trinidad and Tobago Limited	3	1.0	0.01	0	0.0	0	0.0
Trinidad and Tobago Creative Industries Limited (Creative TT)	44	0.8	0.01	4	0.0311	1	0.0
Port of Spain Shopping Complex Limited	16	0.7	0.01	0	0.0	0	0.0
Caroni (1975) Limited	17	0.6	0.01	0	0.0	1	0.0
Tobago Tourism Agency Limited	14	0.2	0.0027	0	0.0	19	16.3
Petroleum Company of Trinidad and Tobago Limited (PETROTRIN)	5	0.1	0.0013	0	0.0	0	0.0
National Training Agency	1	0.1	0.0008	0	0.0	0	0.0
Cocoa Development Company of Trinidad and Tobago Limited	2	0.0	0.00	1	0.0	1	0.0
STATUTORY BODY	**10,360**	**2,150.6**	**25.03**	**122**	**37.6**	**223**	**169.0**
National Lotteries Control Board (NLCB)	120	818.4	9.53	0	0.0	0	0.0
Water And Sewerage Authority	603	374.1	4.35	50	35.6	9	0.7
Trinidad and Tobago Electricity Commission (T&TEC)	1,285	353.0	4.11	15	0.7	11	145.5
Airports Authority of Trinidad and Tobago (AATT)	511	174.1	2.03	4	0.0104	4	16.0
Port Authority of Trinidad and Tobago	780	164.7	1.92	0	0.0	74	2.2
University Of Trinidad and Tobago	480	56.8	0.66	1	0.0029	49	0.8
College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)	107	34.6	0.40	0	0.0	0	0.0
Trinidad and Tobago Civil Aviation Authority	831	27.4	0.32	0	0.0	0	0.0
Public Transport Service Corporation	16	24.8	0.29	0	0.0	0	0.0
The University of The West Indies	338	24.5	0.29	3	0.1	1	0.1
Children's Authority of Trinidad and Tobago	249	13.4	0.16	0	0.0	0	0.0
Environmental Management Authority (EMA)	393	12.6	0.15	0	0.0	0	0.0
National Agricultural Marketing and Development Corporation (NAMDEVCO)	187	11.3	0.13	0	0.0	0	0.0

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Telecommunications Authority of Trinidad and Tobago (TATT)	645	10.3	0.12	0	0.0	46	2.0
Trinidad and Tobago Bureau of Standards	850	9.9	0.11	7	0.1	6	0.8
Chaguaramas Development Authority	3	6.8	0.08	0	0.0	0	0.0
The Office of Procurement Regulation	271	6.0	0.07	8	0.7	0	0.0
Agricultural Development Bank of Trinidad and Tobago (ADB)	666	4.2	0.05	0	0.0	0	0.0
Trinidad and Tobago Securities and Exchange Commission	234	4.0	0.05	26	0.2	9	0.0343
National Library and Information Systems Authority (NALIS)	122	3.5	0.04	1	0.0005	3	0.0417
National Carnival Commission	257	3.0	0.03	0	0.0	0	0.0
The Industrial Court of Trinidad and Tobago	155	2.0	0.02	0	0.0	0	0.0
Trinidad and Tobago Postal Corporation (TTPOST)	119	1.9	0.02	0	0.0	2	0.6
Office of the Chief Personnel Officer - Personnel Department	68	1.8	0.02	0	0.0	0	0.0
Police Complaints Authority (PCA)	74	1.6	0.02	0	0.0	0	0.0
Institute of Marine Affairs	102	1.2	0.01	2	0.1	6	0.3
Queen's Hall	48	1.0	0.01	0	0.0	0	0.0
Integrity Commission	21	0.8	0.01	0	0.0	0	0.0
Equal Opportunity Tribunal	8	0.6	0.01	0	0.0	0	0.0
Princess Elizabeth Home for Handicapped Children	590	0.6	0.01	0	0.0	0	0.0
Legal Aid and Advisory Authority	40	0.6	0.01	1	0.1	0	0.0
The Environmental Commission of Trinidad and Tobago	10	0.4	0.0042	2	0.0006	1	0.0
Fair Trading Commission	42	0.3	0.0031	1	0.0001	1	0.0353
Auditor General	62	0.1	0.0017	0	0.0	0	0.0
Office of the Ombudsman	21	0.1	0.0013	1	0.0	1	0.0
National Institute of Higher Education Research, Science and Technology	4	0.1	0.0010	0	0.0	0	0.0

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
The Accreditation Council of Trinidad and Tobago	1	0.1	0.0009	0	0.0	0	0.0
Trinidad and Tobago Blind Welfare Association	1	0.1	0.0009	0	0.0	0	0.0
Registration Recognition and Certification Board	27	0.1	0.0006	0	0.0	0	0.0
Caribbean Fisheries Training and Development Institute	15	0.028	0.0003	0	0.0	0	0.0
Sugar Industry Labour Welfare Committee	4	0.004	0.00004	0	0.0	0	0.0
MINISTRY, DEPARTMENT OR DIVISION OF MINISTRY	**4,086**	**1,171.8**	**13.64**	**13**	**0.2**	**251**	**28.4**
Ministry of Works and Transport	1,313	681.2	7.93	1	0.1	65	26.2
Ministry of Finance	161	138.0	1.61	1	0.1	0	0.0
Ministry of Youth Development and National Service	60	131.6	1.53	1	0.0	1	0.0
Ministry of Health	313	85.0	0.99	0	0.0	0	0.0
Ministry of Sport and Community Development	274	31.8	0.37	0	0.0	0	0.0
Ministry of Public Administration	96	28.0	0.33	0	0.0	1	0.0
Ministry of Agriculture Land and Fisheries	392	17.6	0.20	2	0.0006	17	0.2
Ministry of Planning and Development	87	10.4	0.12	0	0.0	20	0.2
Ministry of Digital Transformation	115	7.1	0.08	0	0.0	1	0.0
Ministry of Energy and Energy Industries	168	6.6	0.08	0	0.0	2	0.1
Ministry of Education	74	6.2	0.07	0	0.0	0	0.0
Ministry of Social Development and Family Services	113	6.1	0.07	1	0.0	5	0.8
Ministry of Labour	158	5.6	0.07	4	0.0200	5	0.2
Office of the Attorney General and Ministry of Legal Affairs	122	4.6	0.05	0	0.0	0	0.0
Ministry of Rural Development and Local Government	43	3.3	0.04	0	0.0	0	0.0
Ministry of Trade and Industry	111	3.1	0.04	1	0.0	3	0.5
The Community-Based Environmental Protection and Enhancement Programme (CEPEP)	121	1.6	0.02	0	0.0	0	0.0

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
The Office of The Prime Minister - Communications	53	1.2	0.01	0	0.0	0	0.0
Ministry of Housing and Urban Development	29	1.0	0.01	2	0.0039	12	0.2
The Office of The Prime Minister - Gender and Child Affairs	86	0.9	0.01	0	0.0	0	0.0
Ministry of Public Utilities	68	0.4	0.01	0	0.0	119	0.0
The Office of The Prime Minister - Corporate	47	0.2	0.0029	0	0.0	0	0.0
The Medical Research Foundation of Trinidad and Tobago	48	0.1	0.0014	0	0.0	0	0.0
Trinidad and Tobago National Commission for UNESCO	34	0.1	0.0009	0	0.0	0	0.0
REGIONAL HEALTH AUTHORITY	**7,190**	**238.1**	**2.77**	**56**	**21.6**	**2**	**0.2**
North Central Regional Health Authority (NCRHA)	3,990	98.3	1.14	0	0.0	0	0.0
South West Regional Health Authority (SWRHA)	2,006	63.0	0.73	55	21.4	2	0.2
Eastern Regional Health Authority	1,186	58.5	0.68	1	0.2	0	0.0
Tobago Regional Health Authority	8	18.3	0.21	0	0.0	0	0.0
MUNICIPAL CORPORATION	**4,043**	**129.6**	**1.51**	**24**	**0.3**	**336**	**16.1**
Sangre Grande Regional Corporation	602	21.5	0.25	0	0.0	71	15.5
Arima Borough Corporation	583	19.8	0.23	0	0.0	3	0.1
Princes Town Regional Corporation (PTRC)	384	19.0	0.22	0	0.0	28	0.2
Tunapuna/Piarco Regional Corporation	172	18.7	0.22	0	0.0	1	0.0033
Penal/Debe Regional Corporation	414	14.0	0.16	24	0.3	226	0.3
Chaguanas Borough Corporation	356	12.4	0.14	0	0.0	0	0.0
San Juan / Laventille Regional Corporation	513	10.8	0.13	0	0.0	2	0.0
Mayaro/Rio Claro Regional Corporation	541	8.9	0.10	0	0.0	5	0.0167
Point Fortin Borough Corporation	106	2.1	0.02	0	0.0	0	0.0
Port of Spain City Corporation	203	1.7	0.02	0	0.0	0	0.0

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Siparia Borough Corporation	37	0.3	0.0039	0	0.0	0	0.0
San Fernando City Corporation	1	0.1	0.0017	0	0.0	0	0.0
Couva/ Tabaquite/ Talparo Regional Corporation	131	0.1	0.0009	0	0.0	0	0.0
TOBAGO HOUSE OF ASSEMBLY OR DIVISION OF THA	**1,078**	**25.0**	**0.29**	**5**	**0.4**	**17**	**1.2**
THA - Div. Of Community Development, Youth Development and Sport	246	11.1	0.13	2	0.1	5	1.2
THA - Div. Of Health, Wellness and Social Protection	229	5.3	0.06	1	0.1	0	0.0
THA - Div. Of Settlements, Public Utilities and Rural Development	27	3.6	0.04	0	0.0	0	0.0
THA - Div. Of Food Security, Natural Resources, The Environment & Sustainable Developm	297	3.2	0.04	1	0.2	4	0.0389
THA - Div. Assembly Legislature	222	1.4	0.02	0	0.0	4	0.0
THA - Div. Of Finance, Trade and The Economy	5	0.2	0.0021	0	0.0	0	0.0
Tobago Information Technology Limited	33	0.1	0.0016	0	0.0	4	0.0150
Tobago Performing Arts Company	19	0.1	0.0011	1	0.0	0	0.0
BODY CORPORATE OR UNINCORPORATED - STATE FUNCTION	**856**	**14.4**	**0.17**	**5**	**0.8**	**8**	**4.6**
National Energy Skills Centre - Technical Institute (NESC-TI)	856	14.4	0.17	5	0.8	8	4.6
PARLIAMENT	**252**	**14.3**	**0.17**	**2**	**0.1**	**4**	**0.0**
Office of the Parliament	252	14.3	0.17	2	0.1	4	0.0
JUDICIARY	**51**	**7.5**	**0.09**	**3**	**0.6**	**0**	**0.0**
Judiciary Trinidad and Tobago	51	7.5	0.09	3	0.6	0	0.0
SERVICE COMMISSION	**83**	**1.3**	**0.02**	**0**	**0.0**	**0**	**0.0**
Service Commissions Department	43	1.2	0.014	0	0.0	0	0.0
Statutory Authorities Service Commission Department	40	0.1	0.001	0	0.0	0	0.0
BODY CORPORATE OR UNINCORPORATED - PUBLIC FUNDS	**55**	**1.1**	**0.01**	**1**	**0.0**	**3**	**0.0041**
The Cotton Tree Foundation	31	0.5	0.005	0	0.0	0	0.0

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
The National Trust of Trinidad and Tobago	2	0.4	0.005	0	0.0	0	0.0
National Enterprises Limited	19	0.2	0.002	0	0.0	2	0.0041
Trinidad and Tobago Heart Foundation	1	0.013	0.0001	0	0.0	0	0.0
Horses Helping Humans	2	0.0	0.0	1	0.0	1	0.0
THE OFFICE OF THE PRESIDENT	**31**	**0.4**	**0.004**	**0**	**0.0**	**0**	**0.0**
Office of the President	31	0.4	0.004	0	0.0	0	0.0
Grand Total	**40,935**	**8,591.82**	**100.00**	**430**	**199.4**	**1,338**	**582.7**

Appendix III B - Contract Reporting by Public Body
(April 26, 2023 - March 31, 2024)

Public Body	Rank - Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative % of Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)
Heritage Petroleum Company Limited	1	11.74	1,008.57
National Lotteries Control Board (NLCB)	2	21.26	1,826.99
Caribbean Airlines Limited	3	29.40	2,525.91
Ministry of Works and Transport	4	37.33	3,207.07
National Insurance Property Development Company (NIPDEC)	5	42.54	3,655.28
Trinidad Generation Unlimited	6	47.36	4,068.75
National Flour Mills (NFM)	7	52.01	4,468.25
Water And Sewerage Authority	8	56.36	4,842.38
Trinidad and Tobago Electricity Commission (T&TEC)	9	60.47	5,195.34
National Infrastructure Development Company Limited (NIDCO)	10	63.12	5,422.77
Telecommunications Services of Trinidad and Tobago Limited (TSTT)	11	65.71	5,645.77
Paria Fuel Trading Company Limited	12	68.18	5,857.64
Airports Authority of Trinidad and Tobago (AATT)	13	70.20	6,031.71
Port Authority of Trinidad and Tobago	14	72.12	6,196.38
Phoenix Park Gas Processors Limited	15	74.04	6,360.96
Ministry of Finance	16	75.64	6,498.99
National Energy Corporation of Trinidad and Tobago Limited	17	77.23	6,635.77
National Maintenance Training and Security Company Limited (MTS)	18	78.82	6,772.03
Ministry of Youth Development and National Service	19	80.35	6,903.65
National Information and Communication Technology Company Limited (iGOVTT)	20	81.85	7,032.18
North Central Regional Health Authority (NCRHA)	21	82.99	7,130.46

Public Body	Rank - Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative % of Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)
Ministry of Health	22	83.98	7,215.50
Trinidad and Tobago National Petroleum Marketing Company Limited	23	84.74	7,280.52
South West Regional Health Authority (SWRHA)	24	85.47	7,343.52
Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL)	25	86.15	7,402.23
Eastern Regional Health Authority	26	86.84	7,460.74
Eco-Industrial Development Company of Tobago (E-IDCOT) Limited	27	87.50	7,517.88
Rural Development Company of Trinidad and Tobago (RDC)	28	88.16	7,574.77
University Of Trinidad and Tobago	29	88.82	7,631.54
Secondary Road Rehabilitation & Improvement Company Limited (SRRIC)	30	89.45	7,685.37
Palo Seco Agricultural Enterprises Limited	31	89.91	7,725.18
Evolving Tecknologies and Enterprise Development Company Limited (E-Teck)	32	90.37	7,764.60
The National Gas Company of Trinidad and Tobago (NGC)	33	90.81	7,802.09
Sports Company of Trinidad and Tobago (SporTT)	34	91.23	7,838.60
Point Lisas Industrial Port Development Corporation Limited	35	91.64	7,873.67
College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)	36	92.04	7,908.30
Ministry of Sport and Community Development	37	92.41	7,940.12
Ministry of Public Administration	38	92.74	7,968.12
Trinidad and Tobago Civil Aviation Authority	39	93.06	7,995.57
Public Transport Service Corporation	40	93.35	8,020.36
The University of The West Indies	41	93.63	8,044.88
MIC Institute of Technology Limited	42	93.89	8,067.20
Sangre Grande Regional Corporation	43	94.14	8,088.73
Amplia Communications	44	94.38	8,109.05
Arima Borough Corporation	45	94.61	8,128.80
Princes Town Regional Corporation (PTRC)	46	94.83	8,147.82
Tunapuna/Piarco Regional Corporation	47	95.05	8,166.55
Tobago Regional Health Authority	48	95.26	8,184.88

Public Body	Rank - Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative % of Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)
Ministry of Agriculture Land and Fisheries	49	95.47	8,202.44
National Quarries Company Limited	50	95.66	8,219.29
National Investment Fund Holding Company Limited (NIF)	51	95.85	8,235.12
National Commission for Self Help	52	96.03	8,250.33
National Energy Skills Centre - Technical Institute (NESC-TI)	53	96.19	8,264.73
Trinidad and Tobago Housing Development Corporation	54	96.36	8,279.09
Office of the Parliament	55	96.53	8,293.37
Penal/Debe Regional Corporation	56	96.69	8,307.42
Children's Authority of Trinidad and Tobago	57	96.85	8,320.84
Environmental Management Authority (EMA)	58	96.99	8,333.45
Chaguanas Borough Corporation	59	97.14	8,345.86
National Agricultural Marketing and Development Corporation (NAMDEVCO)	60	97.27	8,357.12
THA - Div. Of Community Development, Youth Development and Sport	61	97.40	8,368.23
San Juan / Laventille Regional Corporation	62	97.52	8,379.07
Ministry of Planning and Development	63	97.65	8,389.49
Telecommunications Authority of Trinidad and Tobago (TATT)	64	97.76	8,399.77
Trinidad and Tobago Bureau of Standards	65	97.88	8,409.64
National Schools Dietary Services Limited (NSDSL)	66	97.99	8,419.49
Mayaro/Rio Claro Regional Corporation	67	98.10	8,428.41
Judiciary Trinidad and Tobago	68	98.18	8,435.87
Tourism Trinidad Limited	69	98.27	8,442.95
Ministry of Digital Transformation	70	98.35	8,450.02
Chaguaramas Development Authority	71	98.43	8,456.85
Ministry of Energy and Energy Industries	72	98.51	8,463.43
Caribbean Dockyard and Engineering Services Limited	73	98.58	8,469.65
Ministry of Education	74	98.65	8,475.81
Ministry of Social Development and Family Services	75	98.72	8,481.89

Public Body	Rank - Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative % of Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)
The Office of Procurement Regulation	76	98.79	8,487.91
Ministry of Labour	77	98.86	8,493.55
THA - Div. Of Health, Wellness and Social Protection	78	98.92	8,498.80
The Guaracara Refining Company Limited	79	98.98	8,503.77
Export Centres Company Limited	80	99.03	8,508.41
Office of the Attorney General and Ministry of Legal Affairs	81	99.08	8,512.96
National Helicopter Services Limited	82	99.13	8,517.15
Agricultural Development Bank of Trinidad and Tobago (ADB)	83	99.18	8,521.31
Export Import Bank of Trinidad and Tobago Limited (Exim Bank)	84	99.23	8,525.41
Trinidad and Tobago Securities and Exchange Commission	85	99.27	8,529.46
THA -Div. of Settlements, Public Utilities and Rural Development	86	99.32	8,533.06
National Library and Information Systems Authority (NALIS)	87	99.36	8,536.59
Ministry of Rural Development and Local Government	88	99.40	8,539.92
THA - Div. Of Food Security, Natural Resources, The Environment & Sustainable Development	89	99.43	8,543.11
Ministry of Trade and Industry	90	99.47	8,546.22
Youth Training and Employment Partnership Programme	91	99.50	8,549.20
National Carnival Commission	92	99.54	8,552.17
National Entrepreneurship Development Company Limited (NEDCO)	93	99.57	8,554.97
ExporTT Limited	94	99.60	8,557.22
Point Fortin Borough Corporation	95	99.62	8,559.34
The Industrial Court of Trinidad and Tobago	96	99.64	8,561.30
Trinidad and Tobago Postal Corporation (TTPOST)	97	99.67	8,563.25
Office of the Chief Personnel Officer - Personnel Department	98	99.69	8,565.09
Trinidad and Tobago International Financial Centre	99	99.71	8,566.90
Port of Spain City Corporation	100	99.73	8,568.57
The Community-Based Environmental Protection and Enhancement Programme (CEPEP)	101	99.75	8,570.20
Police Complaints Authority (PCA)	102	99.77	8,571.80

Public Body	Rank - Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative % of Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)
East Port of Spain Development Company Limited	103	99.78	8,573.27
THA - Div. Assembly Legislature	104	99.80	8,574.66
Service Commissions Department	105	99.81	8,575.86
Institute of Marine Affairs	106	99.83	8,577.05
The Office of The Prime Minister - Communications	107	99.84	8,578.20
The Vehicle Management Corporation of Trinidad and Tobago Limited	108	99.85	8,579.24
Ministry of Housing and Urban Development	109	99.87	8,580.26
Queen's Hall	110	99.88	8,581.23
The Office of The Prime Minister - Gender and Child Affairs	111	99.89	8,582.15
Integrity Commission	112	99.90	8,582.96
Trinidad and Tobago Creative Industries Limited (Creative TT)	113	99.91	8,583.73
Port of Spain Shopping Complex Limited	114	99.91	8,584.44
Caroni (1975) Limited	115	99.92	8,585.09
Equal Opportunity Tribunal	116	99.93	8,585.68
Princess Elizabeth Home for Handicapped Children	117	99.94	8,586.25
Legal Aid and Advisory Authority	118	99.94	8,586.80
The Cotton Tree Foundation	119	99.95	8,587.25
The National Trust of Trinidad and Tobago	120	99.95	8,587.70
Ministry of Public Utilities	121	99.96	8,588.14
Office of the President	122	99.96	8,588.51
The Environmental Commission of Trinidad and Tobago	123	99.97	8,588.87
Siparia Borough Corporation	124	99.97	8,589.20
Fair Trading Commission	125	99.97	8,589.47
The Office of The Prime Minister - Corporate	126	99.98	8,589.72
Tobago Tourism Agency Limited	127	99.98	8,589.95
National Enterprises Limited	128	99.98	8,590.13
THA - Div. Of Finance, Trade and The Economy	129	99.98	8,590.31

Public Body	Rank - Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative % of Total Value of Contracts Awarded (Includes Purchase Orders)	Cumulative Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)
Auditor General	130	99.98	8,590.45
San Fernando City Corporation	131	99.99	8,590.59
Tobago Information Technology Limited	132	99.99	8,590.73
The Medical Research Foundation of Trinidad and Tobago	133	99.99	8,590.85
Office of the Ombudsman	134	99.99	8,590.96
Petroleum Company of Trinidad and Tobago Limited (PETROTRIN)	135	99.99	8,591.07
Tobago Performing Arts Company	136	99.99	8,591.17
Statutory Authorities Service Commission Department	137	99.99	8,591.26
National Institute of Higher Education Research, Science and Technology	138	99.99	8,591.35
The Accreditation Council of Trinidad and Tobago	139	99.995	8,591.43
Trinidad and Tobago Blind Welfare Association	140	99.996	8,591.51
Trinidad and Tobago National Commission for UNESCO	141	99.997	8,591.58
Couva/ Tabaquite/ Talparo Regional Corporation	142	99.998	8,591.66
National Training Agency	143	99.999	8,591.73
Registration Recognition and Certification Board	144	99.999	8,591.78
Caribbean Fisheries Training and Development Institute	145	99.9998	8,591.81
Trinidad and Tobago Heart Foundation	146	99.99996	8,591.82
Sugar Industry Labour Welfare Committee	147	100.00	8,591.82
Cocoa Development Company of Trinidad and Tobago Limited	148	100.00	8,591.82
Horses Helping Humans	148	100.00	8,591.82
Grand Total			

Appendix III C - Contract Reporting by Public Body Category
(April 26, 2023 - September 30, 2023)

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)
Q3 - 2023 & Q4 2023	6,737	2,788.87	100.00%
BODY CORPORATE OR UNINCORPORATED - PUBLIC FUNDS	**8**	**0.03**	**0.001%**
National Enterprises Limited	8	0.03	0.001%
BODY CORPORATE OR UNINCORPORATED - STATE FUNCTION	**1**	**0.62**	**0.02%**
National Energy Skills Centre - Technical Institute (NESC-TI)	1	0.62	0.02%
JUDICIARY	**50**	**2.79**	**0.10%**
Judiciary Trinidad and Tobago	50	2.79	0.10%
MINISTRY, DEPARTMENT OR DIVISION OF MINISTRY	**1,557**	**626.00**	**22.45%**
Ministry of Agriculture Land and Fisheries	12	3.77	0.14%
Ministry of Digital Transformation	87	4.92	0.18%
Ministry of Education	50	1.30	0.05%
Ministry of Finance	73	110.65	3.97%
Ministry of Health	31	2.69	0.10%
Ministry of Housing and Urban Development	14	0.62	0.02%
Ministry of Labour	60	3.49	0.12%
Ministry of Planning and Development	20	8.89	0.32%
Ministry of Public Administration	58	18.22	0.65%
Ministry of Public Utilities	7	0.04	0.002%
Ministry of Rural Development and Local Government	23	3.13	0.11%
Ministry of Social Development and Family Services	66	3.60	0.13%
Ministry of Sport and Community Development	191	28.03	1.01%
Ministry of Trade and Industry	91	2.62	0.09%

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)
Ministry of Works and Transport	715	304.65	10.92%
Ministry of Youth Development and National Service	12	129.03	4.63%
Office of the Attorney General and Ministry of Legal Affairs	47	0.35	0.01%
MUNICIPAL CORPORATION	**518**	**64.75**	**2.32%**
Arima Borough Corporation	173	12.48	0.45%
Chaguanas Borough Corporation	53	9.16	0.33%
Penal/Debe Regional Corporation	70	11.04	0.40%
Princes Town Regional Corporation (PTRC)	87	12.47	0.45%
San Fernando City Corporation	1	0.14	0.01%
San Juan/ Laventille Regional Corporation	20	2.06	0.07%
Sangre Grande Regional Corporation	112	17.02	0.61%
Tunapuna/Piarco Regional Corporation	2	0.39	0.01%
PARLIAMENT	**37**	**3.90**	**0.14%**
Office of the Parliament	37	3.90	0.14%
REGIONAL HEALTH AUTHORITY	**22**	**26.85**	**0.96%**
Eastern Regional Health Authority	14	8.53	0.31%
Tobago Regional Health Authority	8	18.32	0.66%
SERVICE COMMISSION	**72**	**1.27**	**0.05%**
Service Commissions Department	32	1.17	0.04%
Statutory Authorities Service Commission Department	40	0.10	0.003%
STATE CONTROLLED ENTERPRISE	**2,558**	**1,558.11**	**55.87%**
Caribbean Airlines Limited	3	2.91	0.10%
Caribbean Dockyard and Engineering Services Limited	59	0.91	0.03%
Caroni (1975) Limited	2	0.50	0.02%
East Port of Spain Development Company Limited	1	1.47	0.05%
Eco-Industrial Development Company of Tobago (E-IDCOT) Limited	42	24.24	0.87%
Evolving Tecknologies and Enterprise Development Company Limited (E-Teck)	68	39.42	1.41%

Q3 Q4 2023

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)
Export Centres Company Limited	9	1.68	0.06%
Export Import Bank of Trinidad and Tobago Limited (Exim Bank)	5	1.26	0.05%
Heritage Petroleum Company Limited	64	247.58	8.88%
MIC Institute of Technology Limited	32	8.16	0.29%
National Commission for Self Help	2	0.95	0.03%
National Energy Corporation of Trinidad and Tobago Limited	267	100.00	3.59%
National Entrepreneurship Development Company Limited (NEDCO)	11	1.00	0.04%
National Information and Communication Technology Company Limited (iGOVTT)	7	54.63	1.96%
National Infrastructure Development Company Limited (NIDCO)	11	227.43	8.15%
National Insurance Property Development Company (NIPDEC)	95	427.53	15.33%
National Investment Fund Holding Company Limited (NIF)	5	15.36	0.55%
National Maintenance Training and Security Company Limited (MTS)	87	12.03	0.43%
National Quarries Company Limited	1	0.67	0.02%
National Training Agency	1	0.07	0.002%
Paria Fuel Trading Company Limited	195	92.26	3.31%
Petroleum Company of Trinidad and Tobago Limited (PETROTRIN)	5	0.11	0.004%
Phoenix Park Gas Processors Limited	22	51.34	1.84%
Port of Spain Shopping Complex Limited	16	0.71	0.03%
Rural Development Company of Trinidad and Tobago (RDC)	34	54.52	1.95%
Secondary Road Rehabilitation & Improvement Company Limited (SRRIC)	48	43.73	1.57%
Sports Company of Trinidad and Tobago (SporTT)	174	26.41	0.95%
Telecommunications Services of Trinidad and Tobago Limited (TSTT)	1	20.31	0.73%
The Guaracara Refining Company Limited	9	0.74	0.03%
The National Gas Company of Trinidad and Tobago (NGC)	2	7.98	0.29%
The Vehicle Management Corporation of Trinidad and Tobago Limited	3	1.04	0.04%
Tourism Trinidad Limited	154	3.74	0.13%
Trinidad and Tobago Creative Industries Limited (Creative TT)	11	0.39	0.01%

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)
Trinidad and Tobago Housing Development Corporation	23	8.73	0.31%
Trinidad and Tobago International Financial Centre	3	0.43	0.02%
Trinidad and Tobago National Petroleum Marketing Company Limited	70	5.99	0.21%
Trinidad Generation Unlimited	1,016	71.86	2.58%
STATUTORY BODY	**1,784**	**496.23**	**17.79%**
Agricultural Development Bank of Trinidad and Tobago (ADB)	39	1.39	0.05%
Airports Authority of Trinidad and Tobago (AATT)	200	108.73	3.90%
Auditor General	47	0.10	0.004%
Chaguaramas Development Authority	3	6.83	0.24%
Children's Authority of Trinidad and Tobago	73	3.55	0.13%
College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)	3	0.98	0.04%
Environmental Management Authority (EMA)	7	4.93	0.18%
Equal Opportunity Tribunal	2	0.03	0.001%
Fair Trading Commission	8	0.06	0.002%
Institute of Marine Affairs	5	0.27	0.01%
Integrity Commission	11	0.76	0.03%
Legal Aid and Advisory Authority	3	0.21	0.01%
National Agricultural Marketing and Development Corporation (NAMDEVCO)	3	9.91	0.36%
National Carnival Commission	79	0.32	0.01%
National Institute of Higher Education Research, Science and Technology	4	0.08	0.003%
Office of the Chief Personnel Officer - Personnel Department	57	1.67	0.06%
Port Authority of Trinidad and Tobago	23	75.40	2.70%
Princess Elizabeth Home for Handicapped Children	199	0.31	0.01%
Public Transport Service Corporation	16	24.79	0.89%
Telecommunications Authority of Trinidad and Tobago (TATT)	303	4.62	0.17%
The Accreditation Council of Trinidad and Tobago	1	0.08	0.003%
The Environmental Commission of Trinidad and Tobago	6	0.27	0.01%

Q3 Q4 2023

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)
The Industrial Court of Trinidad and Tobago	92	1.69	0.06%
The Office of Procurement Regulation	139	3.83	0.14%
Trinidad and Tobago Bureau of Standards	315	5.17	0.19%
Trinidad and Tobago Civil Aviation Authority	6	1.14	0.04%
Trinidad and Tobago Electricity Commission (T&TEC)	24	196.76	7.06%
Trinidad and Tobago Securities and Exchange Commission	98	2.38	0.09%
University Of Trinidad and Tobago	12	27.87	1.00%
Water And Sewerage Authority	6	12.09	0.43%
TOBAGO HOUSE OF ASSEMBLY OR DIVISION OF THA	**130**	**8.32**	**0.30%**
THA - Div. Assembly Legislature	125	0.88	0.03%
THA - Div. Of Community Development, Youth Development and Sport	3	6.62	0.24%
THA - Div. Of Health, Wellness and Social Protection	2	0.82	0.03%
Grand Total	**6,737**	**2,788.87**	

Appendix III D - Contract Reporting by Public Body Category
(October 1, 2023 - December 31, 2023)

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Q1-2024	14,262	2,546.81	100.00%	220	60.97	593	355.54
BODY CORPORATE OR UNINCORPORATED - PUBLIC FUNDS	**23**	**0.33**	**0.01%**	**1**	**0.00**	**1**	**0.00**
Horses Helping Humans	2	0.00	0.00%	1	0.00	1	0.00
The Cotton Tree Foundation	20	0.32	0.01%	0	0.00	0	0.00
Trinidad and Tobago Heart Foundation	1	0.01	0.0005%	0	0.00	0	0.00
BODY CORPORATE OR UNINCORPORATED - STATE FUNCTION	**306**	**3.31**	**0.13%**	**0**	**0.00**	**1**	**0.36**
National Energy Skills Centre - Technical Institute (NESC-TI)	306	3.31	0.13%	0	0.00	1	0.36
JUDICIARY	**1**	**4.67**	**0.18%**	**1**	**0.00**	**0**	**0.00**
Judiciary Trinidad and Tobago	1	4.67	0.18%	1	0.00	0	0.00
MINISTRY, DEPARTMENT OR DIVISION OF MINISTRY	**679**	**372.02**	**14.61%**	**7**	**0.08**	**46**	**14.42**
Ministry of Agriculture Land and Fisheries	8	6.43	0.25%	0	0.00	0	0.00
Ministry of Digital Transformation	28	2.15	0.08%	0	0.00	1	0.00
Ministry of Education	24	4.86	0.19%	0	0.00	0	0.00
Ministry of Energy and Energy Industries	58	2.64	0.10%	0	0.00	0	0.00
Ministry of Finance	26	1.28	0.05%	0	0.00	0	0.00
Ministry of Health	117	45.78	1.80%	0	0.00	0	0.00
Ministry of Housing and Urban Development	3	0.14	0.01%	0	0.00	0	0.00
Ministry of Labour	26	1.52	0.06%	4	0.02	0	0.00
Ministry of Planning and Development	6	0.03	0.001%	0	0.00	0	0.00
Ministry of Public Administration	6	1.07	0.04%	0	0.00	0	0.00
Ministry of Public Utilities	8	0.07	0.003%	0	0.00	0	0.00
Ministry of Rural Development and Local Government	9	0.04	0.002%	0	0.00	0	0.00

Q1 - 2024

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Ministry of Social Development and Family Services	2	0.04	0.001%	0	0.00	0	0.00
Ministry of Sport and Community Development	12	0.30	0.01%	0	0.00	0	0.00
Ministry of Trade and Industry	20	0.48	0.02%	1	0.00	3	0.52
Ministry of Works and Transport	89	300.00	11.78%	1	0.06	41	13.90
Ministry of Youth Development and National Service	48	2.58	0.10%	1	0.00	1	0.00
The Community-Based Environmental Protection and Enhancement Programme (CEPEP)	65	0.88	0.03%	0	0.00	0	0.00
The Medical Research Foundation of Trinidad and Tobago	26	0.08	0.003%	0	0.00	0	0.00
The Office of The Prime Minister - Communications	5	1.03	0.04%	0	0.00	0	0.00
The Office of The Prime Minister - Corporate	19	0.10	0.004%	0	0.00	0	0.00
The Office of The Prime Minister - Gender and Child Affairs	62	0.49	0.02%	0	0.00	0	0.00
UNESCO	12	0.02	0.001%	0	0.00	0	0.00
MUNICIPAL CORPORATION	**1,572**	**40.92**	**1.61%**	**24**	**0.30**	**259**	**0.58**
Arima Borough Corporation	155	4.94	0.19%	0	0.00	3	0.06
Chaguanas Borough Corporation	143	1.39	0.05%	0	0.00	0	0.00
Couva/ Tabaquite/ Talparo Regional Corporation	131	0.08	0.003%	0	0.00	0	0.00
Mayaro/Rio Claro Regional Corporation	111	4.37	0.17%	0	0.00	2	0.01
Penal/Debe Regional Corporation	344	3.01	0.12%	24	0.30	226	0.29
Point Fortin Borough Corporation	36	0.47	0.02%	0	0.00	0	0.00
Port of Spain City Corporation	203	1.67	0.07%	0	0.00	0	0.00
Princes Town Regional Corporation (PTRC)	116	3.36	0.13%	0	0.00	27	0.22
San Juan / Laventille Regional Corporation	222	4.32	0.17%	0	0.00	1	0.00
Siparia Borough Corporation	37	0.33	0.01%	0	0.00	0	0.00
Tunapuna/Piarco Regional Corporation	74	16.96	0.67%	0	0.00	0	0.00
PARLIAMENT	**91**	**6.67**	**0.26%**	**0**	**0.00**	**0**	**0.00**
Office of the Parliament	91	6.67	0.26%	0	0.00	0	0.00
REGIONAL HEALTH AUTHORITY	**2,500**	**88.18**	**3.46%**	**23**	**8.47**	**1**	**0.06**
North Central Regional Health Authority (NCRHA)	2,244	57.58	2.26%	0	0.00	0	0.00

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
South West Regional Health Authority (SWRHA)	256	30.60	1.20%	23	8.47	1	0.06
SERVICE COMMISSION	**11**	**0.03**	**0.001%**	**0**	**0.00**	**0**	**0.00**
Service Commissions Department	11	0.03	0.001%	0	0.00	0	0.00
STATE CONTROLLED ENTERPRISE	**4,664**	**1,455.02**	**57.13%**	**70**	**15.58**	**220**	**199.17**
Amplia Communications	144	16.05	0.63%	0	0.00	0	0.00
Caribbean Airlines Limited	180	92.26	3.62%	0	0.00		0.00
Caribbean Dockyard and Engineering Services Limited	65	0.70	0.03%	0	0.00	0	0.00
Caroni (1975) Limited	3	0.03	0.001%	0	0.00	1	0.00
Cocoa Development Company of Trinidad and Tobago Limited	2	0.00	0.00%	1	0.00	1	0.00
Eco-Industrial Development Company of Tobago (E-IDCOT) Limited	170	24.05	0.94%	4	0.49	0	0.00
Export Centres Company Limited	4	2.00	0.08%	2	0.00	2	0.00
Export Import Bank of Trinidad and Tobago Limited (Exim Bank)	55	0.66	0.03%	0	0.00	0	0.00
ExporTT Limited	140	1.05	0.04%	0	0.00	0	0.00
First Citizens Group Financial Holdings Limited	0	0.00	0.00%	0	0.00	0	0.00
Heritage Petroleum Company Limited	40	330.48	12.98%	1	0.45	0	0.00
MIC Institute of Technology Limited	5	3.13	0.12%	0	0.00	1	0.17
National Commission for Self Help	292	4.46	0.18%	0	0.00	0	0.00
National Energy Corporation of Trinidad and Tobago Limited	112	30.63	1.20%	8	1.42	0	0.00
National Entrepreneurship Development Company Limited (NEDCO)	107	1.80	0.07%	0	0.00	0	0.00
National Flour Mills (NFM)	766	399.50	15.69%	2	0.62	0	0.00
National Helicopter Services Limited	63	0.56	0.02%	0	0.00	1	0.00
National Information and Communication Technology Company Limited (iGOVTT)	77	4.68	0.18%	0	0.00	0	0.00
National Investment Fund Holding Company Limited (NIF)	2	0.03	0.001%	1	0.00	1	0.00
National Maintenance Training and Security Company Limited (MTS)	618	101.17	3.97%	0	0.00	0	0.00
National Quarries Company Limited	80	10.07	0.40%	4	2.39	0	0.00
National Schools Dietary Services Limited (NSDSL)	16	4.96	0.19%	5	4.20	0	0.00
Palo Seco Agricultural Enterprises Limited	15	0.84	0.03%	2	0.05	1	0.01

Q1 - 2024

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Paria Fuel Trading Company Limited	152	48.40	1.90%	0	0.00	0	0.00
Phoenix Park Gas Processors Limited	72	55.07	2.16%	20	3.73	10	14.05
Point Lisas Industrial Port Development Corporation Limited	80	18.60	0.73%	0	0.00	35	7.71
Rural Development Company of Trinidad and Tobago (RDC)	36	2.22	0.09%	1	1.04	129	150.71
Secondary Road Rehabilitation & Improvement Company Limited (SRRIC)	11	10.09	0.40%	5	1.05	0	0.00
Sports Company of Trinidad and Tobago (SporTT)	104	3.21	0.13%	1	0.06	22	24.34
Telecommunications Services of Trinidad and Tobago Limited (TSTT)	10	164.76	6.47%	1	0.00	0	0.00
The Guaracara Refining Company Limited	4	0.41	0.02%	0	0.00	11	2.14
Tourism Trinidad Limited	0	0.00	0.00%	0	0.00	0	0.00
Trinidad and Tobago Creative Industries Limited (Creative TT)	18	0.23	0.01%	2	0.02	0	0.00
Trinidad and Tobago International Financial Centre	79	0.74	0.03%	9	0.05	5	0.04
Trinidad and Tobago National Petroleum Marketing Company Limited	377	10.56	0.41%	1	0.01	0	0.00
Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL)	189	47.13	1.85%	0	0.00	0	0.00
Trinidad Generation Unlimited	565	62.72	2.46%	0	0.00	0	0.00
Youth Training and Employment Partnership Programme	11	1.74	0.07%	0	0.00	0	0.00
STATUTORY BODY	**4,128**	**572.13**	**22.46%**	**93**	**36.46**	**63**	**140.34**
Agricultural Development Bank of Trinidad and Tobago (ADB)	314	1.82	0.07%	0	0.00	0	0.00
Airports Authority of Trinidad and Tobago (AATT)	178	36.18	1.42%	0	0.00	3	6.53
Auditor General	15	0.04	0.002%	0	0.00	0	0.00
Caribbean Fisheries Training and Development Institute	15	0.03	0.001%	0	0.00	0	0.00
Children's Authority of Trinidad and Tobago	111	7.83	0.31%	0	0.00	0	0.00
College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)	46	0.89	0.04%	0	0.00	0	0.00
Environmental Management Authority (EMA)	178	3.82	0.15%	0	0.00	0	0.00
Equal Opportunity Tribunal	2	0.01	0.0004%	0	0.00	0	0.00
Fair Trading Commission	11	0.04	0.001%	1	0.0001	0	0.00
Institute of Marine Affairs	22	0.25	0.01%	1	0.09	3	0.23
Integrity Commission	0	0.00	0.00%	0	0.00	0	0.00

Q1 - 2024

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Legal Aid and Advisory Authority	37	0.35	0.01%	1	0.10	0	0.00
National Carnival Commission	178	2.65	0.10%	0	0.00	0	0.00
National Library and Information Systems Authority (NALIS)	41	0.46	0.02%	0	0.00	3	0.04
National Lotteries Control Board (NLCB)	69	0.90	0.04%	0	0.00	0	0.00
Office of the Chief Personnel Officer - Personnel Department	2	0.01	0.0004%	0	0.00	0	0.00
Office of the Ombudsman	3	0.01	0.0002%	0	0.00	0	0.00
Police Complaints Authority (PCA)	39	1.20	0.05%	0	0.00	0	0.00
Port Authority of Trinidad and Tobago	20	38.31	1.50%	0	0.00	0	0.00
Princess Elizabeth Home for Handicapped Children	263	0.18	0.01%	0	0.00	0	0.00
Queen's Hall	17	0.88	0.03%	0	0.00	0	0.00
Sugar Industry Labour Welfare Committee	4	0.004	0.0001%	0	0.00	0	0.00
Telecommunications Authority of Trinidad and Tobago (TATT)	134	1.63	0.06%	0	0.00	28	1.09
The Environmental Commission of Trinidad and Tobago	2	0.09	0.004%	1	0.00	1	0.00
The Industrial Court of Trinidad and Tobago	3	0.02	0.001%	0	0.00	0	0.00
The Office of Procurement Regulation	45	0.91	0.04%	5	0.33	0	0.00
The University of The West Indies	154	16.62	0.65%	3	0.05	0	0.00
Trinidad and Tobago Bureau of Standards	302	2.35	0.09%	0	0.00	3	0.55
Trinidad and Tobago Civil Aviation Authority	440	13.05	0.51%	0	0.00	0	0.00
Trinidad and Tobago Electricity Commission (T&TEC)	593	57.23	2.25%	7	0.19	7	131.19
Trinidad and Tobago Securities and Exchange Commission	77	1.43	0.06%	23	0.14	6	0.03
University Of Trinidad and Tobago	216	20.90	0.82%	1	0.003	0	0.00
Water And Sewerage Authority	597	362.04	14.22%	50	35.56	9	0.67
THE OFFICE OF THE PRESIDENT	**7**	**0.11**	**0.004%**	**0**	**0.00**	**0**	**0.00**
Office of the President	7	0.11	0.004%	0	0.00	0	0.00
TOBAGO HOUSE OF ASSEMBLY OR DIVISION OF THA	**280**	**3.40**	**0.13%**	**1**	**0.08**	**2**	**0.62**
THA - Div. Assembly Legislature	44	0.32	0.01%	0	0.00	0	0.00
THA - Div. Of Community Development, Youth Development and Sport	115	1.98	0.08%	1	0.08	2	0.62

Q1 - 2024

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
THA - Div. Of Health, Wellness and Social Protection	110	1.03	0.04%	0	0.00	0	0.00
Tobago Performing Arts Company	11	0.07	0.003%	0	0.00	0	0.00
Grand Total	14,262	2,546.81		220	60.97	593	355.54

Q2 - 2024

Appendix III E - Contract Reporting by Public Body Category
(January 1, 2024 - March 31, 2024)

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Q2-2024	19,936	3,256.14	100.00%	210	138.43	745	227.12
BODY CORPORATE OR UNINCORPORATED - PUBLIC FUNDS	**24**	**0.73**	**0.02%**	**0**	**0.00**	**2**	**0.004**
National Enterprises Limited	11	0.15	0.005%	0	0.00	2	0.004
The Cotton Tree Foundation	11	0.13	0.004%	0	0.00	0	0.00
The National Trust of Trinidad and Tobago	2	0.45	0.01%	0	0.00	0	0.00
BODY CORPORATE OR UNINCORPORATED - STATE FUNCTION	**549**	**10.47**	**0.32%**	**5**	**0.76**	**7**	**4.22**
National Energy Skills Centre - Technical Institute (NESC-TI)	549	10.47	0.32%	5	0.76	7	4.22
JUDICIARY	**0**	**0.00**	**0.000%**	**2**	**0.57**	**0**	**0.00**
Judiciary Trinidad and Tobago	0	0.00	0.000%	2	0.57	0	0.00
MINISTRY, DEPARTMENT OR DIVISION OF MINISTRY	**1,850**	**173.74**	**5.34%**	**6**	**0.07**	**205**	**14.00**
Ministry of Agriculture Land and Fisheries	372	7.36	0.23%	2	0.001	17	0.22
Ministry of Energy and Energy Industries	110	3.95	0.12%	0	0.00	2	0.11
Ministry of Finance	62	26.09	0.80%	1	0.07	0	0.00
Ministry of Health	165	36.57	1.12%	0	0.00	0	0.00
Ministry of Housing and Urban Development	12	0.26	0.01%	2	0.004	12	0.22
Ministry of Labour	72	0.63	0.02%	0	0.00	5	0.16
Ministry of Planning and Development	61	1.50	0.05%	0	0.00	20	0.23
Ministry of Public Administration	32	8.71	0.27%	0	0.00	1	0.00
Ministry of Public Utilities	53	0.33	0.01%	0	0.00	119	0.00
Ministry of Rural Development and Local Government	11	0.15	0.005%	0	0.00	0	0.00

Q2 - 2024

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Ministry of Social Development and Family Services	45	2.45	0.08%	1	0.00	5	0.80
Ministry of Sport and Community Development	71	3.49	0.11%	0	0.00	0	0.00
Ministry of Works and Transport	509	76.51	2.35%	0	0.00	24	12.26
Office of the Attorney General and Ministry of Legal Affairs	75	4.20	0.13%	0	0.00	0	0.00
The Community-Based Environmental Protection and Enhancement Programme (CEPEP)	56	0.74	0.02%	0	0.00	0	0.00
The Medical Research Foundation of Trinidad and Tobago	22	0.05	0.001%	0	0.00	0	0.00
The Office of The Prime Minister - Communications	48	0.12	0.004%	0	0.00	0	0.00
The Office of The Prime Minister - Corporate	28	0.15	0.005%	0	0.00	0	0.00
The Office of The Prime Minister - Gender and Child Affairs	24	0.43	0.01%	0	0.00	0	0.00
UNESCO	22	0.06	0.002%	0	0.00	0	0.00
MUNICIPAL CORPORATION	**1,953**	**23.95**	**0.74%**	**0**	**0.00**	**77**	**15.53**
Arima Borough Corporation	255	2.33	0.07%	0	0.00	0	0.00
Chaguanas Borough Corporation	160	1.87	0.06%	0	0.00	0	0.00
Mayaro/Rio Claro Regional Corporation	430	4.55	0.14%	0	0.00	3	0.01
Point Fortin Borough Corporation	70	1.65	0.05%	0	0.00	0	0.00
Princes Town Regional Corporation (PTRC)	181	3.18	0.10%	0	0.00	1	0.01
San Juan / Laventille Regional Corporation	271	4.46	0.14%	0	0.00	1	0.00
Sangre Grande Regional Corporation	490	4.52	0.14%	0	0.00	71	15.50
Tunapuna/Piarco Regional Corporation	96	1.39	0.04%	0	0.00	1	0.003
PARLIAMENT	**124**	**3.71**	**0.11%**	**2**	**0.05**	**4**	**0.00**
Office of the Parliament	124	3.71	0.11%	2	0.05	4	0.00
REGIONAL HEALTH AUTHORITY	**4,668**	**123.08**	**3.78%**	**33**	**13.10**	**1**	**0.09**
Eastern Regional Health Authority	1,172	49.98	1.53%	1	0.20	0	0.00
North Central Regional Health Authority (NCRHA)	1,746	40.71	1.25%	0	0.00	0	0.00
South West Regional Health Authority (SWRHA)	1,750	32.40	0.99%	32	12.91	1	0.09
STATE CONTROLLED ENTERPRISE	**5,628**	**1,824.69**	**56.04%**	**129**	**122.46**	**274**	**164.01**

Q2 - 2024

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Amplia Communications	144	4.26	0.13%	4	0.50	0	0.00
Caribbean Airlines Limited	1,495	603.75	18.54%	10	4.99	10	0.00
Caribbean Dockyard and Engineering Services Limited	147	4.60	0.14%	0	0.00	0	0.00
Caroni (1975) Limited	12	0.11	0.003%	0	0.00	0	0.00
Eco-Industrial Development Company of Tobago (E-IDCOT) Limited	184	8.85	0.27%	1	0.10	0	0.00
Export Centres Company Limited	8	0.96	0.03%	4	0.00	4	0.00
Export Import Bank of Trinidad and Tobago Limited (Exim Bank)	67	2.19	0.07%	0	0.00	0	0.00
ExporTT Limited	104	1.20	0.04%	0	0.00	0	0.00
Heritage Petroleum Company Limited	85	430.51	13.22%	1	0.20	0	0.00
MIC Institute of Technology Limited	29	11.02	0.34%	1	0.16	1	0.08
National Commission for Self Help	392	9.80	0.30%	0	0.00	0	0.00
National Energy Corporation of Trinidad and Tobago Limited	115	6.16	0.19%	15	2.06	0	0.00
National Helicopter Services Limited	143	3.63	0.11%	0	0.00	0	0.00
National Information and Communication Technology Company Limited (iGOVTT)	94	69.22	2.13%	0	0.00	0	0.00
National Insurance Property Development Company (NIPDEC)	8	20.68	0.64%	0	0.00	0	0.00
National Investment Fund Holding Company Limited (NIF)	16	0.44	0.01%	0	0.00	1	0.00
National Maintenance Training and Security Company Limited (MTS)	212	23.06	0.71%	0	0.00	0	0.00
National Quarries Company Limited	52	6.10	0.19%	0	0.00	0	0.00
National Schools Dietary Services Limited (NSDSL)	21	4.89	0.15%	10	4.79	2	1.48
Palo Seco Agricultural Enterprises Limited	27	38.97	1.20%	0	0.00	0	0.00
Paria Fuel Trading Company Limited	163	71.21	2.19%	4	1.45	0	0.00
Phoenix Park Gas Processors Limited	99	58.16	1.79%	11	2.26	0	0.00
Point Lisas Industrial Port Development Corporation Limited	95	16.46	0.51%	2	0.16	63	11.03
Rural Development Company of Trinidad and Tobago (RDC)	19	0.15	0.005%	0	0.00	114	110.27
Sports Company of Trinidad and Tobago (SporTT)	114	6.90	0.21%	0	0.00	22	21.89
Telecommunications Services of Trinidad and Tobago Limited (TSTT)	18	37.93	1.16%	0	0.00	0	0.00

Q2 - 2024

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
The Guaracara Refining Company Limited	67	3.81	0.12%	2	0.01	4	0.09
The National Gas Company of Trinidad and Tobago (NGC)	16	29.50	0.91%	16	0.46	0	0.00
Tobago Tourism Agency Limited	14	0.23	0.01%	0	0.00	19	16.31
Tourism Trinidad Limited	54	3.34	0.10%	4	0.10	2	0.00
Trinidad and Tobago Creative Industries Limited (Creative TT)	15	0.15	0.004%	2	0.01	1	0.00
Trinidad and Tobago Housing Development Corporation	124	5.63	0.17%	27	104.83	0	0.00
Trinidad and Tobago International Financial Centre	65	0.63	0.02%	9	0.08	7	0.09
Trinidad and Tobago National Petroleum Marketing Company Limited	444	48.47	1.49%	5	0.17	23	2.77
Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL)	178	11.57	0.36%	0	0.00	1	0.00
Trinidad Generation Unlimited	492	278.88	8.56%	0	0.00	0	0.00
Youth Training and Employment Partnership Programme	296	1.24	0.04%	1	0.12	0	0.00
STATUTORY BODY	**4,448**	**1,082.28**	**33.24%**	**29**	**1.13**	**160**	**28.68**
Agricultural Development Bank of Trinidad and Tobago (ADB)	313	0.95	0.03%	0	0.00	0	0.00
Airports Authority of Trinidad and Tobago (AATT)	133	29.17	0.90%	4	0.01	1	9.49
Children's Authority of Trinidad and Tobago	65	2.04	0.06%	0	0.00	0	0.00
College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)	58	32.76	1.01%	0	0.00	0	0.00
Environmental Management Authority (EMA)	208	3.85	0.12%	0	0.00	0	0.00
Equal Opportunity Tribunal	4	0.55	0.02%	0	0.00	0	0.00
Fair Trading Commission	23	0.17	0.01%	0	0.00	1	0.04
Institute of Marine Affairs	75	0.66	0.02%	1	0.01	3	0.10
Integrity Commission	10	0.04	0.001%	0	0.00	0	0.00
National Agricultural Marketing and Development Corporation (NAMDEVCO)	184	1.35	0.04%	0	0.00	0	0.00
National Library and Information Systems Authority (NALIS)	81	3.07	0.09%	1	0.0005	0	0.00
National Lotteries Control Board (NLCB)	51	817.52	25.11%	0	0.00	0	0.00
Office of the Chief Personnel Officer - Personnel Department	9	0.16	0.01%	0	0.00	0	0.00
Office of the Ombudsman	18	0.10	0.003%	1	0.00	1	0.00

Q2 - 2024

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Police Complaints Authority (PCA)	35	0.40	0.01%	0	0.00	0	0.00
Port Authority of Trinidad and Tobago	737	50.96	1.57%	0	0.00	74	2.16
Princess Elizabeth Home for Handicapped Children	128	0.09	0.003%	0	0.00	0	0.00
Queen's Hall	31	0.09	0.003%	0	0.00	0	0.00
Registration Recognition and Certification Board	27	0.05	0.002%	0	0.00	0	0.00
Telecommunications Authority of Trinidad and Tobago (TATT)	208	4.03	0.12%	0	0.00	18	0.88
The Environmental Commission of Trinidad and Tobago	2	0.001	0.00004%	1	0.001	0	0.00
The Industrial Court of Trinidad and Tobago	60	0.25	0.01%	0	0.00	0	0.00
The Office of Procurement Regulation	87	1.28	0.04%	3	0.36	0	0.00
The University of The West Indies	184	7.91	0.24%	0	0.00	1	0.06
Trinidad and Tobago Blind Welfare Association	1	0.08	0.002%	0	0.00	0	0.00
Trinidad and Tobago Bureau of Standards	233	2.35	0.07%	7	0.12	3	0.24
Trinidad and Tobago Civil Aviation Authority	385	13.26	0.41%	0	0.00	0	0.00
Trinidad and Tobago Electricity Commission (T&TEC)	668	98.98	3.04%	8	0.52	4	14.31
Trinidad and Tobago Postal Corporation (TTPOST)	119	1.95	0.06%	0	0.00	2	0.57
Trinidad and Tobago Securities and Exchange Commission	59	0.23	0.01%	3	0.10	3	0.00
University Of Trinidad and Tobago	252	7.99	0.25%	0	0.00	49	0.84
THE OFFICE OF THE PRESIDENT	**24**	**0.25**	**0.01%**	**0**	**0.00**	**0**	**0.00**
Office of the President	24	0.25	0.01%	0	0.00	0	0.00
TOBAGO HOUSE OF ASSEMBLY OR DIVISION OF THA	**668**	**13.24**	**0.41%**	**4**	**0.28**	**15**	**0.59**
THA - Div. Assembly Legislature	53	0.18	0.01%	0	0.00	4	0.00
THA - Div. Of Community Development, Youth Development and Sport	128	2.51	0.08%	1	0.04	3	0.54
THA - Div. Of Finance, Trade and The Economy	5	0.18	0.01%	0	0.00	0	0.00
THA - Div. Of Food Security, Natural Resources, The Environment & Sustainable Developm	297	3.20	0.10%	1	0.19	4	0.04
THA - Div. Of Health, Wellness and Social Protection	117	3.41	0.10%	1	0.06	0	0.00
THA -Division of Settlements, Public Utilities and Rural Development	27	3.60	0.11%	0	0.00	0	0.00

Q2 - 2024

Public Body	Number of Procurement Contracts Awarded (Includes Purchase Orders)	Total Value of Contracts Awarded (Includes Purchase Orders) ($Mn)	% of Total Value of Contracts Awarded (Including Purchase Orders)	Number of Procurement Contracts Varied	Total Value of Procurement Contracts Varied ($Mn)	Number of Unfulfilled Procurement Contracts Awarded	Total Value of Unfulfilled Procurement Contracts ($Mn)
Tobago Information Technology Limited	33	0.14	0.004%	0	0.00	4	0.01
Tobago Performing Arts Company	8	0.03	0.001%	1	0.00	0	0.00
Grand Total	**19,936**	**3,256.14**		**210**	**138.43**	**745**	**227.12**

APPENDIX IV

SUMMARY REPORT OF DISPOSAL TRANSACTIONS FROM PROCUREMENT DEPOSITORY

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Parcel of Land West of the Uriah Butler Highway Lower Caroni in the Ward of Couva	LICENSE	100.00	100.00	0.00	VERNON A CHADEE	09/08/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Parcel of State Lands No. 120 Park Avenue WEST MOORINGS	LICENSE	250.00	250.00	0.00	PLATONA PROPERTIES LIMITED	08/25/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Parcel of State Lands known as Q3 comprising the seabed adjoining Site Q2, Windsurf Road South	LICENSE	250.00	250.00	0.00	TEXILINA LIMITED	10/06/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Parcel of State Lands comprising the seabed adjoining Nos. 122 and 123, Park Avenue, Columbus Circle	LICENSE	250.00	250.00	0.00	GRAND GAILCRIS LTD	08/23/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Parcel of State Lands comprising he seabed adjoining No. 120 Park Avenue WEST MOORINGS	LICENSE	250.00	250.00	0.00	120 PARK AVENUE INVESTMENTS LIMITED	07/31/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Parcel of land known as OV1, Union Village, WATERLOO	LICENSE	300.00	300.00	0.00	HSM FARMS LIMITED	09/01/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Plot #1 Didier Trace Cumuto Road CUMUTO	LEASE	459.57	459.57	0.00	KRISHENDEO BABOOLAL	05/02/2023	

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
MIC INSTITUTE OF TECHNOLOGY LIMITED	PERSONAL - FIXED ASSET	Non-functional Caterpillar Forklift (Electric)– Qty 1 Non-functional Auberbach Milling Machine – Qty 5 Non-functional Fritz Werner Lathe – Qty 2 Non-functional Alzmetal Lathe – Qty 1 Non-functional Victor Lathe – Qty 1 Non-functional Fritz Werner Grinder – Qty 1	5A Century Drive Trincity Business Park MACOYA 5A TUNAPUNA/PIARCO REGIONAL CORPORATION	SELECTIVE BIDDING	0.00	8,400.00	8,400.00	BK HOLDINGS LIMITED	01/05/2024	ANIL RAMNARINE
NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED (MTS)	PERSONAL - CURRENT ASSET/INVENTORY	1 Daewoo Mircowave 1 HP Scanjet 5590 Scanner 1 Dell Window XP Professional Laptop with Charger and Mouse 1 HP Hewlett Packard Printer 1 Texas Instruments Calculator 1 3M 2270 Overhead Projector 1 Brother Typewriter 1 HP Colour Laser JET Printer	No record found	DESTROY/DUMP	33.16	33.16	0.00		02/22/2024	LENNOX RATTANSINGH - ACCOUNTING OFFICER
NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED (MTS)	PERSONAL - CURRENT ASSET/INVENTORY	One (1) Black Office Junior Executive Chair Four (4) Filing Caintet One (1) Storage Container	No record found	DESTROY/DUMP	57.22	57.22	0.00		02/22/2024	LENNOX RATTANSINGH - ACCOUNTING OFFICER

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED	PERSONAL - CURRENT ASSET/INVENTORY	Displaced Vehicular Assets (105 Displaced Vehicles) put up for public sale via open tender FIN210712370220. (Tender issued on 7th December 2021 and closed on 7th January 2022). Delays encountered with getting Licensing Officers onsite to facilitate the transfer of vehicles to Bidder(s) Bidder was awarded 17 vehicles and removed vehicles from TSTT's premised in July 2023.	TSTT HOUSE # 1 Edward Street, PORT-OF-SPAIN	PUBLIC TENDER	18,954.00	21,528.00	2,574.00	ARBUNA MAINTENANCE COMPANY	07/03/2023	
		Displaced Vehicular Assets (105 Displaced Vehicles)	TSTT HOUSE # 1 Edward Street, PORT-OF-SPAIN					P.R. CONTRACTING LIMITED		

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED	PERSONAL - CURRENT ASSET/INVENTORY	put up for public sale via open tender FIN210712370220. (Tender issued on 7th Dec, 2021 and closed on 7th January 2022). Bidder was awarded 4 vehicles and removed vehicles from TSTT's premised in July 2023		PUBLIC TENDER	121,743.00	165,200.00	43,457.00		07/03/2023	
					275,566.36	**453,767.83**	**1,228,885.45**			

STATUTORY BODY

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
NATIONAL LIBRARY AND INFORMATION SYSTEMS AUTHORITY (NALIS)	PERSONAL - FIXED ASSET	Desk, Office Chairs, GP Chairs, Sofa Chairs, JR Chairs, Tables, Display Stands, Standing Fans, Metal Desk, Music Stereos, Filing Cabinets, Wooden Book Shelves 6ft. and 5ft. Office Tables, Lockers Units, Shelving Units, Computer Desk, Television.	23 Abercromby Street PORT OF SPAIN	PUBLIC AUCTION	0.00	22130.00		FAROUK KHAN HECTOR KALLOO KAMEEL MOHAMMED KEN POLLARD NELSON LALSIEW RIAD ALI SALISHA RAGBIR	08/12/2023	EXECUTIVE DIRECTOR, PAULA GREENE

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
NATIONAL LIBRARY AND INFORMATION SYSTEMS AUTHORITY (NALIS)	PERSONAL - FIXED ASSET	Shelving Units, Hand Trollies, Paper Dispensers, Ice Maker, Printers, Copiers, Steel Safe, Fridge, Water Coolers, Calculators, Model Boat, Mud Oven, Table, Chairs, Partitions, Fans, Desks, Cupboards, Micro Waves, Televisions, Kettles, Computer Items	23 Abercromby Street POS	PUBLIC AUCTION	0.00	28150.00		BARBARA HOLDER BRANDON ALI EARL NICHOLS EVE INNISS - MOHAMMED KAMEEL MOHAMMED KEVIN SHOWERS MARC ROMANY MILLENIUM SOURCING LIMITED NELSON LALSIEW RAJINDRA RAMDASS SALISHA RAGBIR	06/03/2023	EXECUTIVE DIRECTOR, PAULA GREENE
OFFICE OF THE CHIEF PERSONNEL OFFICER - PERSONNEL DEPARTMENT	PERSONAL - CURRENT ASSET/INVENTORY	Obsolete computers and peripherals no longer used by the Personnel Department	PERSONNEL DEPARTMENT, OFFICE OF THE CHIEF PERSONNEL OFFICER #3 Alexandra Street, St. Clair PORT OF SPAIN	TRANSFER	20,750.00	0.00	-20,750.00	MALONEY GOVERNMENT PRIMARY SCHOOL	02/08/2024	DR. DARYL DINDIAL
OFFICE OF THE CHIEF PERSONNEL OFFICER - PERSONNEL DEPARTMENT	PERSONAL - CURRENT ASSET/INVENTORY	Office Furniture no longer being used by the Personnel Department. Items can still be repurposed and reused by another entity.	PERSONNEL DEPARTMENT, OFFICE OF THE CHIEF PERSONNEL OFFICER #3 Alexandra Street, St. Clair PORT OF SPAIN	TRANSFER	137,500.00	0.00	-137,500.00	MALONEY GOVERNMENT PRIMARY SCHOOL	02/08/2024	DR. DARYL DINDIAL
SUGAR INDUSTRY LABOUR WELFARE COMMITTEE	PERSONAL - FIXED ASSET	2ft. x 3ft. Notice Board (1)	PALO SECO POLICE POST Beach Road PALO SECO	DONATION/GIFT	0.00	0.00	0.00	PALO SECO POLICE POST	10/18/2023	NICOLE ROBINSON
SUGAR INDUSTRY LABOUR WELFARE COMMITTEE	PERSONAL - FIXED ASSET	Fan (1)	PALO SECO POLICE POST Beach Road PALO SECO	DONATION/GIFT	0.00	0.00	0.00	PALO SECO POLICE POST	10/18/2023	NICOLE ROBINSON
SUGAR INDUSTRY LABOUR WELFARE COMMITTEE	PERSONAL - FIXED ASSET	Filing Cabinet - 4 Drawer (1)	PALO SECO POLICE POST Beach Road PALO SECO	DONATION/GIFT	0.00	0.00	0.00	PALO SECO POLICE POST	10/18/2023	NICOLE ROBINSON
SUGAR INDUSTRY LABOUR WELFARE COMMITTEE	PERSONAL - FIXED ASSET	L-Shaped Wooden Desk (2)	PALO SECO POLICE POST Beach Road PALO SECO	DONATION/GIFT	0.00	0.00	0.00	PALO SECO POLICE POST	10/18/2023	NICOLE ROBINSON

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
SUGAR INDUSTRY LABOUR WELFARE COMMITTEE	PERSONAL - FIXED ASSET	Metal Desks (6)	PALO SECO POLICE POST Beach Road PALO SECO	DONATION/GIFT	0.00	0.00	0.00	PALO SECO POLICE POST	10/18/2023	NICOLE ROBINSON
SUGAR INDUSTRY LABOUR WELFARE COMMITTEE	PERSONAL - FIXED ASSET	Red Padded Chairs (40)	PALO SECO POLICE POST Beach Road PALO SECO	DONATION/GIFT	0.00	0.00	0.00	PALO SECO POLICE POST	10/18/2023	NICOLE ROBINSON
SUGAR INDUSTRY LABOUR WELFARE COMMITTEE	PERSONAL - FIXED ASSET	Vault (1)	PALO SECO POLICE POST Beach Road PALO SECO	DONATION/GIFT	0.00	0.00	0.00	PALO SECO POLICE POST	10/18/2023	NICOLE ROBINSON
SUGAR INDUSTRY LABOUR WELFARE COMMITTEE	PERSONAL - FIXED ASSET	Wooden Shelves (2)	PALO SECO POLICE POST Beach Road PALO SECO	DONATION/GIFT	0.00	0.00	0.00	PALO SECO POLICE POST	10/18/2023	NICOLE ROBINSON
		2 Deskjet 6540 Printers, 4 HP Deskjet 6940 Printers, 1 2HP 6940 Deskjet Printers W Cables, 9 IP PBX System,10 Lenovo Docking Stations, 1 Cisco Linksys E4200 Wireless						RECYCLAGE E-WASTE MANAGEMENT LIMITED		

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
TELECOMMUNICATIONS AUTHORITY OF TRINIDAD AND TOBAGO	PERSONAL - FIXED ASSET	Router,1 APC 500VA UPS, 3 Dell Optiplex GX 280d,2 Dell Optiplex 620D, Dell 2800 Poweredge Server, Optiplex GX 620D Desktops, 8 EDMS Hardware -10 Dell Optiplex 745, 2 EDMS Hardware -1 Dell Poweredge, EDMS Hardware- 1 Dell Precision 490, EDMS Hardware-Fujitsu 4340 Document,2 Dell Power Edge Server, 2 Application Server and 1 gateway server, 2 H drive Exl Star 80GB, 2 Desktops Dell Optiplex 755 T20X, UPS APC ES 550VA UPS, Dell 2400MP Projector, 3 APC Backup E5 550VA UPS, 2 Dell Optiplex 755 Desktops, Dell Vostro 1320 Laptops, 15 Dell Optiplex 780, 2 SSG-5-SH Firewall VPN Devices, 2 Juniper SSG 140 Firewall, Toshiba External Disk Drive/DVD Burner, 12 Lenovo ThinkCentre M81 computers, 1 APC 550VA UPS, 3 Replacement Servers & Software(2only VMWare Servers & Tripplite UPS), HP 6540 Deskjet Printer, Konica Minolta Bizhub Copier, Cancion IR C225 Copier, Elliptical Trainer, Foosball Table, Trampoline	TELECOMMUNICATIONS AUTHORITY HEAD OFFICE #5 Eight Avenue Extension Off Twelfth Street Barataria PORT OF SPAIN	DESTROY/DUMP	58,649.93	0.00	-58,649.93		10/06/2023	CYNTHIA REDDOCK-DOWNES
THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO	REAL - LAND	72-74 Western Main Road St James	72-74 WESTERN MAIN ROAD ST. JAMES	PUBLIC TENDER	10,500,000.00	12,500,000.00	2,000,000.00	ROYAL CASTLE LIMITED	05/24/2023	
THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO	REAL - LAND & BUILDING	#13 QUEEN'S PARK EAST PORT OF SPAIN	#13 QUEEN'S PARK EAST PORT OF SPAIN	PUBLIC TENDER	20,500,000.00	20,500,075.00	75.00	PROMAN LIMITED	09/15/2023	
THE UNIVERSITY OF THE WEST INDIES	PERSONAL - FIXED ASSET		No record found	DESTROY/DUMP	1,050.00	0.00	-1,050.00		05/08/2023	UWI BOARD OF SURVEY
THE UNIVERSITY OF THE WEST INDIES	PERSONAL - FIXED ASSET		No record found	DESTROY/DUMP	1,850.00	0.00	-1,850.00		05/08/2023	UWI BOARD OF SURVEY

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
THE UNIVERSITY OF THE WEST INDIES	PERSONAL - FIXED ASSET		DEPARTMENT OF LIFE SCIENCES, FACULTY OF SCIENCE AND TECHNOLOGY The University of West Indies St. Augustine Campus ST. AUGUSTINE	DONATION/GIFT	4,400.00	0.00	-4,400.00	MS. AVION JAMES	05/08/2023	UWI BOARD OF SURVEY
THE UNIVERSITY OF THE WEST INDIES	PERSONAL - FIXED ASSET		FACULTY OF MEDICAL SCIENCES, FACILITIES UNIT The University of West Indies St. Augustine Campus ST. AUGUSTINE	DONATION/GIFT	6,418.03	0.00	-6,418.03	MR. CHRISTIAN THOMAS	05/09/2023	UWI BOARD OF SURVEY
					31,230,617.96	**33,050,355.00**	**1,806,123.21**			

37,413,399.85 Grand Total - Disposal Value
36,738,169.89 Grand Total Consideration
675,229.96 Grand Total - Variation

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Lot # 18 Agua Santa Road WALLERFIELD	LEASE	464.36	464.36	0.00	KIRT BERNARD AND HEATHER MOORE-BERNARD	05/01/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Parcel of Land OV4, Union Village WATERLOO	LICENSE	500.00	500.00	0.00	YAMEEN KHAN	09/13/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Parcel of Land as OV1, Union Village WATERLOO	LICENSE	500.00	500.00	0.00	SHANE DELANO POON	09/12/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Parcel of Land known as OV1, Union Village WATERLOO	LICENSE	500.00	500.00	0.00	A.S.K AGRICULTURE	09/12/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Lot#S11I El Tucuche Road MARACAS ST. JOSEPH	LEASE	568.05	568.05	0.00	RAMDEO PITTY AND ASHA NANLAL-PITTY	05/05/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Lot # 16 Cunjal Food Project BARRACKPORE	LEASE	1,940.76	1,940.76	0.00	RICHARD SOOKOO	05/04/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Lot # 16 Cunjal Food Project BARRACKPORE	LEASE	2,098.32	2,098.32	0.00	MANDEO LATCHMAN	05/03/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Parcel of State Lands known as Lot A situate L.P No. 7 MT. HOPE ROAD, MT. HOPE	CURTILAGE	4,200.00	4,200.00	0.00	NIRMAL RAGOONANAN	06/02/2023	

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Lot#44 Buen Intento Road PRINCESS TOWN	STATE GRANT	52,232.00	26,116.00	-26,116.00	CHERYL MAYNARD	09/02/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Plot #140A Railway Road, Dow Village CALIFORNIA	STATE GRANT	63,300.00	63,300.00	0.00	KRISHNA RAMJATTAN	08/28/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		#63 Lyle Lane, Felicity CHAGUANAS	STATE GRANT	330,000.00	165,000.00	-165,000.00	DEOLAL DOON	06/07/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		L.P. #140 Main Road CARAPO	STATE GRANT	342,000.00	171,000.00	-171,000.00	PHYLLIS GRANSAUL	06/07/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Lot No. 20 Esperanza Road CALIFORNIA	STATE GRANT	376,000.00	188,000.00	-188,000.00	ROHAN AND LINDA GANGADEEN	08/15/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Lot#35 Capildeo Block COUVA	STATE GRANT	398,000.00	199,000.00	-199,000.00	BALLNARAYN BOWLAH	08/23/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Phoenix Park Road CALIFORNIA	STATE GRANT	438,000.00	219,000.00	-219,000.00	ENYAT ALI AND POOLMATIE ALI	06/07/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		L.P #58 Railway Road CALIFORNIA	STATE GRANT	460,000.00	230,000.00	-230,000.00	DHANMATIE ALI AND FEERA ALI-LALLA	08/15/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		#72 Dumfries Road, Hermitage Village SAN FERNANDO	STATE GRANT	460,000.00	230,000.00	-230,000.00	SANDRA SUBIAH	06/07/2023	

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		#49 Nolan Street, Felicity CHAGUANAS	STATE GRANT	477,000.00	238,500.00	-238,500.00	SRIMATI RAMROACH	08/17/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		#225 Waterloo Road CARAPICHAIMA	STATE GRANT	485,000.00	242,500.00	-242,500.00	ZENATOON RAMRATTAN	08/17/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		No record found	STATE GRANT	498,000.00	249,000.00	-249,000.00		08/15/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		Wallerfield WALLERFIELD 00000000 ARIMA BOROUGH CORPORATION	LEASE	500,000.00	500,000.00	0.00	LANDS-R-US LIMITED	05/19/2023	
MINISTRY OF AGRICULTURE LAND AND FISHERIES	REAL - LAND		#228 Caroni Savannah Road CHAGUANAS 00000000 CHAGUANAS BOROUGH CORPORATION	STATE GRANT	1,000,000.00	500,000.00	-500,000.00	GERALD JOHN	08/18/2023	
MINISTRY OF WORKS AND TRANSPORT	PERSONAL - CURRENT ASSET/INVENTORY	Adding machines, pencil sharpener, telephone, microwave, risograph printer, cabinets, typewriter, fax machines, fans, office chairs.	No record found	DESTROY/DUMP	0.00	0.00	0.00		02/26/2024	SONIA FRANCIS-YEARWOOD

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
MINISTRY OF WORKS AND TRANSPORT	PERSONAL - CURRENT ASSET/INVENTORY	One twenty (20) FT Container and Contents located at 1/73 SMR Cedros with 2 low back brown chairs, 2 high back black chairs,2 black fabric chairs, 4 metal folding chairs, 1 water dispenser and 2 bottles, 1 mini fridge, 8 desks, HP Officejet Pro 8720, 1 Bin, 1 Wooden Cabinet with 1 shelf.	MINISTRY OF WORKS AND TRANSPORT 13 Richmond Street PORT-OF-SPAIN 00000 PORT OF SPAIN CITY CORPORATION	TRANSFER	7,276.47	0.00	-7,276.47	TRINIDAD AND TOBAGO POLICE SERVICE	03/21/2024	SONIA FRANCIS-YEARWOOD
MINISTRY OF WORKS AND TRANSPORT	PERSONAL - CURRENT ASSET/INVENTORY	One twenty (20) FT Container and Contents located at L23 Talparo Mundo Nuevo with 1 Blue Fabric Chair, 1 red fabric chair, 2 leather back chairs with wheels, 2 burgundy padded chairs with wheels, 2 light grey padded chairs with wheels, 1 metal cabinet with 2 drawers, 1 metal cabinet with 6 drawers and 1 white wooden shelf.	MINISTRY OF WORKS AND TRANSPORT 13 Richmond Street PORT-OF-SPAIN 00000 PORT OF SPAIN CITY CORPORATION	TRANSFER	7,776.00	0.00	-7,776.00	TRINIDAD AND TOBAGO POLICE SERVICE	03/21/2024	SONIA FRANCIS-YEARWOOD
					5,907,215.53	**3,234,047.06**	**-2,673,168.47**			

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
PARLIAMENT										
Public Body	Disposal Category #1	Property Description	Ad	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	AIR CONDITION UNITS (4)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	CAMERA (1)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	CPU (33)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	DESK SCANNER (1)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	FAX MACHINES (10)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	FILING CABINET - TWO DOOR (1)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	IP CLOCKS (1)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	IP PHONES (10)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	iPADS (33) 1ST GENERATION (10) 3RD GENERATION (23)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	Laptop (2)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	METAL DESK (16)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	METAL FOUR-DRAWER FILING CABINET (14)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	MONITORS (12)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	PERSONAL MINI COMPUTER (1)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	PRINTERS (12)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	PRINTERS (36)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	REFRIGERATOR (1)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	SCANNERS (2)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	SERVERS (2)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	SHREDDER (3)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	STENOGRAPHER CHAIRS (10)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	TELEVISIONS (2)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	TOASTER OVEN (3)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	UPS (3)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE	PERSONAL - FIXED	VOLTAGE REGULATOR								MR. BRIAN

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	VOLTAGE REGULATOR (1)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
OFFICE OF THE PARLIAMENT	PERSONAL - FIXED ASSET	WATER COOLERS (11)	No record found	DESTROY/DUMP	0.00	0.00	0.00		10/04/2023	MR. BRIAN CAESAR
					0.00	**0.00**	**0.00**			

STATE CONTROLLED I

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
CARIBBEAN AIRLINES LIMITED	PERSONAL - CURRENT ASSET/INVENTORY	ATR72-600 Main Tires	IERE HOUSE Golden Grove Road PIARCO	PUBLIC/SPOT SALE	0.00	2,400.00	2,400.00	LEAD MARINE CONTRACTORS LIMITED	06/13/2023	NICKY KOON KOON
CARIBBEAN AIRLINES LIMITED	PERSONAL - CURRENT ASSET/INVENTORY	ATR72-600 Main Tires	IERE HOUSE Golden Grove Road PIARCO	PUBLIC/SPOT SALE	0.00	3,300.00	3,300.00	TRINIDAD MOORING AND LAUNCH SERVICES LIMITED	08/25/2023	NICKY KOON KOON
CARIBBEAN AIRLINES LIMITED	PERSONAL - CURRENT ASSET/INVENTORY	ATR Tire Main Wheel B737 Tire Main Wheel B767 Tire Nose Wheel	IERE HOUSE Golden Grove Road PIARCO	PUBLIC/SPOT SALE	0.00	16,000.00	16,000.00	AR SINGH CONTRACTOR LIMITED	07/05/2023	NICKY KOON KOON
CARIBBEAN AIRLINES LIMITED	PERSONAL - CURRENT ASSET/INVENTORY	Aircraft Part	IERE HOUSE Golden Grove Road PIARCO	DIRECT SALE	8,508.22	10,770.93	2,262.71	SURINAME AIRWAYS	03/15/2024	GARVIN MEDERA
CARIBBEAN AIRLINES LIMITED	PERSONAL - CURRENT ASSET/INVENTORY	Seat control assembly for aircraft seats	IERE HOUSE Golden Grove Road PIARCO	DIRECT SALE	12,758.26	16,156.40	3,398.14	SURINAME AIRWAYS	08/04/2023	LEIGHTON WALKER

Public Body	Disposal Category #1	Property Description	Addresses	Means Of Disposal	Disposal Value	Consideration Amount	Variation	Beneficiary	Disposal Date	Disposal Approved By
EXPORT IMPORT BANK OF TRINIDAD AND TOBAGO LIMITED (EXIM BANK)	PERSONAL - FIXED ASSET	Nissan Versa Blue 2013	30 Queen's Park West PORT OF SPAIN	SALE TO EMPLOYEE	0.00	22000.00		RAYMOND DINDIAL	06/15/2023	NAVIN DOOKERAN
EXPORT IMPORT BANK OF TRINIDAD AND TOBAGO LIMITED (EXIM BANK)	PERSONAL - FIXED ASSET	800 Gallon Water Tank	No record found	RECYCLE	0.00	0.00	0.00		09/04/2023	NAVIN DOOKERAN
EXPORT IMPORT BANK OF TRINIDAD AND TOBAGO LIMITED (EXIM BANK)	PERSONAL - FIXED ASSET	Nissan Versa White 2013	#30 Queen's Park West PORT OF SPAIN	SALE TO EMPLOYEE	0.00	21,000.00	21,000.00	ANTHONY MOHAMMED	06/15/2023	NAVIN DOOKERAN
EXPORT IMPORT BANK OF TRINIDAD AND TOBAGO LIMITED (EXIM BANK)	PERSONAL - FIXED ASSET	Nissan Sentra Brown 2015	#30 Queen's Park West PORT OF SPAIN	SALE TO EMPLOYEE	0.00	25,200.00	25,200.00	MICHAEL ALEXIS	06/15/2023	NAVIN DOOKERAN
EXPORT IMPORT BANK OF TRINIDAD AND TOBAGO LIMITED (EXIM BANK)	PERSONAL - FIXED ASSET	Nissan Sentra Grey 2015	#30 Queen's Park West PORT OF SPAIN	SALE TO EMPLOYEE	0.00	37,000.00	37,000.00	RUTHVIN WALKER	06/15/2023	NAVIN DOOKERAN
EXPORT IMPORT BANK OF TRINIDAD AND TOBAGO LIMITED (EXIM BANK)	PERSONAL - FIXED ASSET	Volvo S60 Momentum	No record found	SALE TO EMPLOYEE	104,812.50	104,812.50	0.00		10/05/2023	JOHN TANG NIAN
HERITAGE PETROLEUM COMPANY LIMITED	PERSONAL - FIXED ASSET	Desks, Tables, Book Case, Chairs, Cabinets, White Board and Shelving	9 Queens Park West PORT OF SPAIN	DONATION/GIFT	8,700.00			ST.DOMINIC'S CHILDREN'S HOME	06/07/2023	

APPENDIX V

PUBLIC ADVISORIES

THE OFFICE OF PROCUREMENT REGULATION
Level 19, Tower D
Port of Spain International Waterfront Centre
1A Wrightson Road, Port of Spain
Tel: 1-868-627-4677
Website: www.oprtt.org

PUBLIC ADVISORY # 1

In preparation of the full proclamation of the Public Procurement and Disposal of Public Property Act, 2015 (as amended). The public is hereby notified of the following:

Part 1 Section 4

"public body" means-

(a) the Office of the President;
(b) the Parliament;
(c) the Judiciary;
(d) a Ministry or a department or division of a Ministry;
(e) the Tobago House of Assembly, or a division of the Tobago House of Assembly;
(f) a Municipal Corporation established under the Municipal Corporations Act;
(g) a Regional Health Authority established under the Regional Health Authorities Act;
(h) a statutory body, responsibility for which is assigned to a Minister of Government;
(i) a State-controlled enterprise;
(j) a Service Commission established under the Constitution or other written law; or
(k) a body corporate or unincorporated entity-
  (i) in relation to any function which it exercises on behalf of the State: or
  (ii) which is established by virtue of the President's prerogative, by a Minister of Government in his capacity as such or by another public authority; or
(l) a body corporate or unincorporated entity in relation to any function, project, scheme or arrangement which involves the use by it, of public money;

"public money" means money that is-

(a) received or receivable by a public body;
(b) raised by an instrument from which it can be reasonably inferred that the State accepts ultimate liability in the case of default;
(c) spent or committed for future expenditure, by a public body;
(d) distributed by a public body to a person;
(e) raised in accordance with a written law, for a public purpose; or
(f) appropriated by Parliament;

Public bodies and persons or entities receiving public money should become familiar with the Public Procurement and Disposal of Public Property Act 2015.

Should you have any queries or concerns feel free to contact us at **opr.feedback@opr.org.tt**

Moonilal Lalchan
Procurement Regulator
12th June 2018

THE OFFICE OF PROCUREMENT REGULATION
Level 19, Tower D
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1A Wrightson Road, Port of Spain
Tel: 1-868-627-4677
Website: www.oprtt.org

PUBLIC ADVISORY #2

In anticipation of the full proclamation of the Public Procurement and Disposal of Public Property Act, 2015, the public is hereby notified of the following:

Section 5

(1) The objects of this Act are to promote—

(a) the principles of accountability, integrity, transparency and value for money;
(b) efficiency, fairness, equity and public confidence; and
(c) local industry development, sustainable procurement and sustainable development, in public procurement and the disposal of public property.

(2) A public body shall carry out public procurement and the disposal of public property in a manner that is consistent with the objects of this Act.

Section 6

(1) Subject to subsection (2), any procurement of goods, works or services or retention or disposal of public property that is not done in accordance with this Act and any procurement contract or agreement that is not entered into in accordance with this Act shall be void and illegal.

(2) Nothing in subsection (1) shall affect the rights of an innocent third party.

Section 7

(1) This Act applies to public bodies and public-private partnership arrangements.

Public bodies and persons or entities receiving public money should become familiar with the Public Procurement and Disposal of Public Property Act 2015.

Next up - Public Advisory #3

Should you have any queries or concerns, feel free to contact us at opr.feedback@opr.org.tt

Moonilal Lalchan
Procurement Regulator

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PUBLIC ADVISORY #3

In anticipation of the full proclamation of the Public Procurement and Disposal of Public Property Act, 2015, and its amendments, the public is hereby notified of the following:

Section 61

(1) Any person who contravenes a section referred to in the First Column of Schedule 1 commits an offence and is liable on conviction to the penalty specified in the Third Column of that Schedule.

(2) For the purpose of this Act, a public body shall have a procurement officer who shall be responsible for public procurement and the disposal of public property for that body and shall notify the Office, in writing, of the name and designation of its procurement officer.

(3) A reference in this Act to the commission of an offence by a public body shall be construed as a reference to the commission of the offence by the procurement officer referred to in subsection (2) or an officer who purports to act in such capacity, if it is proved that—

(a) the offence was committed with his direct consent or connivance;
or
(b) he, with knowledge, did not exercise reasonable diligence to prevent the commission of the offence.

(4) No prosecution of an offence under this Act may be instituted without the written consent of the Director of Public Prosecutions.

SCHEDULE 1 (Section 61)

OFFENCES AND PENALTIES

Section	Offence	Specified Penalty
31	Splitting of procurement	Summary Conviction—$500,000 and imprisonment for one (1) year
39	Failure of procuring entity to comply with requirements with respect to the confidentiality of information	Summary Conviction—$500,000 and imprisonment for one (1) year

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PUBLIC ADVISORY # 4

The public is hereby notified that the following section of the Public Procurement and Disposal of Public Property Act, 2015, has been proclaimed and therefore has come into operation:

Section 5

(1) The objects of this Act are to promote—

a) the principles of accountability, integrity, transparency and value for money;
b) efficiency, fairness, equity and public confidence; and
c) local industry development, sustainable procurement and sustainable development, in public procurement and the disposal of public property.

Public bodies and persons or entities receiving public money should therefore carry out public procurement and the disposal of public property in a manner that is consistent with the objects of this Act.

Public bodies and persons or entities receiving public money should also become familiar with the Public Procurement and Disposal of Public Property Act, 2015 and its amendments.

Should you have any queries or concerns, feel free to contact us at opr.feedback@opr.org.tt

Moonilal Lalchan
Procurement Regulator
18th October 2018

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Level 19, Tower D
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1A Wrightson Road, Port of Spain
Tel: 1 868 627 4677
Website: www.oprtt.org

PUBLIC ADVISORY #5

In anticipation of the full proclamation of the Public Procurement and Disposal of Public Property Act, 2015 (as amended), and the requirements for establishing a comprehensive database, The OPR is in the process of compiling contact information, as required, under section 61 (2) of the Act which states:

"For the purpose of this Act, a public body shall have a procurement officer who shall be responsible for public procurement and the disposal of public property for that body and shall notify the Office, in writing, of the name and designation of its procurement officer."

The OPR hereby advises, in furtherance to the development of the database and to facilitate ongoing communication with public bodies, that they are requested to submit the name, designation, telephone number and email information of their procurement officer to The OPR, by January 31st, 2019 at opr.feedback@opr.org.tt.

Public bodies and persons or entities receiving public money, as found in the definition section in Part I, should become familiar with the Public Procurement and Disposal of Public Property Act, 2015.

Next up - Public Advisory #6

Moonilal Lalchan
Procurement Regulator

2nd January, 2019

THE OFFICE OF PROCUREMENT REGULATION
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Website: www.oprtt.org

January 14th, 2019

FOR IMMEDIATE RELEASE

THE PROCUREMENT REGULATOR CORRECTS MISSTATEMENT IN EXPRESS INTERVIEW ARTICLE

The Office of Procurement Regulation wishes to correct a misstatement which appeared in the Express newspaper on January 13, 2019 in the article **"Public procurement regulator on hold since November 2017."**

The said article stated that the Procurement Regulator submitted the regulations to Finance Minister Colm Imbert on November 30, 2017 however, the correct date is November 30, 2018 as stated by the Procurement Regulator at the interview with the Express.

The Office of Procurement Regulation has already contacted the Express to retract and correct the misstatement.

###

Contact information:
Tamara Roy
Corporate Communications Manager
Office of Procurement Regulation
Level 19 Tower D
Wrightson Road
Port of Spain
Tel: 1 868 779 6097
Email: Tamara.Roy@opr.org.tt

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PUBLIC ADVISORY #7

ARE YOU READY FOR FULL PROCLAMATION OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY ACT, 2015 (AS AMENDED)?

To guarantee that you are, you should be able to check off all the items on the list below:

- ☑ Have you reviewed the Public Procurement and Disposal Public Property Act, 2015 (as amended)?
- ☑ Have you reviewed your organisation's capacity to perform procurement and disposal activities in accordance with the Act?
- ☑ Have you reviewed and identified appropriate procurement training and upskilling opportunities for your organisation's personnel?
- ☑ Have you developed your organisation's procurement portfolio, including risk assessment and procurement strategies?
- ☑ Have you assigned your Procurement Officer and advised The OPR as requested in Public Advisory #5?
- ☑ Have you determined if you require further guidance from The OPR?
- ☑ If you are unsure of any of the above, please call us at 627-4677 (4OPR) or visit our website at www.oprtt.org.

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PUBLIC ADVISORY #8

EXERCISING DUE DILIGENCE WHEN PREQUALIFYING CONTRACTORS/SUPPLIERS

The Office of Procurement Regulation (The OPR/The Office) wishes to advise **ALL** public bodies and persons/entities in receipt of public money ***that due diligence must be exercised when prequalifying contractors/suppliers.***

Moreover, Section 29 (1) of the Public Procurement and Disposal of Public Property Act, 2015 (as amended), provides that a procuring entity shall ensure that suppliers and contractors -

a) have the legal capacity to enter into the procurement contract;
b) are not insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by a court of a judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing;
c) have not, and their directors or officers have not, been convicted of any criminal offence;
d) have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
e) have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
f) meet relevant industry standards.

Further, public bodies and persons/entities in receipt of public money are also advised that according to section 58 (3) of the Act that –

The Office may add a supplier or contractor to the **ineligibility list** where the supplier or contractor –

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PUBLIC ADVISORY #9

THE ROLE AND ACCOUNTABILITY OF THE "NAMED" PROCUREMENT OFFICER

The Office of Procurement Regulation (The OPR) wishes to remind all public bodies and persons/entities in receipt of public money that the role of the "named" Procurement Officer is a critical function with respect to the sustainable implementation and enforcement of the Public Procurement and Disposal of Public Property Act (the Act), 2015 (as amended).

Thus, **section 61 (2)** provides -

> *For the purpose of this Act, a public body shall have a procurement officer who shall be responsible for public procurement and the disposal of public property for that body and shall notify the Office, in writing, of the name and designation of its procurement officer*.

Also, **section 61 (3)** states that -

> *A reference in this Act to the commission of an offence by a public body shall be construed as a reference to the commission of the offence by the procurement officer referred to in subsection (2)* ***or an officer who purports to act in such a capacity****, if it is proved that –*
>
> *(a) the offence was committed with his direct consent or connivance; or*
>
> *(b) he, with knowledge, did not exercise reasonable diligence to prevent the commission of the offence.*

Public bodies and persons/entities in receipt of public money, as defined in section 4 of the Act, should become familiar with the Act in its entirety.

Next up - Public Advisory #10

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PUBLIC ADVISORY #10

CONSTITUTION OF THE PROCUREMENT BOARD

Pursuant to Section 10 (3) of the Public Procurement and Disposal of Public Property Act, 2015 as amended (the Act), the public is asked to TAKE NOTICE of the Membership of the Board of The Office of Procurement Regulation (the OPR).

Pursuant to Section 10 of the Act, Members of the Board have been appointed by the President, after consultation with the Prime Minister and the Leader of the Opposition as follows:

Name of Officers	Designation	Effective Date of Appointment	Term of Office
Mr. Moonilal Lalchan	Member and Chairman	12th January, 2018	Five (5) years
Mr. James Chang Kit	Deputy Chairman	31st January, 2018	Three (3) years
Mr. David Charlerie	Member	12th January, 2018	Three (3) years
Mr. Frederick Bowen	Member	12th January, 2018	Three (3) years
Dr. Anthony Lamb	Member	12th January, 2018	Three (3) years
Mr. Robin Otway	Member	12th January, 2018	Four (4) years
Mr. Herdis Lee Chee	Member	12th January, 2018	Four (4) years
Ms. Lara Quentrall-Thomas	Member	12th January, 2018	Three (3) years
Ms. Sandra Sammy	Member	12th January, 2018	Three (3) years
Ms. Nadine Bushell	Member	12th January, 2018	Three (3) years
Mr. Nikoli Edwards	Member	12th January, 2018	Resigned - Effective June 21, 2019
Mrs. Tracey Rojas	Member	13th August, 2019	Three (3) years

Next up - Public Advisory #11

Moonilal Lalchan
Chairman/Procurement Regulator
18th October, 2019

The Office of Procurement Regulation is a body corporate established pursuant to an Act of Parliament, namely the Public Procurement and Disposal of Public Property Act, 2015. The Act aims to provide for public procurement, and for the retention and disposal of public property in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money and to promote local industry development, sustainable procurement and sustainable development.

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PUBLIC ADVISORY #11

STATUS OF DRAFT REGULATIONS

In response to several requests, from the business sector, civil society, participants at our recently concluded Workshops and the public at large, for an update on the status of the Draft Regulations, the Office of Procurement Regulation (the OPR) is pleased to confirm that on September 2nd, 2019, the recommendations of the OPR in the form of Draft Regulations were submitted to the Minister of Finance in accordance with Section 63 (1) of the Public Procurement and Disposal of Public Property Act, 2015, as amended ("the Act"). This section provides that,

> *"The Minister may, on the recommendation of the Office, make regulations to give effect to the provisions of this Act, including regulations with respect to-(a) the conduct of challenge proceedings under Part V; and (b) the addition to, or removal from, an ineligibility list under section 58,"*

It is to be noted that the OPR's latest submission reflects amendments to the original version of the Draft Regulations submitted on November 30th, 2018 to the Ministry of Finance and would have resulted from multiple exchanges between the OPR, the Ministry of Finance and other key stakeholders.

Additionally, the OPR also made recommendations to amend and to further proclaim certain sections of the Act, which can be proclaimed independently of the Draft Regulations. The OPR would have met with the Minister of Finance to discuss same on September 3rd, 2019.

The OPR wishes to assure the public that it remains committed to full proclamation of the Act and will continue to work in collaboration with all our valued stakeholders in keeping with the principles of good governance, namely, accountability, integrity, transparency and value for money.

Moonilal Lalchan
Chairman/Procurement Regulator
13th November, 2019

The Office of Procurement Regulation is a body corporate established pursuant to an Act of Parliament, namely the Public Procurement and Disposal of Public Property Act, 2015. The Act aims to provide for public procurement, and for the retention and disposal of public property in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money and to promote local industry development, sustainable procurement and sustainable development.

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ARE YOU A SUPPLIER OF GOODS, WORKS AND/OR SERVICES WHO IS DOING OR INTENDS TO DO BUSINESS WITH PUBLIC BODIES?

In preparation for full proclamation of the Public Procurement and Disposal of Public Property Act, 2015 (as amended) by March 31st 2020, the Office of Procurement Regulation (OPR) will be conducting **Supplier Pre-qualification Workshops**. This will be done by Regional Corporation in Trinidad and the Tobago House of Assembly (THA), during the months of May and June, 2020.

These workshops are geared towards sensitising suppliers on the proper use of our Procurement Depository, including initial registration on the database. So, if you are a supplier and wish to be pre-qualified to do business with Public Bodies, this is your opportunity!

To attend these workshops, please visit the **Supplier Pre-qualification Workshop** portal on our website www.oprtt.org to register. You are required to register either for the morning or afternoon session being held in the Regional Corporation or THA, according to your primary business's legally registered address. The exact location of each session will be communicated to successfully registered persons only.

Additionally, upon completion of registration, you will receive a ticket which will remind you to produce the following documents to begin the pre-qualification process at the Workshop:

a. Registrant's name;
b. Legal name, address and telephone number of business;
c. Name of the delegated representative who will be inputting information into the Depository;
d. Your email address which will be used as your unique user ID; and
e. Supplier type, etc.

At the workshop, you will be advised further on requirements to complete the pre-qualification process.

There are limited spaces available per session, so registrants will be accommodated on a first come, first served basis. **Deadline for registration is Monday 16th March, 2020 at 4:30pm.**

Please submit any queries or requests for further information via our website at www.oprtt.org/feedback.



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1A Wrightson Road, Port of Spain, Trinidad and Tobago
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Website: www.oprtt.org

PUBLIC ADVISORY #13

THE OPR REMAINS COMMITTED AND AVAILABLE WHILE OBSERVING COVID-19 CORONAVIRUS RESTRICTIONS

As the nation continues to contend with the COVID-19 Coronavirus, the Office of Procurement Regulation (OPR) is committed to adhering to all government advisories and is taking all necessary precautions to protect our employees and valued stakeholders. To this end, our offices will remain closed from now until 15th April, 2020.

We wish to advise however, that we continue to operate and remain accessible to the public. As such, staff can be contacted for online meetings or through email and our landlines: **1 868 627 4677** or **1 868 226 4677**, followed by the relevant extension as listed below. Further, stakeholders can reach the Procurement Regulator directly at **1 868 678 0359** and are also encouraged to use the feedback mechanism on our website and social media platforms, to submit any queries or concerns as it relates to public procurement, retention and disposal of public property.

To further assure the safety of our stakeholders, and in keeping with our commitment to ensuring full proclamation of the Public Procurement and Disposal of Public Property Act, 2015 (as amended), the OPR is exploring alternative platforms to execute its recently advertised Supplier Database Pre-qualification Workshops and will advise **all** stakeholders once these arrangements have been finalised.

We encourage the public to continue to safeguard yourselves and your loved ones by observing all required measures instituted by the Government, so that we can all successfully overcome this challenging time.

OPR DEPARTMENTAL TELEPHONE EXTENSION LISTING

Department	Office	Name	Tel Extension Number
Office of the Regulator	Regulator/Chairman	Moonilal Lalchan	1100
	Executive Assistant to Chairman	Stasha Mahabir	1101
	Corporate Secretary	Delrene Liverpool-Young	1110
Legal	Legal Advisor	Lindy-Ann Mitchell	1150
	Legal Officer	Krystle Maharaj	1152

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PUBLIC ADVISORY #14

THE OPR REITERATES OUR INDEPENDENCE AND NONPARTISANSHIP

The Office of Procurement Regulation (the OPR) wishes to reiterate our independence in the discharge of our duties, and moreover, reassure our stakeholders of our uncompromising, nonpartisan posture as it relates to advertising which may indicate in any way, shape or form, our affiliation with, or endorsement of, specific organisations or individuals.

The public is reminded that the OPR is a body corporate established pursuant to an Act of Parliament, namely the Public Procurement and Disposal of Public Property Act, 2015 (as amended), which aims to provide for public procurement, and for the retention and disposal of public property ***in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money.***

Pursuant to Section 13 (2) (b) of the Act, the Office ***"shall not be subject to the direction or control of any other person or authority in the performance of its functions, but shall be accountable to the Parliament."*** Further, Section 10 (1) of the Act states that the Office ***shall be governed by a Board which shall be appointed by the President after consultation with the Prime Minister and the Leader of the Opposition…"***

As such, the OPR emphatically rejects any claim or inference made by any organisation or person referencing the OPR, which may convey an endorsement or a compromise in our commitment to upholding the tenets of good governance, while executing our mandate **independently**.

Moonilal Lalchan
Chairman/Procurement Regulator
24th July, 2020

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PUBLIC ADVISORY #15

OPR'S POSITION ON THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY (AMENDMENT) BILL, 2020

The Office of Procurement Regulation ("the OPR") has reviewed the Public Procurement and Disposal of Public Property (Amendment) Bill, 2020 and agrees with all of the amendments EXCEPT the proposed Clause 5, which seeks to amend Section 7 of Act No. 1 of 2015.

The OPR maintains this position as a result of the following considerations:

1. A thorough consultative process was undertaken between 2018 to present with Stakeholders across various sectors, who provided feedback to the OPR, from our 20 workshops, 193 bespoke sensitization sessions, and webinars held with over 1400 suppliers/contractors. During these consultations, Stakeholders reiterated that there should be no amendment to section 7 as it stands.

2. Stakeholders emphasised that section 7 should be given an opportunity to be tested since there is a real possibility that local suppliers/contractors may be deprived of a fair and equitable chance to participate in procurement proceedings. Any variation to this provision may undermine the objects of the Act, namely Accountability, Integrity, Transparency and Value for Money.

3. At all times, Stakeholders continued to emphasise that these arrangements under section 7, ultimately will be repaid with public money, and so, these transactions should fall within the ambit of the Act thereby achieving the objects of the Act, especially the principle of 'Value for Money'. Additionally, there should be no exclusion from the OPR's oversight, in respect of the procurement of legal, financial, accounting and auditing, medical and any other service as the Minister may by order determine, by public bodies or State-controlled enterprises.

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PUBLIC ADVISORY #16

NOTIFICATION OF CHANGE IN THE COMPOSITION OF THE PROCUREMENT BOARD

The Office of Procurement Regulation ("the OPR") wishes to notify the public of the following:

NEW APPOINTMENTS:

- Reverend Joy Abdul-Mohan, effective January 26, 2021 for a period of three (3) years; and
- Ms. Natasha Ashby, effective March 17, 2021 for a period of four (4) years.

RE-APPOINTMENTS:

The following Board Members have been re-appointed for a term of three (3) years effective January 26, 2021:

- Mr. Frederick Bowen
- Dr. Anthony Lamb
- Ms. Nadine Bushell

END OF TENURE:

The tenure of the following Board Members has ended effective January 11, 2021:

- Ms. Lara Quentrall-Thomas
- Ms. Sandra Sammy

RESIGNATIONS:

- Mr. James Chang Kit, Deputy Chairman of the Board, resigned effective January 4, 2021; and
- Mr. Robin Otway, Board Member, resigned effective January 11, 2021

The OPR thanks these members for their valuable contribution to the organisation and wishes them every success in the future.

The public is reminded that the OPR is a body corporate established pursuant to an Act of Parliament, namely the Public Procurement and Disposal of Public Property Act, 2015 (as amended), which aims to provide for public procurement, and for the retention and disposal of public property **in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money.**

Moonilal Lalchan
Chairman/Procurement Regulator
10th May, 2021

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PUBLIC ADVISORY #17

In anticipation of the full proclamation of the Public Procurement and Disposal of Public Property Act, 2015 (as amended), and the required establishment of a comprehensive database, the public is hereby notified of the following:

Section 13

(1) The functions of the Office are to-

(a) 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;

Section 61

(2) For the purpose of this Act, a public body shall have a procurement officer who shall be responsible for public procurement and the disposal of public property for that body and shall notify the Office, in writing, of the name and designation of its procurement officer.

To this end, The OPR advises ALL public bodies and entities in receipt of public money, that they are required to submit the name, designation and contact information of the organisation's procurement officer to the Procurement Regulator, by March 3rd 2022 at feedback@opr.org.tt

Public bodies and persons or entities receiving public money should become familiar with the Public Procurement and Disposal of Public Property Act 2015.

Moonilal Lalchan
Procurement Regulator

18th February 2022

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PUBLIC ADVISORY #18

NOTICE OF VACANT POSITION OF PROCUREMENT REGULATOR

Pursuant to Section 10 (3) of the Public Procurement and Disposal of Public Property Act, 2015, as amended ("the Act"), the Office of Procurement Regulation ("the OPR") wishes to notify the public that the five (5) year term of office of the Procurement Regulator/Chairman of the Procurement Board ("the Regulator") came to an end on January 11th, 2023.

While the OPR awaits the appointment of the Regulator by the President of the Republic of Trinidad and Tobago, we assure the public that the work of the OPR continues to progress under the governance of the Procurement Board led by the Deputy Chairman.

The public is reminded that the OPR is a body corporate established pursuant to an Act of Parliament, namely the Public Procurement and Disposal of Public Property Act, 2015 (as amended), which aims to provide for public procurement, and for the retention and disposal of public property **in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money.**

Procurement Board of Trinidad and Tobago
12th April, 2023

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PUBLIC ADVISORY #19

REQUEST FOR ALL PUBLIC BODIES TO REMIT INFORMATION PERTAINING TO THEIR ACCOUNTING OFFICER AND "NAMED" PROCUREMENT OFFICER

In light of full proclamation of the Public Procurement and Disposal of Public Property Act, 2015, as amended ("the Act"), effective 26th April, 2023, the Office of Procurement Regulation ("the Office") wishes to remind all public bodies of the following sections of the Act:

Section 13 (1) The functions of the Office are to-

(a) 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.

Thus, section 61 (2) provides -

For the purpose of this Act, a public body shall have a procurement officer who shall be responsible for public procurement and the disposal of public property for that body and shall notify the Office, in writing, of the name and designation of its procurement officer.

Further, the Public Procurement and Disposal of Public Property Procurement (Methods and Procedures) Regulations, 2021 Part 1 (2) defines an Accounting Officer as:

"Accounting Officer" means a person appointed by the Treasury and charged with the duty of accounting for any service in respect of which monies have been appropriated by the Constitution or by Parliament, or any person to whom issues are made from the Exchequer Account in accordance with the Exchequer and Audit Act, or the Chief Executive Officer or any other person holding the equivalent position in a procuring entity;

In light of the above, the Office advises ALL Public bodies and persons/entities in receipt of public money, as defined in section 4 of the Act, to submit the name, designation and contact information of the organisation's Accounting Officer and "named" procurement officer to the Office, no later than May 15th, 2023 to feedback@opr.org.tt.

Procurement Board of Trinidad and Tobago
28th April, 2023



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PUBLIC ADVISORY #20

APPOINTMENT OF PROCUREMENT REGULATOR/CHAIRMAN OF THE PROCUREMENT BOARD OF TRINIDAD AND TOBAGO

Pursuant to Section 10 (1) (a) of the Public Procurement and Disposal of Public Property Act, No. 1 of 2015, as amended by Act No. 5 of 2016, Act No. 3 of 2017 and Act No. 27 of 2020, (collectively referred to as "the Act"), the Office of Procurement Regulation ("the OPR") wishes to notify the public that Her Excellency Christine Carla Kangaloo, O.R.T.T, President of the Republic of Trinidad and Tobago, after consultation with the Prime Minister and Leader of the Opposition, has appointed Ms. Beverly S. Khan, as the Procurement Regulator and Chairman of the Procurement Board for a period of five (5) years, with effect from 28th June, 2023.

The public is reminded that the OPR is a body corporate established pursuant to the Act, which aims to provide for public procurement, and for the retention and disposal of public property **in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money.**

Procurement Board of Trinidad and Tobago
18th July, 2023

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PUBLIC ADVISORY #21

REQUEST FOR SUBMISSION OF CONTRACT INFORMATION PURSUANT TO SECTION 37

Section 37 of the **Public Procurement and Disposal of Public Property Act No. 1 of 2015 as amended by Act No. 5 of 2016, Act No. 3 of 2017 and Act No. 27 of 2020** (collectively referred to as "the Act"), states that

> ***"a procuring entity shall submit to the Office no later than three weeks after the end of each quarter a report of all contracts awarded during the immediately preceding quarter."***

This reporting requirement plays a vital role in promoting transparency and accountability in public procurement practices.

Moreover, Public Bodies are reminded of Section 42 of the Act which provides inter alia,

> "42. (1) Where the Office considers it necessary or desirable for the purposes of performing or exercising its functions, powers, or duties under this Act, it may, by written notice served on any person, require the person—
>
> *(a) to supply to the Office, within the time and in the manner specified in the notice, any book, record, document or information specified in the notice;*
> *(b) to produce to the Office, or to a person specified in the notice acting on its behalf in accordance with the notice, any book, record, document or information specified in the notice within the time and in the manner specified in the notice;*
> *(c) if necessary, to reproduce, or assist in reproducing, in usable form, information recorded or stored in any book, record or document within the time and in the manner specified in the notice; or*
> *(d) to appear before the Office, or a specified person, at a time and place specified in the notice to provide information, either orally or in writing, and produce any book, record or document specified in the notice…*
>
> *(6) Where a person who is required to appear before the Office or give information fails or refuses to appear or provide information without lawful justification, the Office may make an application to the High Court to compel the person to do so."*

Therefore, in exercise of its authority under the Act, all Public Bodies are requested to submit via the OPR's Procurement Depository, the following contract information (inclusive of purchase orders):

1. The number, monetary value and details of ALL Contracts awarded between 26th April 2023 to 30th June 2023.
2. The number, monetary value and details of ALL Contracts awarded PRIOR to 26th April 2023 but were OPEN (i.e., contracts that have been awarded but not fully executed or completed) as at 26th April 2023.

The deadline for submission is the **25th of August 2023.**

To assist you in the reporting process, the following resources are provided:

i. Procurement Depository – Public Body User Guide: Tenders and Contracts accessible via LINK: https://oprtt.org/wp-content/uploads/2023/07/Procurement-Depository-User-Guide-Public-Body-Tenders-and-Contracts.pdf
ii. Procurement Depository Sensitisation Sessions for Public Bodies - March 23rd-25th, 2022 accessible via LINK: Procurement Depository Sensitisation Sessions for Public Bodies - March 23rd-25th, 2022 - YouTube

If you encounter any technical difficulties or have queries related to the submission of contract information or the reporting process, please do not hesitate to contact the OPR for assistance using the following support channels:

• Telephone – 627-4677 or 226-4677 • Email – support@opr.org.tt

The public is reminded that the OPR is a body corporate established pursuant to the Act, which aims to provide for public procurement, and for the retention and disposal of public property **in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money.**

Beverly Khan
Procurement Regulator/Chairman
26th July, 2023

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PUBLIC ADVISORY #22

SUBMISSION OF DISPOSAL OF PUBLIC PROPERTY INFORMATION

Sections 14 (1) (a), (c) and 14 (2) of the **Public Procurement and Disposal of Public Property Act, 2015 as amended** ("the Act"), state that:

" (1) In the performance of its functions, the Office may –

(a) monitor the procurement of goods, works and services, ***and the disposal of public property, by public bodies to ensure compliance with this Act;***
…

(c) issue directions to public bodies to ensure compliance with this Act;

(2) A public body or person who, without reasonable justification, fails to comply with a direction issued under this Act commits an offence and is liable on summary conviction to a fine of one hundred thousand dollars."

This monitoring requirement plays a vital role in promoting transparency and accountability in disposal of public property practices.

Moreover, public bodies are reminded of Regulation 6 (5)(h) of the **Public Procurement and Disposal of Public Property (Retention and Disposal of Personal Property) Regulations, 2021** which requires a Public Body to ensure that:

"the Office is notified of all disposals within six (6) weeks of its completion; including details of the stores or equipment disposed of and its price and method of disposal and the supporting documents requested by the Office."

The term, ***"public property"*** is defined by section 4 of the Act and includes real or personal property owned by a public body and the term, ***"disposal of public property"*** *includes the transfer without value, sale, lease, concession, or other alienation of property that is owned by a public body.*

Therefore, in exercise of its authority under Sections 24 (1) and 24 (2)(d)(i),(ii) of the Act, all public bodies are requested to submit via the OPR's Procurement Depository (Disposal Section), the following disposal information:

1. For ALL Real Property (such as land or buildings) disposed of after 26th April, 2023:

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PUBLIC ADVISORY #23

EXTENSION OF TIME: REQUEST FOR SUBMISSION OF CONTRACT INFORMATION PURSUANT TO SECTION 37

Reference is made to Public Advisory #21 issued by the Office of Procurement Regulation (OPR). In light of the circumstances and in response to the feedback received from various stakeholders, the OPR has decided to grant an extension of time for the submission of the required contract information as outlined in the aforementioned advisory.

Original Requirement: In **Public Advisory #21**, all Public Bodies were requested to submit the following contract information, including purchase orders:

1. **The number, monetary value, and details of ALL Contracts awarded between 26th April 2023 to 30th June 2023.**
2. **The number, monetary value, and details of ALL Contracts awarded PRIOR to 26th April 2023 but were OPEN (i.e., contracts that have been awarded but not fully executed or completed) as of 26th April 2023.**

Original Submission Deadline: The initial deadline for the submission of this information was set for the 25th August 2023.

New Submission Deadline: In consideration of the challenges and complexities faced by our stakeholders, the OPR has decided to extend the submission deadline. The new deadline for the submission of the contract information as outlined above is now 30th September, 2023.

We understand the importance of ensuring accurate and comprehensive reporting while also acknowledging the practicalities of compliance. This extension aims to facilitate a more thorough and effective submission process for all involved parties.

We encourage all Public Bodies to utilise this extended timeframe to ensure that the contract information is accurately compiled and submitted via the OPR's Procurement Depository. Should you have any questions or require further clarification, please do not hesitate to contact our office at (868) 627-4677 or feedback@opr.org.tt.

We appreciate your understanding and cooperation in this matter.

The public is reminded that the OPR is a body corporate established pursuant to the Act, which aims to provide for public procurement, and for the retention and disposal of public property in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money.

Beverly Khan
Chairman/Procurement Regulator
25th August, 2023

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PUBLIC ADVISORY #24

FEES ASSOCIATED WITH AVAILABILITY OF BIDDING DOCUMENTS CONTRARY TO REGULATION 22 (3) OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY (PROCUREMENT METHODS AND PROCEDURES) REGULATIONS, 2021

Regulation 22 (3) of the Public Procurement and Disposal of Public Property (Procurement Methods and Procedures) Regulations, 2021, provides that:

> *"The **bidding document may be made available in electronic or hard copy format** to suppliers and contractors. **A cost, if any,** to be charged for the bidding document **shall only reflect the cost of printing and distribution of a hard copy.**"*

Public bodies are thus advised, that where a cost is to be charged for bidding documents, such cost should **only reflect the cost of printing and distribution** for a hard copy and **should not** include any additional costs that may be incurred by public bodies. The legislation **does not provide** for a cost to be attached to **the provision and distribution of electronic copies**.

Moreover, public bodies are reminded of Regulation 7 of the Public Procurement and Disposal of Public Property (Miscellaneous) Regulations, 2021, which states that:

> *"A person who contravenes these Regulations **commits an offence and is liable on conviction to a fine not exceeding one million dollars and imprisonment for five years."***

Public bodies are further reminded of the OPR's powers pursuant to section 14 of the Public Procurement and Disposal of Public Property Act, 2015, as amended ("the Act"), in particular, the following:

> *"14. (1) In the performance of its functions, the Office may –*
>
> *(a) **monitor the procurement of goods, works and services**, and the disposal of public property, by public bodies to ensure compliance with this Act;*
>
> *...*
>
> *(c) **issue directions to public bodies to ensure compliance with this Act;** and*
>
> *(d) carry out such other activities and do such other acts as it considers necessary or expedient for the carrying out of its functions.*
>
> *(2) A public body or person who, without reasonable justification, **fails to comply with a direction issued under this Act commits an offence and is liable on summary conviction to a fine of one hundred thousand dollars."***

Therefore, in exercise of its authority under section 14 (1) of the Act, the OPR hereby requests that all public bodies comply with Regulation 22 (3) (supra).

Should you have any questions or require further clarification regarding the above information, please do not hesitate to contact the OPR for assistance using the following support channels:

- Telephone – (868) 627-4677 • Email – support@opr.org.tt

The public is reminded that the OPR is a body corporate established pursuant to the Act, which aims to provide for public procurement, and for the retention and disposal of public property **in accordance with the principles of good governance, namely accountability, integrity, transparency, and value for money.**

Beverly Khan
Chairman/Procurement Regulator
December 08, 2023

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PUBLIC ADVISORY #25

OPR'S FIRST ANNUAL REPORT TO PARLIAMENT

The Office of Procurement Regulation ("the Office") notes with appreciation the interest expressed by our valued stakeholders in the submission of its first Annual Report to the Speaker of the House of Representatives, the President of the Senate and the Minister of Finance, pursuant to Section 24 of the Public Procurement and Disposal of Public Property Act, 2015 (as amended).

The Office wishes to assure all stakeholders that we are committed to meeting our obligations under the Act. As such, the Office is preparing a 12-month report, for the period 26th April 2023 to 25th April 2024, to provide an expansive appraisal of the nation's public procurement and disposal system since full proclamation of the Act. Thereafter, the Office will prepare and submit a full fiscal year report by the end of 2024, to establish the baseline data for annual reporting.

The Office is currently in the final stages of analysing and formatting data collected from public bodies, amidst the many challenges associated with the novelty of such an exercise. It is our intention, however, to present the most accurate and comprehensive report possible, in the sole interest of safeguarding public trust and confidence.

The Office anticipates the report will be submitted by July 30th, 2024.

Beverly Khan
Procurement Regulator
12 June, 2024

APPENDIX VI

CORRESPONDENCE ON DISPOSAL ACTIONS FROM PUBLIC ADVISORY #22

Correspondence on Disposal Actions from Public Advisory #22

(For the Period: April 26 - November 17, 2023)

No.	DATE REPORTED	PUBLIC BODY	COMMENTS
1	06-Sep-2023	Heritage	Disposal of personal property **(reported on Depository)**
2	13-Sep-2023	NALIS	Disposal of personal property **(reported on Depository)**
3	13-Sep-2023	NALIS	Disposal of personal property **(reported on Depository)**
4	15-Sep-2023	E-IDCOT	**Submission of Letter** on Public Advisory #22 - Disposal of Public Property Information - Company's records reviewed and they confirm that no disposal action has occurred for: 1) Any real property (such as land and buildings); 2) For any property other than real property (such as movable assets) after 26th April 2023.
5	26-Sep-2023	Paria Fuel Trading Company	**Submission of Email** on Public Advisory #22 – they confirmed no disposals took place after proclamation to date.
6	3-Oct-2023	Fair Trading Commission	**Submission of Letter** on Public Advisory #22 – they confirmed no disposals took place after proclamation to date.
7	4-Oct-2023	Telecommunications Authority of Trinidad and Tobago (TATT)	**Submission of Letter** on Public Advisory #22 – they confirmed no disposals took place after proclamation to date.
8	5-Oct-2023	Creative Industries Company Limited	**Submission of Email** on Public Advisory #22 – they confirmed no disposals took place after proclamation to date.
9	5-Oct-2023	Office of the Parliament	**Submission of Email** on Public Advisory #22 – they confirmed no disposals took place after proclamation to date.

No.	DATE REPORTED	PUBLIC BODY	COMMENTS
10	6-Oct-2023	National Carnival Commission (NCC)	**Submission of Email** on Public Advisory #22 – they confirmed no disposals took place after proclamation.
11	6-Oct-2023	First Citizens Financial Holdings Company Limited	**Submission of Email** on Public Advisory #22 – they confirmed no disposals took place after proclamation to date.
12	6-Oct-2023	EXIMbank	Disposal of personal property **(reported on Fepository)**
13	6-Oct-2023	Caribbean Airlines	**Submission of Letter-** Disposal of personal property **(reported on Depository)**
14	6-Oct-2023	TSTT	Disposal of personal property **(reported on Depository)**
15	9-Oct-2023	EMBD	**Submission of Letter** on Public Advisory #22 – they confirmed no disposals took place after proclamation to date.
16	09-Oct-2023	Ministry of Youth Development and National Service	**Submission of Letter** on Public Advisory #22 – they confirmed no disposals took place after proclamation to date.
17	09-Oct-2023	Equal Opportunity Tribunal	**Submission of Letter** on Public Advisory #22 – they confirmed no disposals took place after proclamation to date.
18	09-Oct-2023	Ministry of Agriculture, Land and Fisheries	**Submission of Email** on Public Advisory #22 – they confirmed no disposals of took place after proclamation to date. **Disposal of Real Property confirmed thereafter October 31st, 2023**
19	09-Oct-2023	Statutory Authorities Service Commission Department	**Submission of Letter** on Public Advisory #22 – they confirmed no disposals took place after proclamation to date.
20	17-OCT-2023	NLCB	**Submission of Email** on Public Advisory #22 – they confirmed no disposals of took place after proclamation to date.
21	7-Nov-2023	EMA	**Submission of Letter –** they confirmed no disposals took place after proclamation to date.

No.	DATE REPORTED	PUBLIC BODY	COMMENTS
22	7-Nov-2023	Caribbean Dockyard & Engineering Services Limited	**Submission of Email** – they confirmed no disposals took place after proclamation to date.
23	7-Nov-2023	Chaguaramas Development Authority	**Submission of Email** – they confirmed no disposals took place after proclamation to date.
24	7-Nov-2023	Cipriani College of Labour and Co-operative Studies	**Submission of Letter** – they confirmed no disposals took place after proclamation to date.
25	8-Nov-2023	Couva/ Tabaquite/ Talparo Regional Corporation	**Submission of Email** – they confirmed no disposals took place after proclamation to current date.
26	10-Nov-2023	Sugar Industry Labour Welfare Committee	**Submission of Letter – they confirmed disposals took place on October 18th 2023 (pending)**
27	10-Nov-2023	ExporTT	**Submission of Letter** – they confirmed no disposals
28	10-Nov-2023	T&T National Petroleum Marketing Company Limited	**Submission of Email** – confirmed no disposals
29	10-Nov-2023	Diabetes Association of T&T	**Submission of Letter** – confirmed no disposals and that all disposals will be reported within the 6 weeks of completion.
30	10-Nov-2023	NIHERST	**Submission of Email** – confirmed no disposals.
31	10-Nov-2023	Eastern Regional Health Authority	**Submission of Email – confirmed 1 pending disposal**
32	10-Nov-2023	Elections & Boundaries Commission	**Submission of Letter** – confirmed no disposals
33	10-Nov-2023	Ministry of Tourism, Culture and the Arts	**Submission of Email** – confirmed no disposals
34	14-Nov-2023	Tourism Trinidad Limited	**Submission of Email** – confirmed no disposals
35	14-Nov-2023	National Carnival Commission (NCC)	**Submission of Letter** – confirmed no disposals

No.	DATE REPORTED	PUBLIC BODY	COMMENTS
36	10-Nov-2023	Ministry of Labour	**Submission of Email –** confirmed no disposals
37	10-Nov-2023	National Helicopter Services	**Submission of email – indicated disposals were carried out since proclamation (pending)**
38	14-Nov-2023	Trinidad and Tobago Bureau of Standards	**Submission of letter –** confirmed no disposals
39	14-Nov-2023	iGovTT	**Submission of letter –** no disposals
40	14-Nov-2023	T&T Red Cross Society	**Submission of letter –** no disposals
41	14-Nov-2023	Ministry of Works and Transport	**Submission of letter –** no disposals
42	15-Nov-2023	Ministry of Planning and Development	**Submission of email –** no disposals
43	15-Nov-2023	Integrity Commission	**Submission of letter –** no disposals
44	15-Nov-2023	National Schools Dietary Services Limited (NSDSL)	**Submission of email –** no disposals
45	15-Nov-2023	NIPDEC	**Submission of email – pending disposal**
46	15-Nov-2023	Industrial Court	**Submission of letter -** no disposals
47	15-Nov-2023	UWI	**Submission of Letter – pending disposal**
48	15-Nov-2023	NIF	**Submission of Letter –** no disposals

APPENDIX VII

FUTURE INDICATORS TO ASSESS THE OVERALL PERFORMANCE OF THE PROCUREMENT SYSTEM

Appendix VII: Future Indicators to Assess the Overall Performance of the Procurement System

COMPLIANCE INDICATORS

Transparency

Transparency in public procurement ensures that appropriate information at each stage of the public procurement process is available in the public domain. Transparency is a prerequisite for accountability, it safeguards the integrity of the process by empowering monitoring organisations and citizens with relevant information on a timely basis. Transparency is therefore a vital tool in deterring corruption and promoting competition. Providing adequate and timely data on public procurement opportunities grants small and medium enterprises with greater access to such opportunities, it also facilitates effective and timely oversight practices thus strengthening governance.

The 2022 Corruption Perceptions Index (CPI) ranked Trinidad and Tobago as 77th out of 180 countries with a score of 42 out of 100. The CPI ranks one hundred and eighty (180) countries and territories around the world by their perceived levels of public sector corruption, scoring on a scale of 0 (highly corrupt) to 100 (very clean)[1]. This is an indication that the corruption level is perceived as moderate.

While a score of 42 may not be extremely high, it indicates that there is room for improvement in terms of transparency and addressing corruption. It suggests that corruption might be prevalent in certain sectors or entities, and efforts should be made to enhance transparency, strengthen anti-corruption measures, and promote good governance practices. Improving transparency in public procurement can have a positive impact on the country's CPI by fostering accountability, enabling improved reporting mechanisms, and creating an environment in which corruption is less likely to flourish.

Transparency measures include:

- the publication of procurement plans;

[1] Transparency International, "Corruption Perceptions Index 2022", accessed November 15, 2023, 2022 Corruption Perceptions Index: Explore the... - Transparency.org

Local Industry Development and Local Content

Local industry development includes those activities that serve to enhance local capacity and competitiveness by involvement and participation of local persons, firms and capital market and knowledge transfer during the conduct of the programme of goods, works or services that are being procured. Local content is defined as the local value added to goods, works or services measured as the amount of money or percentage of each dollar of expenditure remaining in Trinidad and Tobago after the production of the good or the performance of the work or service.

Local industry development focuses on the support and growth of industries within Trinidad and Tobago, whereas local content in public procurement is a more specific measure that dictates the inclusion of local components or services in the execution of a particular contract.

LOCAL CONTENT		
Future Procurement Performance Indicators		Description
1	No. and % of procurements that provided for the inclusion of local content	Measures the number and proportion of procurement processes that have incorporated local content provisions or requirements for the goods, services, or works being procured.
Benefits of Monitoring Promote local content, economic development through job creation, and the utilising of local resources, skills, and capabilities.		
2	No. and % of procurement activities restricting bidding based on supplier location	The portion of procurement activities that are reserved for suppliers and contractors within specific geographic locations (regional or municipal corporations)
Benefits of Monitoring Monitoring procurements reserved for suppliers and contractors by geographic location provides insights into economic development and identifies the portion of government spending that remains within communities		

Sustainable Procurement

Sustainable procurement is the process whereby public bodies meet their needs for goods, works or services in a way that achieves value for money on a long-term basis in terms of generating benefits not only to the public body but also to the economy and the wider society, whilst minimising damage to the environment.

Sustainable procurement is considered in the context of social, environmental and economic dimensions. Sustainable procurement requires considering these factors in making procurement decisions by incorporating environmental criteria such as emissions standards, economic considerations such as the whole of life costing and social criteria such as job creation or good labour practices into procurement processes.

In the 2023/2024 fiscal period reporting systems would be established to collect data in relation to integrating sustainability criteria into public procurement activities for reporting in subsequent fiscal periods.

In future periods the OPR will report on the sustainability indicator outlined in the table.

Sustainable Procurement		
Future Procurement Performance Indicators		Description
1	No. and % of procurements that included sustainable procurement criteria (economic, environmental and social sustainability)	Measures the quantity and proportion of procurement processes that incorporate sustainability criteria. This indicator evaluates the extent to which sustainability considerations are integrated into the procurement practices of public bodies.
Benefits of Monitoring • Assesses the extent to which sustainability criteria are considered in public procurement decisions • Helps to assess the extent to which public procurement is driving positive change		

Sustainable Procurement		
Future Procurement Performance Indicators		Description
2	Proportion and number of bid submissions received from Small and Medium Enterprises (SMEs).	This indicator measures the number and proportion of bids submitted by businesses categorised as SMEs. The indicator measures the success of policies geared towards reducing barriers to SME participation in public procurement opportunities.
Benefits of Monitoring Helps assess the effectiveness of these policies promoting SME development and inclusion. A rising proportion may indicate that policy measures are having the desired impact.		
3	Portion of SMEs submitting bids that are awarded contracts	The ratio of SMEs that are selected to be awarded contracts to number of bids submitted by SMEs. This indicator measures the portion of SMEs that are successfully awarded public procurement contracts.
Benefits of Monitoring Provides insights into success of SMEs in procurement activities. A low success rate for SME bids may highlight barriers or inefficiencies in the procurement system that need to be addressed.		

SUPPORTING INDICATORS:

For the purposes of this report procurement capacity development and electronic procurement are termed supporting indicators since they are enablers of success and support the achievement of more than one category of objectives.

Procurement Capacity

Procurement capacity development within public bodies is a crucial contributor to successful procurement outcomes. Sufficient and qualified public procurement professionals within public bodies to execute procurement procedures can contribute to improved efficiency, both in terms of operational efficiency by reducing delays and financial efficiency by achieving value

for money. Procurement capacity development can also improve the overall effectiveness of public procurement processes through enhanced knowledge and capabilities resulting in improved decision-making and regulatory compliance.

Public bodies must also ensure that the individuals entrusted with the responsibility for procurement and disposal activities possess the requisite skills and knowledge to deliver in these roles, potentially leading to better outcomes for the public body. As such the table outlines the indicator of procurement capacity development that would be measured in future periods.

Procurement Capacity Development		
Future Procurement Performance Indicators		Description
1	Number of procurement staff with relevant certification or qualifications.	Measures the quantity of procurement personnel within a public body that possesses the necessary certifications or qualifications in the field of procurement. This indicator assesses the expertise and level of professional development among procurement professionals. It highlights a public body's commitment to ensuring that the public procurement professionals engaged are skilled, qualified and capable of executing procurement processes in accordance with best practices and industry standards.
Benefits of Monitoring • Allows for an assessment of the number of public bodies that have appointed staff with the overall competency and capability to execute the procurement function. • Helps identify gaps in qualifications or certifications, enabling them to prioritise training and professional development initiatives to enhance the skill set of their team members.		

Electronic Procurement

The OPR is mandated by section 13 (1) (f) to promote the use of technology in public procurement and the retention and disposal of public property. Harnessing the use of

technology in procurement, for instance, to advertise procurement opportunities and in the submission of bids or proposals has the potential to foster greater transparency, enhance transaction efficiency and diminish transaction costs in public procurement processes.

Electronic procurement also supports the maintenance of electronic records of procurement transactions and improves record retention and audit trail. Additionally, utilising simple electronic tools can promote greater accessibility to public procurement opportunities consequently improving competition.

Under the previous procurement regime, the approach to electronic procurement implementation by public bodies was fragmented and limited data is available to facilitate reporting in the current period. Given the substantial benefits to be derived from implementing electronic public procurement an increase in application is expected in the coming periods.

In future reporting periods, the OPR will seek to assess the extent to which electronic procurement tools are being utilised by public bodies. Some indicators identified for future periods are provided below.

Electronic Procurement		
	Future Procurement Performance Indicators	**Description**
1	Number and portion of procurement procedures using electronic means.	Measures the number and percentage of procurement activities that have utilised electronic means.
Benefits of Monitoring • Monitoring the number and percentage of procurement activities utilising electronic tools is a valuable indicator of the level of implementation of electronic tools in public procurement processes.		

Electronic Procurement		
	Future Procurement Performance Indicators	Description
2	Number of bidders participating in electronic procurement	Measures the number of suppliers or contractors who actively engage in the procurement process through electronic platforms or systems. This indicator helps evaluate the level of market participation and competition in electronic procurement, providing insights into the effectiveness of electronic procurement systems in attracting a diverse range of suppliers or contractors.

Benefits of Monitoring

- Allows public bodies to assess the success of their electronic procurement initiatives in promoting supplier and contractor participation and fostering a more inclusive and competitive marketplace.
- Helps evaluate the efficiency of e-procurement systems in enabling suppliers or contractors to easily access and respond to procurement opportunities.

- advertising procurement opportunities;
- disclosing evaluation criteria in solicitation documents;
- publishing contract award information;
- establishing appropriate and timely complaint or dispute mechanisms; and
- publishing supplier or contractor ineligibility lists.

TRANSPARENCY INDICATORS FOR FUTURE PERIODS

This section of the report outlines some initial transparency indicators that the OPR intends to report on in future periods.

Procurement Planning

Section 27 of the Act introduces a mandatory requirement for public bodies to publish information on possible forthcoming procurement activities on their website. This requirement constitutes a significant change in procurement practices in Trinidad and Tobago and is aligned with the objective of transforming procurement into a strategic function. Procurement planning is expected to contribute to improved procurement management and reduction in ad hoc procurement and other value-reducing behaviours. Publishing information on forthcoming procurement opportunities enhances the transparency of the procurement process as it provides suppliers or contractors with advance notice of upcoming opportunities and estimated dates, thus allowing them to allocate resources and take appropriate action to facilitate their participation.

Future transparency indicators that relate to procurement planning and the benefits of monitoring are provided in the table.

TRANSPARENCY		
Future Procurement Performance Indicators		Description
1	Number and percentage of procurement activities for which there has been no public advertisement to tender.	This indicator provides insights into the number and portion of procurement opportunities within public bodies for which there are no public advertisements and therefore do not promote competition.
Benefits of Monitoring • Identifies a significant opportunity for increased competition and enhancing value for money in procurement processes.		
2	Number and percentage of contracts awarded categorised by procurement methods (Open, Limited, Single and Sole)	This indicator measures the quantity and proportion of contracts awarded using different procurement methods. It illustrates the distribution of procurement methods employed by public bodies.
Benefits of Monitoring • Highlights opportunity for improving the use of competitive procurement methods allowing for greater transparency, participation and value for money in procurement practices by public bodies.		

TRANSPARENCY		
Future Procurement Performance Indicators		Description
3	No. and % of Public Bodies that have <u>not</u> published the Annual Schedule of Planned Procurement Activities (ASPPA).	Measures the count and proportion of public bodies that have failed to publish their ASPPA within the specified timeframe. This indicator evaluates public bodies' compliance with the requirement to publish their ASPPA annually in keeping with the requirements of the Act.
Benefits of Monitoring • Identify non-compliant public bodies • Promote improved transparency and good governance in public procurement processes		
4	No. and % of Public Bodies' procurement activities that were <u>not</u> included in the published ASPPA.	Measures the count and proportion of procurement activities conducted by public bodies that were not listed in the published ASPPA. This indicator helps assess compliance with transparency requirements in public procurement.
Benefits of Monitoring • Identify instances of non-compliance and gaps in the planning and reporting processes • Promotes accountability • Enhances transparency • Supports better decision-making overall in public procurement		

<u>Oversight & Control Mechanisms - Ineligibility and Sanctions</u>

In accordance with Section 58 of the Act, a supplier or contractor may be deemed ineligible and shall not participate in procurement proceedings due to consistently failing to provide satisfactory performance, involvement in corrupt practices, or fraudulent practices or for being

convicted of an offence under the Act. The Act also introduced several penalties for various breaches. By investigating, monitoring and reporting on these, the OPR can keep abreast of trends and implement measures to support improvements.

In keeping with this, the table outlines the transparency indicators relating to the oversight and control mechanisms that have been identified for reporting in the next fiscal period.

TRANSPARENCY		
Future Procurement Performance Indicators		Description
1	No. of firms and individuals deemed ineligible in accordance with the Act.	Measures the quantity of firms and individuals who have been declared ineligible and shall not participate in procurement processes.
Benefits of Monitoring • Allow public bodies to access trends in ineligibility. • Increase public trust in the procurement process and deter potential misconduct. • Prevents inefficient or corrupt suppliers or contractors from accessing future contracts.		

EFFICIENCY INDICATORS

The principle-based approach to procurement as introduced by the Act is expected to result in improved efficiency of the procurement process as it allows public bodies the flexibility to tailor their procurement strategy and approach based on the nature of the goods and services being procured.

Efficiency in public procurement can be measured in terms of achieving procurement objectives within reasonable time and cost. An efficient procurement process is executed without unnecessary delay or waste of resources for the public bodies as well as suppliers or contractors. As such, efficiency can lead to increased participation and better value for money.

Assessing procurement efficiency requires an evaluation of existing processes to identify contributors to waste, considering elements such as the time taken to complete procurement

processes, the competitiveness of the bidding process, and the overall effectiveness of procurement policies and procedures.

In future periods the OPR will seek to report on the efficiency indicators outlined in the table.

<table>
<tr><th colspan="3">EFFICIENCY</th></tr>
<tr><th colspan="2">Future Procurement Performance</th><th>Description</th></tr>
<tr><td>1</td><td>The average time between the issuance of the solicitation document and the award of a contract</td><td>Measures the efficiency of the procurement process in terms of the average time taken by public bodies to complete the procurement process from solicitation to award. It also illustrates the average time frame based on the procurement method utilised.</td></tr>
<tr><td colspan="3">Benefits of Monitoring

By monitoring this indicator public bodies can:

• benchmark their procurement process against established timelines;
• identify any significant deviations from expected timeframes; and
• take corrective actions to improve efficiency.</td></tr>
<tr><td>2</td><td>No. and % of procurements that exceed the cycle time (from Purchase Requisition to the award of Contract) established in the Procurement Strategy Development Form.</td><td>Measures the quantity and proportion of procurement processes that take longer than the predetermined cycle time outlined in the procurement strategy development form.

It evaluates the efficiency and effectiveness of the procurement process in meeting established timelines.</td></tr>
<tr><td colspan="3">Benefits of Monitoring

• Enhance coordination among stakeholders</td></tr>
</table>

EFFICIENCY		
Future Procurement Performance		Description
• Help identify average timelines for the completion of procurement processes		
3	Time taken to complete the entire procurement process	Measures the time taken to complete the procurement activity by personnel involved in terms of the duration. It assesses the time taken to complete the tender activities by the personnel involved assessing the efficiency and effectiveness of the procurement process in terms of time management.
Benefits of Monitoring • Allows public bodies to benchmark their procurement process against established timelines • Identifies any significant deviations from expected timeframes • Improve efficiency • Helps in evaluating the effectiveness of procurement personnel in executing their responsibilities within the defined timeframes		

Value for Money

According to the Act, value for money includes the value derived from the optimal balance of outcomes and input costs based on the total cost of supply, maintenance and sustainable use. Value for money measures include acquiring goods that are suitable for the purpose it was intended for, effective contract management, evaluating total cost of ownership, mechanisms to improve supplier or contractor participation as well as aggregating volumes or utilising collaborative procurement approaches.

In future periods the OPR will report on the value for money indicators outlined in the table.

Value for Money		
Future Procurement Performance Indicators		Description
1	Number and value of Long-Term contracts (Duration of greater than Five Years)	Outlines the number of contracts executed for periods over five (5) years and provides the total value of these contracts
Benefits of Monitoring: • Highlights the need for implementing appropriate monitoring and control mechanisms for these contracts as there is a higher risk.		
2	Total value of approved contract variations as a percentage of the total value of the contracts to which they are related.	Contract variations of this nature represent material changes to a contract, such significant modifications have negative value for money implications since allowing such a practice can result in suppliers or contractors intentionally submitting low bids to obtain the contract award and subsequently benefit from price increases during execution.
Benefits of Monitoring: • Effective contract management has significant potential for improving value for money from public contracts. • The practice of contract variation by public bodies must be monitored closely as it provides a significant opportunity for improvement.		
3	No. and % of contracts terminated early by Public Bodies	The quantity and proportion of contracts that were terminated prematurely by public bodies, despite payments being made, before the delivery of goods and services. This indicator assesses the effectiveness of contract management and the risk of contract termination.

Value for Money		
Future Procurement Performance Indicators		Description
Benefits of Monitoring • Identify common causes of contract termination • Improve contract monitoring and management practices • Enhance supplier or contractor performance evaluation • Strengthen the risk assessment processes		
4	Cost and time reduction resulting from process simplification	Measures the financial and temporal benefits achieved by simplifying the procurement process. This indicator assesses how policy changes to simplify processes have led to tangible improvements in cost and time efficiency and time management.
Benefits of Monitoring • Evaluates the impact of process simplification initiatives • Identify specific areas where improvements have been made • Helps measure the effectiveness of the changes implemented and provides a basis for continuous improvement		

STRATEGIC INDICATORS

In addition to the traditional indicators, the public procurement system in Trinidad and Tobago supports the achievement of secondary policy objectives such as sustainable procurement, sustainable development, and local industry development. Measuring the extent to which these outcomes are being achieved is required at the level of individual procurement activity, and in the context of the overall procurement performance.

This report aims to assess the degree to which public bodies have integrated sustainable procurement and requirements for local industry development in their procurement procedures. The goal is to gauge the potential impact on development outcomes, with future reports intending to delve further into these effects.



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