



Trinidad and Tobago Securities and Exchange Commission

PROCUREMENT NOTICE

INVITATION TO PRE-QUALIFY FOR THE DESIGN, SUPPLY, INSTALLATION AND MAINTENANCE OF AN ELECTRONIC RECORDS MANAGEMENT SYSTEM (ERMS)

Procurement Plan Reference #: CSD-ASPPA-2026-002

The Trinidad and Tobago Securities & Exchange Commission (TTSEC) invites eligible suppliers to register and apply for pre-qualification and submit evidence of their qualifications and experience for the provision of the above services in the following lines of business:

UNSPSC Code	Line of Business	Pre-Qualification Value Category
81112205	Database Management System Software Maintenance	Level 2 (\$100,000.00 - \$2,000,000.00)
43232202	Document Management Software	
43232304	Database Management System Software	

A. INSTRUCTIONS TO PRE-QUALIFY:

1. To register and be considered for pre-qualification, suppliers must visit the Procurement Depository at <https://oprtd.org/procurement-depository/> and register under the specified line(s) of business and value category.
2. After successfully registering, interested suppliers must notify TTSEC and submit proof of the Request for Pre-qualification by email to ttsec@ttsec.org.tt.
3. Suppliers who are already pre-qualified must ensure that all documents on the OPR Procurement Depository are current and up to date and notify TTSEC once this has been completed.
4. Suppliers must also complete the **Vendor Pre-screening Questionnaire (Appendix A)** and submit it, together with all required documents, in English to ttsec@ttsec.org.tt

B. BASIS OF ASSESSMENT

Pre-qualification will be assessed on a pass/fail basis.

Applicants will be evaluated against minimum requirements relating to:

- Legal and Statutory compliance
- Financial Capacity
- Relevant Technical Capability and Experience
- Capacity to Perform the Required Services

C. SUBMISSION AND EVALUATION REQUIREMENTS:

The minimum level of document required to facilitate the pre-qualification process along with the evaluation criteria is detailed in the table below:

Prioritization:

- **M-Mandatory**, the requirement is mandatory and non-negotiable, and **MUST** be submitted.

Table 1: Minimum Level of Required Documents by Supplier Category Level 2.

No.	Requirement	Evidence	Level 2 > \$100K-2M
<i>Legal and Statutory Compliance</i>			
1	Legal Capacity to enter into the Contract	1.1 Certificate of Incorporation	M
		1.2 Certificate of Registration	M
2	Not insolvent, in receivership, bankrupt or being wound up, affairs not being administered by a court or a judicial officer, business activities not suspended and not the subject of legal proceedings for any of the foregoing	2.1 Declaration	M
3	Have not been convicted within the past 10 years of corruption or fraud related offences locally or internationally (i) as individuals; or (ii) as directors or officers of a company	3.1 Declaration	M
<i>Financial Capacity</i>			
4	Have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago	4.1 Tax Clearance	M
		4.2 VAT Clearance or letter of exemption	M
	Note: This pre-qualification criterion applies only to vendors registered in Trinidad and Tobago.	4.3 NIB Compliance or a letter of exemption	M

5	Have the necessary financial resources to perform the procurement contract	5.1 Audited Financial Statements for the past three (3) years.	M
Relevant Technical Capability and Experience			
6	Have the necessary professional and technical qualifications and competence, reliability, experience and personnel to perform the procurement contract	6.1 Company Profile	M
		6.2 Portfolio of Projects Demonstrating Experience- at least three (3) projects of similar nature within the last three (3) years.	M
		6.3 Client References- at least three (3).	M
		6.4 CVs and qualification certificates	M
Capacity to Perform the required Services			
7	TTSEC Pre-qualification Questionnaire	8.1 Completed Pre-qualification Questionnaire	M

D. ELIGIBILITY FOR SUBSEQUENT PROCUREMENT:

Only suppliers successfully pre-qualified by the stated cut-off date will be invited to participate in the subsequent Request for Proposal (RFP) for this procurement.

E. CLARIFICATION DEADLINE:

A prospective applicant requiring clarification of the pre-qualification requirement shall contact the TTSEC via email to ttsec@ttsec.org.tt **no later than September 4th, 2026, at 4:00pm.**

The TTSEC will respond in writing to the request for clarification and shall forward copies of its response to all applicants who are participants of the pre-qualification exercise (*Section 6 (3) of Public Procurement and Disposal of Public Property (Pre-Qualification and Pre-selection) Regulations, 2021*) The TTSEC shall provide a description of the inquiry without identifying its source.

F. DEADLINE FOR SUBMISSION:

All documentation and Request for Pre-qualification must be submitted to the OPR's Procurement Depository and sent to the TTSEC on or before **September 11th, 2026, by 4:00PM (AST).**

Regards,
Trinidad & Tobago Securities and Exchange Commission.

Appendix A.

VENDOR PRE-QUALIFICATION QUESTIONNAIRE - THE DESIGN, SUPPLY, INSTALLATION AND MAINTENANCE OF AN ELECTRONIC RECORDS MANAGEMENT SYSTEM (ERMS)

Instructions

Suppliers desirous of providing this service to the Trinidad and Tobago Securities and Exchange Commission (TTSEC) must complete and submit this questionnaire in accordance with the process described below. All sections of the form must be completed in their entirety. In circumstances where the space provided within the Questionnaire is inadequate, the individual/business is asked to prepare clearly titled and referenced appendices.

Section 1: Individual/Business Profile		
1.1	Individual/Business Name	
1.2	Years Established	
1.3	Location/Address	
1.4	Provide a brief overview of your organization and core services.	
1.5	Describe your experience implementing ERMS solutions (include number of implementations and industries served).	
1.6	Provide details of at least three (3) ERMS implementations in similar or regulated environments	
Section 2: Standards and Compliance		
2.1	Alignment with Records Management Standards - ISO15489	Yes ☐ No ☐

Section 3: Functional Capability (High Level)			
3.1	Does your base solution include Records Classification/ File Plan functionality?	Yes ☐	No ☐
3.2	Does your base solution include Retention and Disposition Automation?	Yes ☐	No ☐
3.3	Does your base solution include advanced search and retrieval functionality?	Yes ☐	No ☐
3.4	Does your base solution include audit log functionality?	Yes ☐	No ☐
Section 4 – Technical Architecture			
4.1	Deployment Model	Cloud ☐	On-premise ☐ Hybrid ☐
Section 5- Litigation & Statutory Compliance Declarations			
5.1	Have you ever been convicted of any criminal offence in any jurisdiction?	Yes ☐	No ☐
5.2	Have any of the director(s) ever had a professional license suspended or revoked?	Yes ☐	No ☐
5.3	Has your organisation ever been the subject of any petition for bankruptcy?	Yes ☐	No ☐
5.4	Does your organisation have any judgments against it?	Yes ☐	No ☐
5.5	Does your organisation have any pending civil litigation matters?	Yes ☐	No ☐
5.6	Does your organisation have any pending criminal matters?	Yes ☐	No ☐
5.7	Has your organisation, or any organisation over which you have had control, ever been the subject of any inquiry or investigation?	Yes ☐	No ☐
5.8	Is your organisation in compliance with the Occupational Safety and Health Act, 2004 (as amended), including all applicable occupational safety and health requirements? If yes, kindly provide details of compliance and copies of the most recent supporting documents.	Yes ☐	No ☐