



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 63

Caroni, Trinidad, Tuesday 19th March, 2024—Price \$1.00

No. 41

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Property Tax Act, Chap. 76:04”—\$3.60.

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SUPPLEMENTS TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as Supplements to this issue of the *Trinidad and Tobago Gazette*:
Legal Supplement Part B—

Traffic Control (Port-of-Spain) Order, 2024—(Legal Notice No. 53 of 2024).

Legal Supplement Part C—

Bill entitled “An Act to amend the Property Tax Act, Chap. 76:04”.

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PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this issue of the *Trinidad and Tobago Gazette* for public information:

The Property Tax (Amendment) Bill, 2024.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

18th March, 2024.

B. CAESAR
Clerk of the House

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APPOINTMENT TO ACT AS MINISTER OF AGRICULTURE, LAND AND FISHERIES

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed ROHAN SINANAN, a member of the Senate who is a Minister, to act in the Office of Senator the Honourable KAZIM IMTIAZ HOSEIN, Minister of Agriculture, Land and Fisheries, with effect from 17th March, 2024 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Kazim Imtiaz Hosein, in addition to the discharge of his normal duties.

14th March, 2024.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

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APPOINTMENT TO ACT AS MINISTER OF DIGITAL TRANSFORMATION

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed ALLYSON WEST, a member of the Senate who is a Minister, to act in the Office of Senator the Honourable HASSEL BACCHUS, Minister of Digital Transformation, with effect from 12th March, 2024 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Hassel Bacchus, in addition to the discharge of her normal duties.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

14th March, 2024.

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE

Claim No. CV 2011–04720

Between

ROSHAN SINGH—*Claimant*

And

KRISHNA SINGH—*Defendant*

AND

IN THE MATTER OF THE PARTITION ORDINANCE

CHAP. 27 NO. 14

Claim No. CV 2013–02844

Between

ROSHAN SINGH—*Claimant*

And

KRISHNA SINGH, JAISIMHA SINGH AND RADHAR SINGH—*Defendants*

SALE BY PUBLIC AUCTION

TAKE NOTICE that pursuant to the Order of the Honourable Mr. Justice Rahim dated 29th day of September, 2014 the under mentioned property will be put up for sale by Public Auction at Courtroom POS 08–43, Waterfront Judicial Complex, 1A, Wrightson Road, Port-of-Spain on the 27th day of March, 2024 at the hour of 10 o'clock in the forenoon.

SCHEDULE

All and Singular that certain piece or parcel of land situate at St. Margaret Village, Claxton Bay in the Ward of Pointe-a-Pierre, in the Island of Trinidad comprising five hundred superficial feet be the same more or less (being the remaining portion of 2 lots of land described in the Schedule to Deed No. 6817 of 1949) and bounded on the North by lands now of Mitchell on the South by Hermitage Road on the East by a Road Reserved 14 feet wide and by Hermitage Road and on the West by a Warden's Road which said parcel of land was surveyed in March 1980 by Clement Yip Land Surveyor and found to contain five thousand eight hundred and forty three square feet and is bounded on the North by lands now or formerly of Mitchell on the South by Hermitage Road and by Texaco Private Road on the East by Texaco Private Road and on the West by an Existing Road which said parcel of land is delineated and shown coloured pink on the plan annexed and marked "A" to Deed of Mortgage registered as No. 14824 of 1980 together with the building thereon and the appurtenances thereto belonging.

AND FURTHER TAKE NOTICE that the aforesaid property shall be sold subject to all outstanding rates, taxes and charges owing or incurred as at the date of the sale and that the reserve price is fixed at one million four hundred and ten thousand dollars (\$1,410,000.00).

Dated the 28th day of February, 2024.

D. PHILLIP
*Assistant Registrar and Deputy Marshal
Supreme Court*



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
2023 Public Statement
(FIRST PUBLICATION) of the
Office of Procurement Regulation

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

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

The Act gives members of the public:

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

SECTION 7 STATEMENTS

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

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

The core functions of the OPR are as follows:

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

- viii. To audit and review the system of procurement and disposal of public property to ensure compliance with the objectives of the Act;
- ix. To harmonize policies, systems and practices in relation to public procurement activities and the disposal of public property;
- x. To review procurement practices and delivery systems on an annual basis to identify best practices;
- xi. To determine, develop, introduce, maintain and update related system-wide databases and technology;
- xii. To promote the awareness of public of public bodies and the public to issues relating to public procurement and disposal of public property;
- xiii. To undertake research and surveys with respect to public procurement and disposal of public property;
- xiv. To investigate, on its own initiative or upon complaint from any party involved in public procurement or disposal of public property or any member of the public, any alleged or suspected breach of the Act;
- xv. To act for, in the name and on behalf of the State to dispose of real property owned by the Government in such manner as the Government may consider appropriate and desirable;
- xvi. To create and publish standard form contracts for public procurement and disposal of public property;
- xvii. To prepare and maintain a database of pre-qualified contractors and suppliers;
- xviii. To prepare and maintain a list of pre-qualified mediators, arbitrators and experts for the purposes of alternative dispute resolution under the Act; and
- xix. To provide advice on best practice on the aggregation of the procurement or disposal of goods for the purpose of obtaining value for money.

Vision Statement:

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

Mission Statement:

To engender public confidence in the transformation of procurement, retention and disposal of public property through:

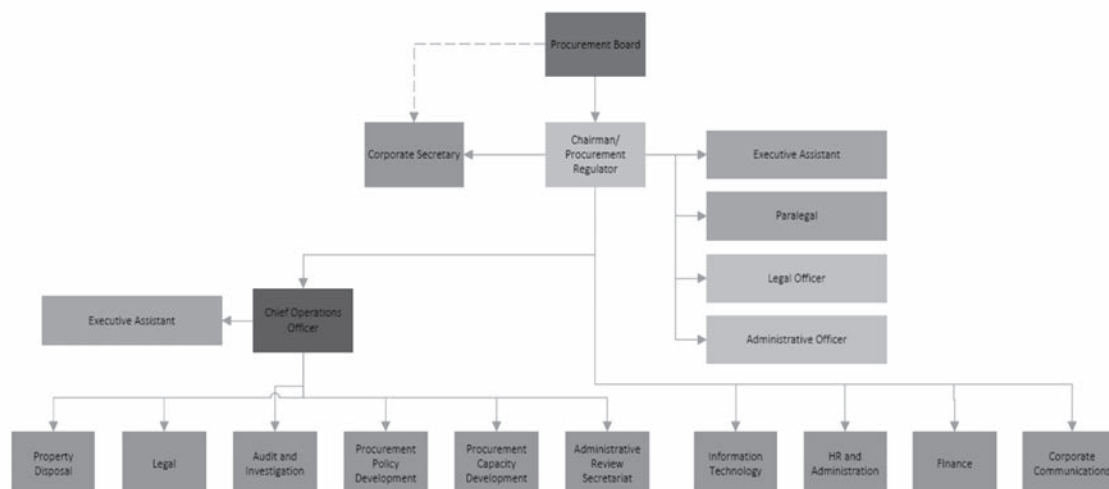
- i. An empowered, effective and dedicated workforce;
- ii. Good governance and compliance;
- iii. Capacity development; and
- iv. Leveraging technology

Values:

- Value for money
- Integrity
- Transparency
- Accountability

ORGANISATIONAL CHART

The OPR's Organisational Chart (Website Version)



2023 PUBLIC STATEMENT (FIRST PUBLICATION) OF THE OFFICE OF PROCUREMENT REGULATION—CONTINUED

DEPARTMENTS AND FUNCTIONS

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

The Departments:

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

Corporate Secretary

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

Legal

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

Human Resource and Administration

The Human Resource and Administration department has as its core responsibilities in human resource planning and development, performance management, employee/industrial relations, training and development. This department has oversight of developing policies and plans that allow for recruitment of staff with core skills, knowledge and competencies. The Human Resource and Administration department also facilitates the inventory of stationery, office maintenance and improvement.

Finance

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

Information Technology

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

Corporate Communications

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

Audit and Investigation

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

Property Disposal

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

Procurement Policy Development

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

Procurement Capacity Development

The Procurement Capacity Development Department is responsible for building procurement capacity across all public bodies to ensure that public procurement is conducted in a transparent, fair and efficient manner consistent with Section 5 of the Public Procurement and

Disposal of Public Property Act (2015). Core functions of the Department include setting training standards, competence levels and certification requirements to promote best practices and promoting awareness of the issues relating to public procurement and disposal of public property.

Administrative Review Secretariat

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

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

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

- i. Files dealing with the general administrative documents for the operations of the OPR;
- ii. Files dealing with contracts for services and consultancy services;
- iii. Personnel files, which detail all staff appointments, contracts of employment, job applications, job specifications, transfers, promotions, employee performance appraisals, leave, vacation, retirements, deaths, statement of gratuity computation, letters of approval for gratuity payment etc;
- iv. Files relating to applications for employment, terms of engagement and offers of employment.
- v. Files dealing with the financial and accounting management functions of the OPR;
- vi. Financial reports and statements, financial records such as schedule of accounts, cheques, vouchers, receipts, cash books, pay records, invoice orders; journals, salary deduction information, requests for release of funds, monthly expenditure statements, monthly bank reconciliation statements, annual statement of budgetary proposals, annual financial statements etc.);
- vii. Statements on annual return of remuneration paid and income tax and health surcharge deducted;
- viii. Requests for statement of PAYE indebtedness;
- ix. Files dealing with matters relating to the procurement of supplies, services and equipment and requisition forms;
- x. Files dealing with official functions, conferences and events and attended by the OPR;
- xi. Files dealing training- local and foreign and technical co-operation;
- xii. Policy and procedure documents;
- xiii. Legal contracts and other legal instruments;
- xiv. Legal opinions and related matters;
- xv. Correspondence;
- xvi. Copies of legislation, laws, legal notices, Bills, regulations etc.;
- xvii. Gazettes, books, booklets, leaflets, pamphlets, brochures, public relations material and newspaper clippings;
- xviii. Reports- annual/monthly/weekly/quarterly, statistical, audit, economic, consultants', technical, valuation, corporate etc.;
- xix. News releases, speeches, interview reports and statements originating in the OPR;
- xx. Internal and external correspondence files;
- xxi. Digital media;
- xxii. Photographs, CD's, DVD's, videos, tapes, charts, abstracts and catalogues;
- xxiii. Minutes and agenda of meetings;
- xxiv. Complaint/suggestion files;
- xxv. Strategic plans;
- xxvi. Tender documents;
- xxvii. Training plans;
- xxviii. Registers;
- xxix. Fixed asset registers;
- xxx. Cabinet notes;
- xxxi. Internal Reports;
- xxxii. Complaint classification forms;
- xxxiii. Complaint additional information forms;
- xxxiv. Complaint information sheets;
- xxxv. Internal policies;
- xxxvi. Organisational Chart;
- xxxvii. Group Health policies and documents; and
- xxxviii. Standard Operating Procedure documents and logs.

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

Material prepared for publication and inspection:

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

- i. Comprehensive Handbook on Procurement Retention & Disposal (Draft);
- ii. Basic Procurement Handbook (Draft);
- iii. Preparation of Special Guidelines for Approval (Draft);
- iv. Developing the Annual Procurement Plan (Draft);
- v. Procurement Portfolio Management (Draft);
- vi. General Guidelines - Category Management (Draft);
- vii. Management of Risks in Procurement Guidelines (Draft);
- viii. Developing Specifications (Draft);
- ix. Sustainable Development & Sustainable Procurement (Draft);
- x. General Guidelines - Supply Contracts (Draft);
- xi. General Guidelines - Procurement Methods and Procedures (Draft)
- xii. Request for Information Guideline and Template
- xiii. Supplier-Contract Appraisal Template
- xiv. Procurement Strategy Development Template - High R-V
- xv. Procurement Strategy Development Template - Low R-V
- xvi. Request for Quotation Letter with Forms
- xvii. Purchase Requisition-Template
- xviii. Tender Evaluation Report Template
- xix. Market Research Report Template
- xx. Pre-qualification and Pre-Selection Guidelines (Draft);

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- xxi. General Guidelines – eProcurement (Draft)
- xxii. Evaluation of Bids and Award of Contracts Guidelines (Draft);
- xxiii. Negotiation in Procurement (Draft);
- xxiv. Standstill Period General Guidelines (Draft);
- xxv. Management Monitoring of Procurement Contract Guidelines (Draft);
- xxvi. Record Keeping and Maintenance of Procurement Files (Draft)
- xxvii. Retention & Disposal of Public Property Guidelines (Draft) Version 2;
- xxviii. Retention & Disposal of Public Property Handbook (Draft) Version 2;
- xxix. Disposable Forms Editable Draft Templates;
- xxx. Framework for Internal Control for Procurement (Draft);
- xxxi. General Guideline – Developing Procurement Capacity;
- xxxii. General Guidelines - State-Controlled Enterprises (Draft);
- xxxiii. General Guidelines - Procurement by NGOs (Draft);
- xxxiv. General Guideline Health Sector Procurement (Draft);
- xxxv. General Guidelines Procurement of Works (Draft);
- xxxvi. General Guideline – Local Government Procurement (Draft);
- xxxvii. 2020 Sensitisation Sessions and Documents;
- xxxviii. 2019 Capacity Building Workshop Report and Documents;
- xxxix. Draft Model Handbook;
- xl. Stakeholder Consultation Workshops- Overview of the Special Guidelines;
- xli. Trinidad Workshop Summary Report;
- xl.ii. Tobago Workshop Summary Report;
- xl.iii. Audited Financial Statements;
- xl.iv. Stewardship Report with Organisational Chart 2018-2020
- xl.v. Strategic Plan 2020-2022

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

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

SECTION 7 (1) (a) (iv)

Literature available by subscription:

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

SECTION 7 (1) (a) (v)

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

General Procedure

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

- i. Obtain a copy of the appropriate form (Request for Access to Official Documents) available at the reception desk at the OPR and on the OPR's website on <https://oprtr.org/>.

Complete the form either at the OPR's office or at your own convenience.

Addressing Requests

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

Details in the Request

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

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

Request not handled under the FOIA

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

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

Retrieving Documents

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

Furnishing Documents

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

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

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

Time Limits.

General:

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

Time Allowed:

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

SECTION 7 (1) (a) (vi)

Officers in the OPR responsible for:

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

The Designated Officer is:

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

1st Alternate Designated Officer:

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

2nd Alternate Designated Officer:

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

SECTION 7 (1) (a) (vii)

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

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

- i. Challenge Committee;
- ii. Ineligibility Committee;
- iii. Audit Committee;
- iv. Human Resource Committee;
- v. Budget Committee;
- vi. Disposal of Public Property and State Lands Committee; and
- vii. Procurement and Disposal Advisory Committee.

SECTION 7 (1) (a) (viii)

Library/Reading Room Facilities

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

SECTION 8 STATEMENTS

SECTION 8 (1) (a)

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

SECTION 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes

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administered by the OPR, not being particulars contained in another written law

- i. Public Procurement and Disposal of Public Property Act No. 1 of 2015;
- ii. Public Procurement and Disposal of Public Property (Amendment) Act, 2016;
- iii. Public Procurement and Disposal of Public Property (Amendment) Act, 2017;
- iv. Public Procurement and Disposal of Public Property (Amendment) Act, 2020;
- v. Public Procurement and Disposal of Public Property (Retention and Disposal of Personal Property) Regulations, 2021;
- vi. Public Procurement and Disposal of Public Property (Record of Procurement Proceedings) Regulations, 2021;
- vii. Public Procurement and Disposal of Public Property (Procurement of Consultants) Regulations, 2021;
- viii. Public Procurement and Disposal of Public Property (Procurement Methods and Procedures) Regulations, 2021;
- ix. Public Procurement and Disposal of Public Property (Pre-Qualification and Pre-Selection) Regulations, 2021;
- x. Public Procurement and Disposal of Public Property (Participation in Procurement) Regulations, 2021;
- xi. Public Procurement and Disposal of Public Property (Miscellaneous) Regulations, 2021;
- xii. Public Procurement and Disposal of Public Property (Ineligibility Proceedings) Regulations, 2021;
- xiii. Public Procurement and Disposal of Public Property (Evaluation) Regulations, 2021;
- xiv. Public Procurement and Disposal of Public Property (Challenge Proceedings) Regulations, 2021.

SECTION 8 (1) (a) (ii)

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

- i. Comprehensive Handbook on Procurement Retention & Disposal;
- ii. Basic Procurement Handbook;
- iii. Preparation of Special Guidelines for Approval;
- iv. Developing the Annual Procurement Plan;
- v. Procurement Portfolio Management;
- vi. General Guidelines - Category Management;
- vii. Management of Risks in Procurement Guidelines (Draft);
- viii. Developing Specifications (Draft);
- ix. Sustainable Development & Sustainable Procurement (Draft);
- x. General Guidelines - Supply Contracts (Draft);
- xi. Pre-qualification and Pre-Selection Guidelines (Draft);
- xii. Evaluation of Bids and Award of Contracts Guidelines (Draft);
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- xiv. Standstill Period General Guidelines (Draft);
- xv. Management Monitoring of Procurement Contract Guidelines (Draft);
- xvi. Retention & Disposal of Public Property Guidelines (Draft);
- xvii. Retention & Disposal of Public Property Handbook (Draft);
- xviii. Framework for Internal Control for Procurement (Draft);
- xix. Special Guidelines - State-Controlled Enterprises (Draft);
- xx. General Guidelines - Procurement by NGOs (Draft);
- xxi. General Guideline Health Sector Procurement (Draft);
- xxii. General Guidelines Procurement of Works (Draft);
- xxiii. The Charter of the Board;
- xxiv. The Audit Committee Charter;
- xxv. Delegation of Authority Policy;
- xxvi. Cash Management Policy;
- xxvii. Online E-first Policy;
- xxviii. Clean Desk Policy;
- xxix. Open Floor Policy;
- xxx. Professional Fees Policy;
- xxxi. Care and Use of Company Vehicles Policy;
- xxxii. Leave Management Policy;
- xxxiii. Communication Policy;
- xxxiv. Credit Card Policy;
- xxxv. Hours of Work and Flexi Time Policy;
- xxxvi. Payments Policy;
- xxxvii. Parking Validation Policy;
- xxxviii. Customer Service Policy;
- xxxix. Crisis Communication Policy;
- xl. Education Assistance Policy;
- xli. Training Policy;
- xlii. OPR Graduate and Internship Programme Policy;
- xliii. Management of Change Policy;
- xliv. Employment Conversion Policy;
- xlvi. Performance Management Policy;
- xlvi. Complaints Process map;
- xlvi. Complaints sensitisation material
- xlvi. Challenge Process map;
- xlvi. Challenge sensitisation material;
- xlvi. I. Hearing Rules and Procedures for Part V Challenge Proceedings;
- xlvi. II. Electronic Filing and Hearing Rules for Part V Challenge Proceedings;
- xlvi. III. Ineligibility Process map;
- xlvi. III. Ineligibility sensitization material;
- xlvi. IV. Hearing Rules and Procedures for Ineligibility Proceedings
- xlvi. IV. Health and Safety Policy;
- xlvi. VI. Internal Policy – Procurement Special Guidelines and Handbook;
- xlvi. VII. Grievance Policy and Procedure;
- xlvi. VIII. Disciplinary Policy and Procedure;
- xlvi. IX. Fixed Asset Management Policy;
- xlvi. IX. Recruitment and Selection Policy;
- xlvi. IX. E-mail Policy; and
- xlvi. IX. Data Privacy Policy.

SECTION 8 (1) (b)

In enforcing written laws or schemes administered by the OPR where a member of the public might be directly affected by that enforcement, being documents containing

information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

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

SECTION 9 STATUTES

SECTION 9 (1) (a)

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

- OPR Stewardship Report 2018 -2020

SECTION 9 (1) (b)

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

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

SECTION 9 (1) (c)

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

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

SECTION 9 (1) (d)

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

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

SECTION 9 (1) (e)

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

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

SECTION 9 (1) (f)

Any report prepared for the OPR by a consultant who was paid for preparing the report. Currently, the OPR has no documents which fall within the meaning of this section.

SECTION 9 (1) (g)

Any report prepared within the OPR and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations, on feasibility of establishing a new or proposed government policy, programme or project. At this time, there are no reports to be published under this subsection.

SECTION 9 (1) (h)

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

OPR Strategic Plan 2023 – 2025

Revised OPR Strategic Plan 2020 – 2022

OPR Strategic Plan 2020 – 2022

OPR Stewardship Report 2018 – 2020

OPR Annual Schedule of Planned Procurement Activities (FY 2023 – 2024)

OPR Annual Schedule of Planned Procurement Activities (FY 2022 – 2023)

OPR Annual Schedule of Planned Procurement Activities (FY 2020 – 2021)

SECTION 9 (1) (i)

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

- OPR Strategic Plan 2020 - 2022

SECTION 9 (1) (j)

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

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

SECTION 9 (1) (k)

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

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

SECTION 9 (1) (l)

Any environment impact statement prepared within the OPR.

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

SECTION 9 (1) (m)

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

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

**NOTICE**

**STATEMENT OF UNCLAIMED MATURITY PROCEEDS FOR THE YEAR ENDING
31ST DECEMBER 2023**

POLICY NO.	NAME OF POLICYOWNER	LAST KNOWN ADDRESS	PLAN	MATURITY DATE
C0044291	AGARRAT, FRANKLYN ALFONSO	42 FITT STREET, WOODBROOK	DEF/ANN	1-Sep-16
C00125764	AHING, NEAL ROGER	LP 106 LA PLATA VILLAGE, CAURA	DEF/ANN	17-Nov-16
U0076252	ASSON, KATHLEEN	39 ST PATRICK HEADQUARTERS, SANTA FLORA	U/LIFE	5-Nov-16
C0056486	BAILEY, CURTIS ANDREW	LOT 11 OLTON ROAD, ARIMA	DEF/ANN	15-Jun-16
C0088149	BHAGWAN, VERNON	POINT LIGOURE, POINT FORTIN	DEF/ANN	1-Dec-16
C0042631	BLACKMAN, ANDY PETER	43 PLUM ROSE AVENUE, SANTA ROSA HEIGHTS, ARIMA	DEF/ANN	1-Jun-16
C0070965	BLACKMAN, ANDY PETER	43 PLUM ROSE AVENUE, SANTA ROSA HEIGHTS, ARIMA	DEF/ANN	20-Aug-16
C0035204	CHANG, GARLAND FSHENG	17 ST ANNS APARTMENT 5, ST ANNS	DEF/ANN	28-Sep-16
U0083775	CHUNG, HARRY	6 CHARLOTTE STREET, PORT OF SPAIN	U/LIFE	12-May-16
U0088250	CHUNILAL, LUTCHMINDATH	38 BENNETT VILLAGE, LOS BAJOS	U/LIFE	5-Jan-16
C0042482	CREVELLE, ANTHONY CURTIS	C/O T&TEC POWER STATION, FLAMENT STREET, PORT OF SPAIN	DEF/ANN	1-Apr-16
C0042215	CUFFIE, WINSTON ELTON (MIRACLE MINISTRIES)	SOUTHERN MAIN ROAD, CHASE VILLAGE, CHAGUANAS	DEF/ANN	1-Nov-16
C0075307	HEADLEY, OLVIN	25 BULLER STREET, WOODBROOK	DEF/ANN	15-Jan-16
C0035741	LAKE, ALDWIN JOHN	32 B LA SEIVA TERRACE, MARAVAL	DEF/ANN	15-Dec-16
C0087810	MURRAY, YVONNE ENA	LP 60 ALBERT STREET, ST. JOSEPH	DEF/ANN	15-Jun-16
C00134870	RAJAN, KARTHIK PALLI VARGESE	188 SOUTHERN MAIN ROAD, MARABELLA	DEF/ANN	28-Oct-16
U0079661	RAMADEEN, JOYCE	#140 ANDRE AVENUE, MOOTOO LANDS, MARABELLA	U/LIFE	28-Sep-16
U0081202	STEELE, CHARIS MARGARET	21 JULIE MOSES AVENUE, ARIMA	U/LIFE	15-Jan-16
C0076405	TOTA, SAHID	213 CLARKE ROAD, PENAL	DEF/ANN	20-Nov-16
C0039004	WILLIAMS, GARY	ACONO ROAD, MARACAS, ST JOSEPH	DEF/ANN	1-Feb-16
C0036267	WILSON, MARGOT WANDA	1 TOPAZ STREET, DIAMOND VALE, DIEGO MARTIN	DEF/ANN	15-Apr-16

Persons with information regarding the above listed, please contact TATIL Life Assurance Limited Client Services Department within 30 days of this notification at: 62TATIL (628-2845) Ext. 3441 or Email: lifedclaims@tatil.co.tt

**NOTICE**

**STATEMENT OF UNCLAIMED DEATH PROCEEDS OVER 4 YRS TO BE PAID TO THE CENTRAL
BANK OF TRINIDAD AND TOBAGO FOR THE YEAR ENDING 31ST DECEMBER 2023**

POLICY NO.	NAME OF DECEASED INSURED	ADDRESS OF DECEASED INSURED	PLAN	DATE OF DEATH
C0046251	DIAZ, LISA PETRA	19 KATHLEEN STREET, ST JAMES	DEF/ANN	06.12.19
U00133587	HERCULES, NICHOLAS	#124 MAIN ROAD, TABAQUITE	U/LIFE	24.01.19
C00136167	HERCULES, NICHOLAS	#124 MAIN ROAD, TABAQUITE	DEF/ANN	24.01.19
C00108086	JOHN, MARQUIS ELEAZAR	CANAAN CENTRE STREET, CANAAN TOBAGO	DEF/ANN	07.03.11
U0068710	PATRICK, DENNIS FRANCIS	16 COMMODORE COURTS, WESTMOORINGS	U/LIFE	08.08.19
T0016757	PATRICK, DENNIS FRANCIS	16 COMMODORE COURTS, WESTMOORINGS	W/LIFE	08.08.19
T0012950	RAMJOHN, SHAFFIE	LP 12 POKER ROAD, LONGDENVILLE	W/LIFE	25.05.19

Persons with information regarding the above listed, please contact TATIL Life Assurance Limited Client Services Department within 30 days of this notification at: 62TATIL (628-2845) Ext. 3431 or Email: lifedclaims@tatil.co.tt



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LOSS OF PAN-AMERICAN LIFE INSURANCE OF
TRINIDAD AND TOBAGO POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
ROSHAN BABOOLAL	3393561
CRYSTAL DEONARINE-MOHAMMED	3492799
MITCHELL JAMES	3473828
KHEMRAJ MEWALAL	3489657
VICKIE SIRJU	3372379
CEDELL MENDOZA	3460557
ALLISON PRENTICE	3460415
NEIL DAVID	3398525
MICHELLE WILLIAMS	3423324
SHAFINA HASSANALI-KHAN	3472214
SAMUEL FRASER	3368547
KION SMALL	3406397
MARC RICHARDS	3320652

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

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PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
CHRISTIAN GRANT	3424787
HARRINATH MANPHOOL	3392675
SHEDDY JACK	3510494
SUSANNE JOSEPH	3492739
DAVID HUNTE	3431023
SARJUDAI SEEPAUL	3361579
IAN CLARKE	3464412
DALE DESERVE	3548077
NICOLE HUGGINS	3536046

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

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PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
LEE-ANN TIMOTHY	3447326
JENNIFER MILLINGTON-LAKE ...	3363472
JEAN FRANK	4722182
ARIA WILLIAMS	3487963
SHERDON CASTELLANO	3509339
LYNDON PHILLIP-BALLAH	3468775
SHIRLAN CARRINGTON	3372617
RESHMA MAHABIR	3483447
CURTIS BARCLAY	3532134
AGSHAL POLLIDORE	3408421
AGSHAL POLLIDORE	3408420
AGSHAL POLLIDORE	6789666
VERNELLE BAIRD	3528418
POPAT BOODRAM	3420512
DAVIE LALLA-SINGH	3434163
KEVIN PATTERSON	3514779
GILLIAN JOSEPH	6864416
MARSHA HABIB	3436382
NICKOLI DUNCAN	3441246
NYDRA RAM	3507446
GOURIE RAMKISSOON	3427411
SELWYN VIRGIL	3466582
PATRICIA AL-BANNA	3468004
KYPRECA VINCENT	3461390
KAREEM CHARLES	3408281
SARVESH MAHASE	3482311
CHRISSELLE BAILEY	3509820
XAVI MARCUS	3465005
JULES SAUL	4151037
JULES SAUL	4056491
JAESON PATRON	3443744

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.