



# URGENT NOTICE TO VENDORS

In light of the full proclamation of the Public Procurement and Disposal of Public Property Act, 2015 as amended ("the Act") which came into effect from 26 April 2023, The University of the West Indies, St. Augustine Campus (UWI STA), a public body under the Act, wishes to advise that in accordance with Section 26 of the Act, all vendors (suppliers, contractors and consultants), both local and international, wishing to do business with the UWI STA via the provision of goods, works or services (including consultancies) must be registered with the Procurement Depository under the Office of Procurement Regulation (OPR) of Trinidad and Tobago.

The OPR Procurement Depository as well as guidelines for use and pre-recorded training webinars can be found on the OPR's website at <https://opr.tt.org/procurement-depository>

For ease of use, the OPR recommends that prospective vendors observe the following steps:

1. View the recordings of past OPR webinars prior to attempting to register as a vendor on the Depository.
2. View webinar #1 on Code of Ethics for Suppliers and Contractors and the UNSPSC Codes for the Lines of Businesses which are pre-defined on the Depository.
3. View webinar #2 which explains in detail the registration process and documents required for registration.
4. Proceed with the registration process on the Depository by visiting <https://depository.opr.tt.org>
5. Click on the 'Publishing' and 'Request Pre-Qualification' buttons to complete the registration process.

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**Vendors (suppliers, contractors and consultants) are asked to contact the OPR via email at [support@opr.org.tt](mailto:support@opr.org.tt) for any issues they may encounter.**

For more information, please contact the **Procurement Unit** at **The UWI, St. Augustine Campus** at 662-2002 exts. 85312 and 85320 or [STA-Procurement@sta.uwi.edu](mailto:STA-Procurement@sta.uwi.edu)