

HERITAGE PETROLEUM COMPANY LIMITED

Registered Office: #9 Queen's Park West, Port of Spain, Trinidad W.I

INVITATION TO PRE-QUALIFY IN THE PROCUREMENT DEPOSITORY

Heritage Petroleum Company Limited (Heritage) hereby invites suitably qualified Contractors/Suppliers to register and submit documentary evidence of their qualifications and experience in the Procurement Depository for the Lines of Business following:

No.	UNSPSC	Procurement Activities
1.	80111603 - Temporary production staffing needs	Provision of 3rd Party Manpower Services
2.	71122408 - Periodic well testing services	Provision of Offshore Well Testing, Mooring and Surveying Services
3.	71122701 - Oil well platform maintenance services	Repairs and Modifications to Topside Infrastructure on Offshore Facilities
4.	84131520 - Insurance broking fees and commission	Medical Plan Brokerage Services
5.	64122102 - Group health insurance policy	Employee Group Medical Plan Services
6.	72101507 - Building maintenance services	Upgrade of Mechanical Workshop at Industrial Compound, Santa Flora
7.	71122614 - Liner running Services	Provision of Drilling and Completions Liner Hanger and Associated Services

1. Interested Contractors/Suppliers are required to register in the Procurement Depository, publish their profile and request pre-qualification. Submissions must be made in the English Language.
2. Only Contractors/Suppliers requesting pre-qualification, and those which have successfully met the pre-qualification criteria for the above listed services **on or before 6th September 2023 @ 4:00 p.m. (AST)**, will be considered for invitation to the procurement activities listed above. Closing date for clarifications is **on or before 24th August 2023 @ 4:00 p.m. (AST)**.
3. Submissions made for prequalification **outside of the procurement depository would not be accepted**.
4. Information on the Supplier Code of Ethics for Public Procurement and guidance for navigating the Procurement Depository Solution are available via the following links: Stage 1: first webinar session; <https://bit.ly/3psfxZZ> / Stage 2: second webinar session; <https://bit.ly/3olwNi3> / Supplier Resources: <https://oprtd.org/procurement-depository/>
5. The minimum level of documentation required for creation of a company profile and to facilitate the pre-qualification process shall be as follows:
 - a) Name, address, telephone number and email of the individual or firm
 - b) Line of Business (area of speciality/core business services and/or material items)
 - c) Company Profile and Organisation Structure
 - d) Certificate of Incorporation and the relevant Articles or Business Registration Certificate.
 - e) List of Directors / Owners / Shareholders / Partners
 - f) Value Added Tax (VAT) **Clearance Certificate** or Letter of Exemption **valid** at the time of upload or in the case of an exemption letter, no older than three (3) months.
 - g) Income Tax (BIR) **Clearance Certificate** or Letter of Exemption **valid** at the time of upload or in the case of an exemption letter, no older than three (3) months
 - h) National Insurance Board (NIB) **Compliance Certificate** or Letter of Exemption **valid** at the time of upload or in the case of an exemption letter, no older than three (3) months

6. Eligibility to be deemed pre-qualified will be determined on a pass/ fail basis as follows:
 - (a) The submission of all required information and documentation as listed in Item 5 (a) – (h) above.
 - (b) A Bank Reference letter indicating whether credit facilities are available and the digit factor e.g. “high six figure”, no older than three (3) months.
 - (c) Three (3) years Audited Financial Statements or Management Accounts (2020-2022).
 - (d) Evidence of Insurance Coverage, a copy of which must be uploaded e.g Public Liability, Workmen Compensation, Motor Vehicle and All Risk.
 - (e) Key Employees and their detailed curriculum vitae/resumes which should include demonstrable experience in providing the relevant services listed above.
 - (f) Key References which should include the company’s demonstrable experience in providing the relevant services listed above e.g. a List of Key contracts executed relevant to the services listed above.
 - (g) Key equipment inclusive of software, relevant to the service code listed above.
 - (h) HSE Certifications, Policy, Certification e.g. Safe-To-Work (STOW), ISO etc, relevant Industry Standards, Safety Records etc.