

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 following Lines of Business:

No.	UNSPSC	Procurement Activities
1.	26111608 - Steam Generators	<ul style="list-style-type: none"> i. Repair of Existing "Once-Through" Steam Generators ii. Supply and Installation of New/Refurbished "Once-Through" Steam Generators
2.	71161102 - Enhanced Oil Recovery Services	Supply of Steam for Enhanced Oil Recovery Services
3.	72141113 - Oil and Gas Pipeline Construction Service	Subsea Pipeline Projects – Fabrication & Installation of Submarine Pipelines & Risers
4.	71121637 – Sidetracking with Whipstock Services	Provision of Whipstock Services

Interested Contractors/Suppliers are required to Register in the Office of Procurement Regulation (OPR) Depository, publish their profiles and request pre-qualification.

Kindly refer to the following OPR Depository link: <https://oprtd.org/procurement-depository/>. Submissions must be made in the English Language.

NB: Only Contractors/Suppliers requesting pre-qualification for the above-listed services on or before 10th November 2023 at 4:00 p.m. (AST) will be considered for pre-qualification and subsequent invitation to the respective procurement activities. The closing date for clarifications is on or before 27th October 2023 at 4:00 p.m. (AST). Submissions made for pre-qualification outside of the OPR Depository will not be accepted.

Interested Contractors/Suppliers are advised to visit Heritage's website at <https://heritage.co.tt/procurement-notice/> to view the minimum pre-qualification criteria.

1. 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/>
2. The minimum level of documentation required for the 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

3. 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 of 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 Risks.
 - (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.