

**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.	78142004 - Rental of truck with operator 72154503- Crane rental service 22101607- Road pavers 22101526- Track excavators 25101917- Flatbed truck 25101907- Trailer, travel or caravan 22101509- Backhoes 24101603- Fork Lifts 24101624- Hydraulic Truck with Cranes 72154064- Portable lighting equipment rental service 22101803- Articulating boom lift 24101604- Lifts	Industrial Oilfield equipment for Transport, Lifting and Civil operations.  Includes rental of the following equipment. <ul style="list-style-type: none"> <li>• Excavators</li> <li>• Bucket Trucks</li> <li>• Tractor Trucks</li> <li>• Vacuum Trucks</li> <li>• Articulating Trucks</li> <li>• Trailer Trucks</li> <li>• Drop Deck Trailers</li> <li>• Gooseneck Trailer</li> <li>• Road Pavers (Asphalt Machines)</li> <li>• Excavators</li> <li>• Mobile Cranes</li> <li>• Steam/Compaction Rollers</li> <li>• Mini Compactors</li> <li>• Tractors</li> <li>• Bulldozers</li> <li>• Backhoes</li> <li>• Motor Graders</li> <li>• Double, Single and Vibratory Rollers</li> <li>• Manlifts</li> <li>• Lighting Towers</li> <li>• Scissors Lifts</li> <li>• Telescopic Forklifts</li> <li>• Pipe Handler Forklifts</li> <li>• Forklifts</li> <li>• Lighting Towers</li> <li>• Skid Steer Loaders</li> <li>• Extendable Trailers</li> <li>• Low Boy Trailers</li> </ul>

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 21<sup>st</sup> February 2024 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 31<sup>st</sup> January 2024 at 4:00 p.m. (AST)**. Queries/clarifications regarding the above procurement activities should be sent to the following email address: [ITBProcurementReps@heritage-tt.com](mailto:ITBProcurementReps@heritage-tt.com). 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/Amendment 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 2 (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) Latest Three (3) years of Audited Financial Statements or Management Accounts which **must** be signed by two (2) Directors/Owners.
  - (d) Evidence of Insurance Coverage, a copy of which must be uploaded, e.g. Public Liability, Workmen Compensation, Motor Vehicle and All Risks or any other relevant type of Insurance.
  - (e) Key Employees and their detailed curriculum vitae/resumes showing demonstrable experience in providing the relevant services listed above.
  - (f) Key References showing 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 Policies, Industry Standards e.g., Safe-To-Work (STOW), ISO, API, ASME etc., Safety Records etc.