

**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 PROVISION OF CHEMICAL TREATMENT SERVICES**

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 Line of Business.

| <b>UNSPSC</b>                                     | <b>Procurement Activities</b>            |
|---|--|
| 71131409 – Chemical Treatment Monitoring Services | Provision of Chemical Treatment 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 07<sup>th</sup> August 2024 (AST)** will be considered for pre-qualification and subsequent invitation to the respective procurement activities. The closing date for clarifications is **on or before 30<sup>th</sup> July 2024 (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.**

1. Information on the Supplier Code of Ethics for Public Procurement and guidance for navigating the Procurement Depository Solution is available via the following links: Stage 1: <https://bit.ly/3psfxZZ> / Stage 2: <https://bit.ly/3olwNi3> / Supplier Resources: <https://oprtd.org/procurement-depository/>
2. **Eligibility for pre-qualification will be a pass/fail, based on the submission of the following documents on the Office of Procurement Regulations (OPR) Depository.**
  - a. Name, address, telephone number and email of the individual or firm's legal registered name.
  - b. Company Profile and Organisation Structure.
  - c. Certificate of Incorporation/Amendment and the relevant Articles or Business Registration Certificate.
  - d. List of Directors / Owners / Shareholders / Partners.
  - e. **Valid Value Added Tax (VAT) Clearance Certificate** or Letter of Exemption no older than three (3) months.
  - f. **Valid Income Tax (BIR) Clearance Certificate** or Letter of Exemption no older than three (3) months.
  - g. **Valid National Insurance Board (NIB) Compliance Certificate** or Letter of Exemption no older than three (3) months.
  - h. 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.
  - i. **Last three (3) years Audited Financial Statements or Management Accounts which must be signed by two (2) Directors/Owners.**
  - j. 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.

- k. Key employees and their detailed resumes showing demonstrable experience in providing the relevant services listed above.
  - l. 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.
  - m. Key equipment inclusive of software relevant to the services listed above.
3. **Technical and HSE competencies/capabilities to be deemed eligible for pre-qualification consideration will be determined on a pass/fail basis for the following criteria which must be emailed to: [vendormanagement@heritge-tt.com](mailto:vendormanagement@heritge-tt.com).**
- n. **Does your company possess the relevant product range?** (E.g. Oilfield chemicals for both onshore and offshore applications, including but not limited to demulsifiers, viscosity reducers, wax treatment solutions, and hydrate inhibitors).
  - o. **Can your company supply the requisite personnel?** (Personnel to manage chemical delivery, bunkering operations and technical support across onshore and offshore sites).
  - p. **Does your company possess the requisite technical capabilities?** (E.g. Key technical expertise, offering both local and international technical support to Heritage. Capable of providing technology aimed at online monitoring of vendor chemical systems and automated reporting).
  - q. **Can your company provide 24/7 onsite services?** (Provision of 24/7 onsite services to ensure continuous support and immediate response to any operational and project needs).
  - r. **Does your company possess the following HSE coverage?** (E.g. HSE Policies, Safety Records, OSHA Records).
  - s. **Is your company STOW-TT Certified?** Vendors **must** be STOW-TT or Equivalent (ISO 9001/14001/45001) certified for the services stated within the Scope of Works.