

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.

UNSPSC	Procurement Activities
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 07th 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 30th July 2024 (AST)**. Queries/clarifications regarding the above procurement activities should be sent to the following email address: 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 are 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 to be deemed pre-qualified will be determined on a pass/fail basis for the following information which must be uploaded on the Office of Procurement Regulations (OPR) Depository as follows:**
 - 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. 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.
 - f. 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
 - g. 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
 - 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. **Latest** Three (3) years of 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.**

- 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. Demonstrate deep 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.