



**REQUEST FOR PROPOSAL
FOR INTEGRATED PEST MANAGEMENT OF
BITTERS BOTANICALS AND STORAGE
FACILITIES**

FOR THE PERIOD JAN 2019 TO DECEMBER 2020

REFERENCE: BLEND01-2018

RELEASED ON: 19th October 2018

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TABLE OF CONTENTS

1. PREAMBLE	3
2. OVERVIEW	6
3. PRE-QUALIFICATION DOCUMENTS.....	7
4. PROPOSAL REQUIREMENTS	7
5. SPECIFICATIONS	8
6. SITE VISIT.....	8
7. QUOTATIONS & PAYMENT	9
8. EVALUATION CRITERIA	9
9. SUBMISSION INSTRUCTIONS.....	10
10. RFP TIMELINE	11

1. PREAMBLE

1.1 COPYRIGHT

The contents of this document belong to the copyright owner Angostura Holdings Limited and its subsidiaries (AHL) and are being issued in confidence only for the purpose for which it is supplied; to award a contract for special waste disposal services for AHL to the contractor offering the highest quality service at the best value. It must not be reproduced in whole or part or used for tendering purposes except under an agreement or with consent in writing from AHL. No information relating to the contents or subject matter of this document shall be given orally or in writing or communicated in any manner to any third party being an individual, firm or employee without the prior consent in writing of AHL.

1.2 CONFIDENTIALITY

This document constitutes confidential and proprietary information of AHL and shall not be disclosed in whole or in part by the bidder to any third party, or to any employees of the bidder other than those who have a need to access such information. The information contained therein shall not be duplicated or used by the bidder for any other purpose than to supply a response to this RFP. This restriction does not limit the bidder's right to use the information contained therein to obtain information or requirements from another source such as governmental agencies, insurance entities, subcontractors etc. which may be necessary for the submission of comprehensive proposal to AHL. The bidder however shall exercise a duty of care when exposing such information and ensure that confidentiality is communicated and maintained.

1.3 TERMS & CONDITIONS

For purposes of these clauses, a substantially responsive proposal is one which conforms to all the terms and conditions of the RFP without material deviations.

- i. **Terms of Issue:** The issue of this document by AHL does not constitute an offer to trade and the Company is not bound to conduct business based on any responses to the document. Any subsequent commercial arrangements are subject to contract negotiation and award and such contracts must be issued and agreed upon prior to commencement of business. All commitments are therefore subject to written confirmation from AHL by a duly authorized person.

- ii. **Content of Proposals:** In response to this document, AHL expects all bidders to provide relevant responses to the specific requirements in a concise and comprehensive manner. Any proposal which does not fully address this RFP may affect the evaluation of the proposal and may be rejected. Unnecessary elaborate brochures and other presentations beyond what is sufficient for a complete and effective proposal are not encouraged.
- iii. **Cost of Proposal:** The bidder shall bear all costs associated with the preparation and submission of the proposal; AHL will in no case be responsible or liable for those costs, regardless of the outcome of the solicitation.
- iv. **Period of Validity of Proposals:** Proposals shall remain valid for ninety (90) days following the tender closing date. In exceptional circumstances, AHL may solicit an extension of the period of validity which shall be made in writing. A bidder in granting the request will not be allowed to modify the proposal.
- v. **Modification and Withdrawal of Proposals:** The bidder may withdraw its proposal after its submission, provided that written notice of the withdrawal is received by AHL prior to the deadline prescribed for submission.
- vi. **Request for Clarification of Proposals:** To assist in the evaluation and comparison of proposals, AHL may at its discretion, issue a request for clarification in writing which shall also be responded to in writing. No change in price or content of the proposal shall be sought, offered or permitted.
- vii. **Amendment of Solicitation Documents:** At any time prior to the deadline for submission of proposals, AHL may, at its own initiative or in response to a query by a prospective bidder, modify the solicitation documents by amendment. Any amendment will be issued to all persons who received the original RFP. To afford prospective bidders reasonable time in which to take the amendments into account in preparing their proposals, AHL may at its discretion, extend the deadline for the submission of proposals.
- viii. **Late Proposals:** Any proposal received by AHL after the deadline date and time for submission will be rejected and not be considered as part of the evaluation process.
- ix. **Proposal Rejection:** AHL reserves the right to reject any or all proposals after evaluation. The rejection of proposals will mean that the company has determined that it is in its best interest not to pursue the acquisition of the services.

- x. **Notification of Award:** Bidders of successful proposals will receive written notification of award of the contract and unsuccessful bidders shall also receive written notification of the non-acceptance of their proposals.
- xi. **Contract Negotiation:** The supplier must be prepared to immediately begin contract negotiations upon notification of the award. If the supplier is not able to begin contract negotiations, AHL reserves the right to begin negotiations with other suppliers who submitted bids as a part of the process. AHL also reserves the right to negotiate the contract to include any portion or portions of the scope of work as it deems necessary to meet the current requirements of the business. Should the supplier for any reason be unable to finalize or perform the contract, AHL reserves the right to enter into contract with another supplier for the provision of the goods or service.
- xii. **Contract Participation:** The supplier of the winning proposal will be offered the opportunity to enter into an agreement with AHL, which shall be in substantial conformance with:
- AHL's standard contract terms and conditions
 - The scope of work and specifications described in this RFP
 - The proposal submitted by the supplier
 - Agreed key performance indicators or service level agreements
- xiii. **Proposal currency:** All prices shall be quoted in Trinidad and Tobago Dollars (TTD), with any applicable taxes clearly identified.
- xiv. **Payment Terms:** Terms of payment to be stated in the bidder's proposal document.
- xv. **Adherence to International Standards & Policies:** Bidders are required to be aligned with, and/or, certified to international standards such as the ISO 9001:2015 Quality Management System, ISO: 14001:2015 Environmental Management System, and the ISO: 22000 v.4.1 Food Safety Management System and to demonstrate adherence to the policies and guidelines therein.

2. OVERVIEW

Trinidad Distillers Limited, a subsidiary of Angostura Holdings Limited, is one of the Caribbean's leading rum producers with a superb collection of rum brands. It is also the world's market leader for Bitters with products such as Angostura Aromatic Bitters, Angostura Orange Bitters, the Angostura AMARO and a signature beverage Angostura Lemon Lime and Bitters.

Besides being a Royal Warrant holder to the Queen of England for its Angostura Aromatic Bitters, the company has successfully marketed this product globally and has a geographic reach into 180+ markets. Angostura Aromatic Bitters is reported the world's top selling and trending Bitters, and like Angostura Orange Bitters, it is popular for its use in both culinary and beverage applications.

Botanicals are one of the main components used in the manufacture of these iconic Bitters products. These plant ingredients are subjected to contamination and attack by pests, such as flies, moths, cockroaches, rodents and beetles. Threats posed by pests in the facilities that house and process these botanicals include (but not limited to) spread of diseases via pathogens, property and equipment damage, contamination of product and work areas, bad reputation and lost credit, and prosecution and closure of company. Integrated pest management focuses on pest prevention (keeping pests out of the facility) and/or its damage through a combination of techniques. The management system encompasses inspections, preventative actions, monitoring and documentation processes. TDL has an integrated pest management program as part of the organization's food safety scope.

As a key component of its role in the manufacture of Angostura Aromatic Bitters and Angostura Orange Bitters, TDL is pleased to issue a Request for Proposal of Integrated Pest Management of the Bitters Botanicals area from suitably qualified suppliers. Prospective bidders are expected to study this document carefully before submitting their proposal and to take into consideration all of the requirements stated herein. Allowances will not be facilitated for changes to proposals resulting from omissions or exclusions on the part of the bidder.

More information on our business can be found on the company's website www.angostura.com

3. PRE-QUALIFICATION DOCUMENTS

Copies of the following documents MUST be submitted as part of your proposal under the appropriate heading in the order in which they are listed below. Failure to submit will result in your bid being forfeited from the evaluation process.

1. Certificate of Incorporation, or any other form of business registration
2. Income Tax Clearance Certificate
3. Value Added Tax (VAT) Clearance Certificate, or its equivalent for foreign suppliers
4. Three (3) years Financial Statements dated no earlier than 2014. This should be submitted in the Appendix
5. A bank reference letter indicating good financial standing, credit rating, average monthly deposits and average monthly balance
6. Two (2) letters of references from past clients, with contact information, in which similar product/service was provided
7. Evidence of valid Statutory Registration, Licensing and/or Certification relevant to the provision of Pest Control Services

4. PROPOSAL REQUIREMENTS

Bidders are required to provide the following as part of their submission in the following order:

1. A brief description of your company's profile
2. An outline of your firm's experience in providing similar product/service
3. Your company's Organizational Chart
4. A list of all company directors
5. A thorough description of the processes to be rendered which should include but not limited to Safety Data Sheets (SDS) for all chemicals used, suitability of any materials used for food related products
6. A brief outline of the company's HSE Policy and any policy related to sustainability, pollution control, carbon emission reduction, green initiatives etc.
7. A list of all service personnel to be assigned for provision of proposed service with the following documents for **each** person listed:
 - Summary profile of experience including evidence of Certification/Competence in the provision of the required services
 - Evidence of authorization to work in Trinidad & Tobago (non-citizens/non-residents)
8. Evidence of Workmen's' Compensation Insurance coverage for the intended labour resources
9. A completed Proposal based on the specifications outlined in **Section 5**

NB: Failure to submit these requirements may result in your bid not being considered.

Submission of these documents and forms as part of your proposal does not automatically indicate that your company has been registered as a supplier with TDL. Suppliers who are successful as a result of the evaluation process will be contacted to commence contract negotiations. Providing that negotiations are successful and there is offer and acceptance of the contract, selected suppliers will be subsequently registered on the company’s supplier database.

5. SPECIFICATIONS

Table 1: Specification of Pest Control Services

Description	Frequency
a) Fumigation treatment of the botanical bitters area measuring approximately 26,496 cubic square feet.	Annually
b) Fumigation treatment of Special Events warehouse measuring approximately 32,256 cubic square feet.	Annually
c) Fumigation treatment of the secret room measuring approximately 8,000 cubic square feet.	Annually
d) Pest Management Services of all three storage areas -1. Bitters Blending area 2. Special Events warehouse and 3. Special Room specifically where botanical bitters are stored.	Monthly
e) Fumigation treatment of the botanical bitters stored in one (1) 20 foot steel container located on the premises.	As required by TDL
f) Fumigation treatment of the botanical bitters of 40-foot steel containers solely on the instruction of authorized representative of the Company.	As required by TDL
g) Timely provision of Clearance Certification after treatments.	As required by completion of service
h) Provision of Competence Certification for staff.	Annually
I) Supplier Assessment based on predetermined criteria	Annually

6. SITE VISIT

Respondents are invited to attend a site meeting at the company’s Laventille compound on **Wednesday 9th November 2018 at 9:00am** but must confirm their attendance via email to tenders_al@angostura.com **by Wednesday 31st October 2018 at 4:00pm**. The email must have the subject heading “**Site Visit – BLEND01-2018**” and must state the name and contact details

7. QUOTATIONS & PAYMENT

Bidders are required to include a quotation which covers above.

Rates shall apply for a period of two (2) years, which will form part of the subsequent contractual agreement, and should remain valid for a period of at least ninety (90) days after the closing date of the proposal to allow for the evaluation of bids and the selection of suppliers.

For selected suppliers, payments will be made via Automatic Clearing House (ACH) payments, so bidders must ensure that Section C of the Supplier/Contractor Information Form is completed in its entirety with all appropriate banking details.

8. EVALUATION CRITERIA

Bids will be evaluated based on, but not limited to, the criterion identified below:

Category	Weight
Ability to demonstrate reliability and service quality	25%
Detailed process of your Integrated Pest management ensuring compliance to the Environmental Management Authority Act or any other relevant legal requirements	25%
Cost of Pest Control service	25%
Demonstrated initiatives towards sustainable performance, pollution control, carbon emission reduction and green initiatives	10%
Experience in providing similar services with a good track record with favourable references	10%
Any other criterion deemed appropriate by TDL: availability of specialized staff - entomologists etc.	5%

The Company reserves the right to request a site visit of the supplier's company and operations to determine if adequate skills, equipment and resources are available for performance of the contract. The Company also reserves the right to request any additional information that it may deem necessary to make an informed decision on any proposal.

9. SUBMISSION INSTRUCTIONS

Bidders are required to adhere to the following instructions for the submission of proposals.

- a) All proposals must be submitted on 8½” by 11” paper with normal margins and spacing, properly bound and submitted in a sealed envelope.
- b) The original with one (1) physical copy and one (1) electronic version of the proposal must be placed in sealed envelopes that clearly identify the name, address and contact information of the supplier and quote the proposal number **BLEND01-2018**
- c) Proposals are to be addressed to:

Executive Manager - Operations
Angostura Holdings Limited
Cor. Trinity Avenue & Eastern Main Road
Laventille

REF: BLEND01-2018

- d) All proposals must be submitted on or before **4:00 PM local time, Friday 16th, November 2018**.
- e) The dimensions of the tender box slot are **11” wide by 3” thick**; respondents are advised to package their submissions appropriately.
- f) Late submissions will **NOT** be accepted or considered.
- g) Any queries relating to the Request for Proposal document should be made in writing only via email to **tenders_al@angostura.com** with a subject heading “Query BLEND01-2018”. Queries will not be facilitated via phone call or any other form of discussion or on the deadline date for submission. Please allow 24 hours for responses to queries.

10. TENDER/RFP TIMELINE

ACTION	DATE	TIME (GMT-04:00)
RFP Release	Friday 19 th October 2018	
Site Visit(s)	Wednesday 7 th November 2018	9:00AM
Deadline for questions	Monday 12 th November, 2018	4:00PM
Deadline for submissions	Friday 16 th November, 2018	4:00PM
Contract start (projected)	Tuesday 1 st January, 2019	

_____ **END** _____