



**REQUEST FOR PROPOSAL  
FOR  
SPECIAL WASTE MANAGEMENT AT  
BOTTLING PLANT, DISTILLERY PLANT  
AND BITTERS PROCESSING AREAS**

**FOR THE PERIOD JAN 2019 TO DECEMBER 2020**

**REFERENCE: BLEND02-2018**

**RELEASED ON: 19<sup>th</sup> October 2018**

**DUE ON: 16<sup>th</sup> November 2018, 4:00PM. Eastern Time**

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## **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 (TDL), 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.

Activated sludge from an aerobic treatment system is the biological waste output from TDL Distillery operations. The pH of waste activated sludge is slightly alkaline and consist of heterotrophic bacteria. Although not hazardous, disposal of waste activated sludge must be controlled to protect environmental considerations, whether the waste is disposed in water, on land, or recycled. Activated sludge may be either liquid or solid; solid sludge is liquid activated sludge with a lower water content.

Bitters operations yield waste in the form of Botanicals and wastewater from tank and line washouts. Botanical waste consists of spent natural botanicals from cold percolation in alcohol, as well as baskets that retained these botanicals. Wastewater from Bitters operations comprises diluted bitters and diluted orange bitters containing 1% alkaline cleaner and 0.2% oxidizing sanitizer.

Plastic chemical containers and drums, as well as cardboard cartons and composite materials also constitute waste materials from TDL Operations. Whilst some of the plastic and paper waste can be recycled, the remaining materials to be discarded can be compacted for (i) smaller loads, and consequently fewer trips to the landfilling sites, and (ii) less volume of landfilling sites occupied because of waste generated by TDL.

Spirit bottling operations yield waste in the form of wastewater from tank and line washouts, as well as branded materials. Wastewater from bitters and spirit operations comprise diluted spirits containing 1% alkaline cleaner and 0.2% oxidizing sanitizer. Branded materials comprise of metal and plastic closures, as well as paper and PS (pressure sensitive) labels.

In conformance to ISO 14001:2015 Environmental Management System, appropriate disposal of waste is mandatory for TDL Operations. Details of waste disposal processes, as well as evidence (via certificates of disposal or likewise documentation) of completion of disposal of all batches of waste, are required by TDL from the selected contractor.

As a key component of its role in the manufacture of rum and bitters products, TDL is pleased to issue a Request for Proposal for Waste Management 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](http://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 2015. 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, Permit or Licensing for Waste Disposal / Waste Handling activities
8. Evidence of ISO 14001:2015 Environmental Management System Certification and other ISO Management Systems alignment and/or Certification

### **4. PROPOSAL REQUIREMENTS**

Bidders are required provide the following as a mandatory part of their submission in the listed order:

1. A brief description of your company's profile
2. An outline of your firm's experience in providing similar product/service, with evidence of staff competency in disposal of the waste as characterized in Table1 - Table 4
3. Your company's Organizational Chart
4. A list of all company directors

5. A description of the process of waste disposal, including facilities, equipment and methods, specific to the waste as characterized in **Tables 1 - 4**
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:
  - 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 quotation 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: Waste Characterization at Bitters Operations**

<b>Waste Characterization</b>	<b>Approximate Volume</b>	<b>Frequency</b>
a) Spent botanicals from cold percolation of botanicals with alcohol.	0.5 tonnes	weekly
b) Diluted Bitters/ Diluted Orange Bitters from wash out process at Bitters Factory containing 1% Principal (alkaline cleaner) and 0.2% Vortexx (oxidizing sanitizer).	18,000L	monthly
c) Provision of bins for rental of spent botanicals	Approx. 3 cu ft	monthly
d) Timely provision of service (within 24 hours) of the Company's request		As required by TDL
e) Timely provision of certificate of destruction for the spent botanicals and liquid bitters waste		monthly

**Table 2: Waste Characterization at Distillery Operations**

<b>Waste Characterization</b>	<b>Approximate Volume</b>	<b>Frequency</b>
a) Liquid Sludge from Distillery operations	40,000L	Multiple times per week
b) Solid Sludge from Distillery operations	As required	As required
c) Provision of bin for rental of solid sludge	Approx. 9 cu ft	Monthly
d) Timely provision of certificate of disposal for the sludge		Monthly

**Table 3: Miscellaneous Waste Characterization All Operations**

<b>Waste Characterization</b>	<b>Approximate Volume</b>	<b>Frequency</b>
a) Plastic containers and drums that are not saleable	various	As required by TDL
b) Other non-recyclable waste for compaction	various	As required by TDL
c) Branded closures comprising of metal and/or plastic elements	various	As required by TDL
d) Branded labels paper or pressure sensitive (PS)	various	As required by TDL
e) Timely provision of service (within 24 hours) of the Company's request		As required by TDL
f) Timely provision of certificates of disposal for the different types of waste with evidence of disposal for branded materials e.g. pictures, TDL witness		Monthly

**Table 4: Waste Characterization at Spirit Bottling Operations**

<b>Waste Characterization</b>	<b>Approximate Volume</b>	<b>Frequency</b>
a) Diluted spirits that has been approved for disposal by the regulatory and TDL authorities	44,000 litres	Monthly
e) Timely provision of service (within 24 hours) of the Company's request		As required by TDL
f) Timely provision of certificate of disposal for the liquid spirit waste		As required by TDL

## 6. SITE VISIT

Respondents are to be invited to attend a site at the company's Laventille compound on **Friday 9th November 2018 at 9:00am** but must confirm their attendance via email to [tenders\\_al@angostura.com](mailto:tenders_al@angostura.com) **by Wednesday 31st October 2018 at 4:00pm**. The email must have the subject heading "**Site Visit - BLEND02-2018**" and must state the name and contact details

## 7. QUOTATIONS & PAYMENT

Bidders are required to include a quotation which covers the following:

(A) For Spent Botanicals, Bitters/Spirits Liquid Waste – (Ref Table 1 and 4)

1. Monthly rental cost of disposal bins for spent botanicals
2. Cost of disposal of liquid bitters/spirit waste and spent botanicals

(B) For Distillery Operations Sludge: (Ref Table 2)

1. Monthly rental cost of disposal bins for solid sludge
2. Cost of disposal of liquid sludge/solid sludge

(C) For Miscellaneous items: (Ref Table 3)

1. Cost of disposal of metal and plastic closure waste.
2. Cost of disposal of paper and PS label waste.
3. Monthly rental cost of compactor

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 90 days after the closing date of the request for 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) 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:

(A) For Botanicals, Bitters and Spirit Liquid Waste, Solid/liquid sludge and Miscellaneous Waste:

<i>Category</i>	<i>Weight</i>
Ability to demonstrate reliability and service quality of your disposal management services	25%
Detailed process of disposal ensuring compliance to the Environmental Management Authority Act or any other legal requirement	25%
Cost of rental and disposal 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	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 **BLEND02-2018**

c) Proposals are to be addressed to:

**Executive Manager - Operations**  
Angostura Holdings Limited  
Cor. Trinity Avenue & Eastern Main Road  
Laventille  
**REF: BLEND02-2018**

- d) All proposals must be submitted on or before **4:00 PM local time, Friday 16<sup>th</sup>, 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 BLEND02-2018**". 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. RFP TIMELINE

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

\_\_\_\_\_ **END** \_\_\_\_\_