



**REQUEST FOR PROPOSAL
FOR
TRANSPORTATION AND DELIVERY SERVICES
FOR THE PERIOD
APRIL 2019 TO MARCH 2022**

REFERENCE #: LOG01-2019

RELEASE DATE: JANUARY 7, 2019

PROPOSALS DUE: FEBRUARY 1, 2019 at 4:00pm

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1.0 PREAMBLE

1.1 COPYRIGHT

The contents of this document belong to the copyright owner Angostura Holdings Limited (AHL) and is being issued in confidence only for the purpose for which it is supplied. 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 a 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 ETHICS

Angostura Holdings Limited requires all participants in this bidding process adhere to the highest ethical standards, both during the procurement process and throughout the execution of the resulting contract. The engagement in or encouragement of corrupt practices including bribery, extortion, fraud or collusion are deemed unacceptable to AHL. If, at any time, it is demonstrated or identified that a bidder in the procurement process, an AHL employee acting on his/her behalf or supplier/contractor during the execution of the resultant contract committed or encouraged corrupt practices in connection with this or any project the Company will take appropriate measure including but not limited to the cancellation of the awarded contract, cessation of relations with the relevant company and/or termination of the employment of the employee(s) involved.

1.4 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.

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 one hundred and twenty (120) 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. Failure to furnish the required information or to follow the instructions may lead to the Bid being deemed incomplete. Under such circumstances the Bid may be rejected. AHL will not be liable to affected Respondents for any cost incurred as a result of this decision. AHL will also have no obligations to affected Respondents to disclose the grounds for any decisions of this nature.

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 applicable Tax (VAT etc) clearly identified.

xiv. Adherence to Policy: Employees of the selected supplier/s will be required to adhere to AHL's HSE, Security, Procurement and other policies during the period of their engagement.

2.0 OVERVIEW

Angostura Holdings Limited is pleased to issue this document soliciting proposals from suitably qualified, experienced, resourceful and responsible suppliers for the provision of contracted transportation and delivery services for its local operations in Trinidad & Tobago.

Angostura Limited, a subsidiary of Angostura Holdings Limited, is one of the Caribbean's leading rum producers with a superb collection of rum brands such as Angostura 1824, Angostura 1919, Angostura Single Barrel Reserve, White Oak, Forres Park Puncheon, Black Label, Royal Oak, Angostura Reserva, Angostura 5-year-old, Angostura 7-year-old rum. 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.

As part of their day to day operations Angostura and Trinidad Distillers require the transport and delivery of their raw materials, packaging materials, bulk liquids and cased products. These items are required to be transported to and from the Laventille, Port of Spain compound as well as locations within the compound itself. The timely, efficient and safe transportation and delivery of these items and products are vital to the operations of Angostura Holdings and its achievement of its objectives. The selected supplier(s) will be integral to the execution of the organizations' Operational Plans and as such must continuously and consistently maintain high quality standards and service delivery levels throughout the engagement.

Prospective bidders for the required services are expected to study this document carefully before submitting their proposal and to take into consideration all 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

3.0 PRE QUALIFICATION DOCUMENTS

The following documents must be submitted a 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 excluded from the evaluation process.

1. Certificate of Incorporation or any other documentation related to the Business/Company Registration
2. A recent VAT Clearance Certificate, no less than 6 months old
3. A bank reference letter indicating tenure, financial standing and credit rating.
4. Two (2) Letters of Reference from past or existing clients, with contact information, in which similar work was done or services provided.
5. A listing of recent (5 years) or existing contracts
6. Evidence of relevant insurances and coverage for operation.

4.0 SCOPE

Angostura Holdings Limited seeks suitably qualified, experienced, resourceful and responsible suppliers for the provision of contracted transportation and delivery services for its local operations in Trinidad & Tobago. These services shall be for the transportation and/or delivery of raw materials, packaging materials, bulk liquids and cased products to and from specified locations within Trinidad & Tobago.

The required transportation services shall be segregated into three (3) categories:

- 1. Inbound & Outbound Transportation Services (Appendix #1)**
- 2. Internal Transfers and Deliveries (Appendix #2)**
- 3. Commercial Deliveries (Appendix #3)**

Provider(s) must have, as part of the service provision, a centralized point of communications responsible for co-coordinating the dispatch of vehicles to and from the Laventille compound. This dispatch point shall be responsive to all requests made for transportation services and relay the availability and location of resources as and when required.

As part of the provision of the transportation and delivery services the selected supplier(s) shall be responsible for the following:

- All operational, start up and related cost regarding the provision of the proposed services inclusive of, but not limited to, inspections, licences, approvals, permits and insurances.
- The maintenance of their vehicles and ancillary equipment to ensure that they are in good working order and are suitable and available for the provision of the required services.
- The payment of all statutory taxes, fees and costs related to the discharge of their duty as a contractor (VAT, PAYE, Corporation Tax etc.)

- Supplying the required vehicles, in good working order (licenced, insured, certified & outfitted), that can transport the intended raw materials, liquids and products safely, securely and efficiently.
- Ensuring all the drivers, loaders and ancillary staff employed are over 18 years old and legally allowed to work in Trinidad & Tobago
- Ensuring vehicles supplied are staffed with stated no less than the stated minimum complement for the relevant service. For example, at minimum, one (1) driver and one (1) loader for Commercial Deliveries. Understaffed vehicles may be prevented from engaging in the services required.
- Reporting to the assigned collection point on time (dates & times to be specified in advance by designated Company personnel via the dispatch) and with a full complement of staff (e.g. driver, loader & labourer), equipment and accessories.
- Securing the cargo/load in such a manner to prevent shifting, damage, tampering or loss; ensuring full delivery of the materials or products in good condition to the assigned point(s).
- Ensuring, at all times, that the vehicles are operated in a safe manner and shall strictly obey all traffic rules and regulations.
- To be liable for and take all reasonable care in avoiding damage or injury to persons or property in the provision of the services including during the loading, transportation and unloading of materials and/or products.
- To be liable for the full retail value of the materials and products assigned in the event of shortage or loss including where such loss is due to (directly or via a 3rd party) negligence, fraud or breach of duty.
- Ensure in the case of misbehaviour or any act unacceptable to Angostura or Trinidad Distillers Limited on the part of any of the suppliers' staff, the removal of such person with immediate effect upon request.
- To immediately notify the Company and assigned resources (Fire Services, Police etc.) in the event of an accident or spill of product and to follow spill handling procedures/protocols as identified in Health & Safety Orientation Training.

TECHNICAL REQUIREMENTS - PERSONNEL

Assigned drivers must have a valid drivers' licence for the class of vehicle they are intended to drive i.e. Class 4 - Heavy Motor Vehicles or Class 5 - Extra Heavy Motor Vehicle and must have a minimum of five (5) years driving experience. Drivers should also be certified in Defensive Driving techniques; however, this is not mandatory.

Loaders should be able to manually lift and carry loads of at least forty pounds (40 lbs) held close to the body, at waist height.

Given the industrial nature of our operations contractors and their staff are mandated to wear the appropriate Personal Protective Equipment (PPE) whilst on our compound and during the execution of their services. Assigned personnel (drivers & loaders) must wear the recommended PPE including adequate protective footwear and gloves during the provision of the services and may be prevented from engaging in these services if not properly attired.

TECHNICAL REQUIREMENTS - EQUIPMENT

Assigned vehicles must be in a roadworthy condition free from any mechanical, electrical, operational and engine defects. The vehicles for Commercial Deliveries must have an enclosed, lockable cargo area to allow for the proper loading, storage and securing of the products and can transport them in a secure manner. Given the value and nature of goods to be transported and delivered Global Positioning Systems (GPS) must be installed on the vehicles intended to provide the services. This will ensure the availability of location information to the centralized dispatch should there be an incident or accident.

A suitable replacement vehicle must be provided if, upon inspection, a vehicle is identified as being in an unacceptable condition. This replacement must be made available for the provision of the services at the sole cost and expense of the supplier.

All tools and accessories intended to be used in the provision of the services must be in good working order as evidenced by visual or physical inspection. Any tools or accessories found to be unsuitable either before or during the provision of the services must be immediately replaced.

ENVIRONMENTAL REQUIREMENTS - EQUIPMENT

Both Angostura Limited and Trinidad Distillers Limited are ISO 14001:2015 certified and as such require Environmental impact considerations to be made in the provision of all services. As a result, prospective bidders must effectively demonstrate reasonable consideration for environmental aspects inclusive of the use of environmentally responsible/green vehicles in the provision of the proposed services (wherever possible), regular maintenance of equipment to ensure optimum performance and also the safe and effective handling and disposal of vehicular maintenance by products (waste oils & fluids).

TRAINING

All assigned personnel as well as replacement workers must attend Health & Safety Orientation and Training, provided by the Company at no cost to the supplier, prior to commencement of work. The training shall cover cargo handling, spill containment and other topics relevant to the intended service provision. An Orientation Card will be issued by the Company to persons upon completion of training. The Orientation Card must be presented to Security prior to entry and commencement of work daily. Personnel shall **not** be allowed to work without presenting their cards to Security.

EVALUATIONS

Suppliers shall be subject to reviews of their service performance which shall be performed by the Manager - Logistics with input from the relevant Warehouse Supervisors and the Manager - Inventory. Performance metrics shall include but are not limited to on time pickups, load turnaround time, HSE compliance, resource availability as well as customer service levels provided. Customer service shall include external complaints related to the service provided as well as internal complaints brought forward by relevant stakeholders including but not limited to Security, HSE and Warehousing departments. The reviews shall be held at least annually but may be more frequently conducted should the need for corrective actions and performance management arise.

INVOICING

Selected suppliers will be required to invoice the Company either weekly or monthly for the services provided. These invoices must be supported by copies of goods issue, receipt or transfer slips, Pick Lists and/or signed customer invoices and shall be subject to verification and approval by Company personnel prior to settlement.

5.0 PROPOSAL REQUIREMENTS

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

1. A brief business profile
2. An outline of your experience in providing similar services
3. Your company's Organizational Chart
4. A list of all company directors
5. Certificate of Incorporation and/or Certificate of Continuance as well as any other documentation related to the Business/Company Registration
6. A recent Income Tax & VAT Clearance Certificate, no less than 6 months old
7. A bank reference letter indicating tenure, financial standing and credit rating.

8. Two (2) Letters of Reference from past or existing clients, with contact information, in which similar work was done or services provided.
9. A listing of recent (5 years) or existing contracts
10. A completed Supplier\Contractor Information Form
11. A completed proposal based on the requirements outlined in Specifications including a **Schedule of Rates per Appendices 4 - 5.**
12. A brief statement outlining how quality standards and customer service levels will be maintained in the provision of transportation and delivery services.
13. Evidence of Workmen's' Compensation Insurance coverage for the intended labour resources
14. Anticipated resources you will assign to the contract including:
 - A. A list of vehicles for provision of proposed service with details on:
 - Vehicle make, model, year of manufacture, registration number & load capacity (MGW)
 - Certified copy of ownership (letter of authorization for use if vehicle owned by 3rd party)
 - Most recent inspection certificate (to be provided annually for each vehicle)
 - Proof of insurance as a goods vehicle (to be provided annually for each vehicle)
 - Tools & accessories for each vehicle - hand truck, tie down straps, fire extinguisher etc.
 - B. A list of all personnel (drivers, loaders, labourers etc.) to be assigned for provision of proposed service with the following documents for **each** person listed:
 - Police Certificate of Good Character (no less than 6 months old)
 - Valid Drivers Permit (for all assigned & replacement drivers)
 - Valid identification: DP, ID card or Passport (for loaders/labourers)
 - Evidence of authorization to work in Trinidad & Tobago (non-citizens/non-residents)

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 AHL. Suppliers that are successful during the

evaluation process will be contacted to commence contract negotiations as per Section 1.3 Part xi and xii. 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.

6.0 SPECIFICATIONS

The service requirements for the transportation and delivery are grouped as follows.

- 1. Inbound & Outbound Transportation Services (Appendix #1)**
- 2. Internal Transfers and Deliveries (Appendix #2)**
- 3. Commercial Deliveries (Appendix #3)**

The detailed descriptions, origination and destination points, frequencies and loading considerations as well as vehicle requirements for each category are set out in the Appendices attached to this document. Each appendix also contains a rate sheet relevant to the services. Bidders are asked to complete the rate sheets indicating the specific service areas for which they are bidding and indicating "N/A" for those that they do not wish to bid upon.

Please note that the fleet requirements and delivery frequencies indicated are estimates based on historical data.

7.0 SITE VISIT

Respondents are mandated to attend a site at the company's Laventille compound on **14th January 2019** at **8:00am** but must confirm their attendance via email to **tenders_al@angostura.com** by **Friday 11th January 2019** at **4:00pm**. The email must have the subject heading "**Site Visit – LOG01-2019**" and must state the name and contact details of the representative that will be attending.

8.0 PRICING AND PAYMENT

Prices submitted should be valid for a period of at least one hundred and twenty (120) days after the closing date of the tender to allow for the evaluation of bids and the selection of the contract awardee. Once a contract has been awarded and an agreement signed the pricing quoted will be valid for the period of the contract.

Payments shall be made via Automatic Clearing House (ACH) for local suppliers and via wire transfer for foreign suppliers. All bidders must ensure Section C of the Supplier/Contractor Information form is completed properly, reflecting the correct banking details, to ensure timely settlement of invoices.

9.0 EVALUATION CRITERIA

Responses to this Request for Proposal shall be evaluated on a competitive basis with the aim of ensuring that the "best fit" supplier(s) are selected for the provision of the required goods/services. Such suppliers

are required to be both commercially and financially sound as well as functionally and technically competent, submitting proposals that offer the Company the best value for money.

Bidders will be evaluated according to the following criteria:

<i>Category</i>	<i>Weight</i>
Proposers' experience in Provision of Required Services	30
Proposers' Technical Competencies	30
Aggregate Cost of Proposal	20
Proposal meets Technical requirements	15
Proposal meets Environmental requirements	5

The Company, as part of its evaluation process, shall perform a site visit of the Bidders operations to determine whether adequate skills, equipment and resources are available for the performance of the intended contract. The Company also reserves the right to request and receive any additional information that it may deem necessary to make an informed decision on any proposal.

10.0 SUBMISSION INSTRUCTIONS

- RFP's responses shall be submitted on 8½" by 11" paper with normal margins and spacing, properly bound and submitted in a sealed envelope indicating Proposer's name, address contact information and the RFP reference number.
- An electronic version of the RFP response is recommended
- Responses to the RFP/ITT must be signed in ink by the Proposer or an authorized representative of the proposing firm who is legally authorized to enter into a contractual relationship in the name of the Proposer.
- The **original** with **two (2) physical copies** and **one (1) electronic version** of the Tender Responses must be placed in sealed envelopes, addressed to:

Executive Manager - Operations
Angostura Holdings Limited
Corner Trinity Avenue and Eastern Main Road
Laventille

**REF: LOG01-2018 THE PROVISION OF TRANSPORTATION AND DELIVERY
SERVICES FOR THE PERIOD: APRIL 2019 – MARCH 2022**

- All packages must be deposited in the respective marked box on or before **February 1, 2019** by **4:00PM**. Late submissions will not be considered.

- The dimensions of the tender box slot are **11” wide by 3” thick**; respondents are advised to package their submissions appropriately.
- Bidders are required to deposit their packages in the marked box during the hours of 8.00am to 4.00pm Monday to Friday and from 8.00am to 4:00PM on the deadline date, and must sign the delivery log sheet located at the Reception desk.
- Any queries related to the RFP document should be made in writing only via email to **tenders_al@angostura.com** with a subject heading **“Query DEL01-2019: Provision of Transportation & Delivery Services for the period April 2019 to March 2022”** Queries will not be facilitated via telephone call, any other form of discussion or on the deadline date for submission. Please allow at least one (1) working day for responses to queries.

10.0 TENDER/RFP TIMELINE

ACTION	DATE	TIME
RFP Release	7 January, 2019	4:00pm
Site Visit(s)	14 January, 2019	8:00am
Deadline for questions	25 January, 2019	4:00pm
Deadline for submissions	1 February, 2019	4:00pm
Acknowledgement of submissions	4 February, 2019	4:00pm
Evaluation period	4 February – 28 February, 2019	N/A
Notification to unsuccessful bidders	22 March, 2019	4:00pm
Notification to successful bidders	8 March, 2019	4:00pm
Contract start (projected)	April 1, 2019	6:30am

-----END---

APPENDIX 1: INBOUND & OUTBOUND TRANSPORTATION SERVICES

LOG01-2019: Provision of Transportation & Delivery Services

Operational Area(s)	Service Code	Description of Service	From	To	Estimated Frequency	Route	Cargo Type	Max Loading Consideration	Estimated Travel Distance (One Way)	Estimated Time (mins)
Distillery	I01	Transportation of Molasses	Chaguaramas	Laventille	On Call, 1-week Notice	Main Roads & Highways	Bulk Molasses	Purpose-built tank on 20ft chassis up to 25MT haulage	20 km	120
Distillery	I02	Transportation of Molasses	Port of POS	Laventille	On Call, 1-week Notice	Main Roads & Highways	Bulk Molasses	Purpose-built tank on 20ft chassis up to 25MT haulage	6 km	90
Distillery & Blending	I03	Transportation of Alcohol	Chaguaramas	Laventille	On Call, 1-week Notice	Specified route: Main Roads & Highways	Bulk Alcohol	Tanks provided by TDL hauled on 20ft chassis MGW	20 km	120
Distillery & Blending	I04	Transportation of Alcohol	Laventille	Port of POS	On Call, 1-week Notice	Specified route: Main Roads & Highways	Bulk Alcohol	Tanks provided by TDL hauled on 20ft chassis MGW	6 km	60
Distillery & Blending	I05	Transportation of Alcohol	Laventille	Pt. Lisas	On Call, 1-week Notice	Specified route: Main Roads & Highways	Bulk Alcohol	Tanks provided by TDL hauled on 20ft chassis MGW	40 km	120
Logistics	I06	LLB from Caribbean Bottlers Limited (Coca Cola)	Macoya	Laventille	On Call 24-hr Notice	Main Roads & Highways	Palletised Cased Products	8 / 12 pallets gross 10,500 kgs.	10 km	120
Logistics	I07	Transportation of Export Orders	Port of POS	Laventille	On Call, 24-hour notice	Specified route: Main Roads & Highways	Cased Goods	20' Dry container	6 km	60
Logistics	I08	Transportation of Export Orders	Port of POS	Laventille	On Call, 24-hour notice	Specified route: Main Roads & Highways	Cased Goods	40' Dry container	6 km	60

APPENDIX 1: INBOUND & OUTBOUND TRANSPORTATION SERVICES (cont'd 2)

LOG01-2019: Provision of Transportation & Delivery Services

Operational Area(s)	Service Code	Description of Service	From	To	Estimated Frequency	Route	Cargo Type	Max Loading Consideration	Estimated Travel Distance (One Way)	Estimated Time (mins)
Logistics	IO9	Transportation of Export Orders	Port of POS	Laventille	On Call, 24-hour notice	Specified route: Main Roads & Highways	Bulk alcohol	20' ISO tank	6 km	60
Logistics	IO10	Transportation of Export Orders	Pt. Lisas	Laventille	On Call, 24-hour notice	Specified route: Main Roads & Highways	Cased Goods	20' Dry container	40 km	120
Logistics	IO11	Transportation of Export Orders	Pt. Lisas	Laventille	On Call, 24-hour notice	Specified route: Main Roads & Highways	Cased Goods	40' Dry container	40 km	120
Logistics	IO12	Transportation of Export Orders	Point Lisas	Laventille	On Call, 24-hour notice	Specified route: Main Roads & Highways	Bulk alcohol	20' ISO tank	40 km	120
Materials Procurement	IO13	Glass Bottles from Carib Glassworks to TDL	Champs Fleurs	Laventille	2 - 4 days Weekly	Main Roads & Highways	Glass Bottles	12 pallets gross 6,000 kgs.	5.5 km	90
Materials Procurement	IO14	PET Bottles from Diversified Limited to TDL	Chaguanas	Laventille	1 day Weekly	Main Roads & Highways	PET Bottles	10 pallets gross 1,000 kgs.	18 km	120
Warehousing	IO15	PET Bottles from Diversified Limited to TDL	Laventille	Morvant	2 - 4 days Weekly	EMR & Fernandes Industrial Centre	Palletised Miscellaneous	12 pallets gross 6,000 kgs.	Less than 1 km	15
Warehousing	IO16	Recycled packaging materials to Carib Glassworks Limited	Laventille	Champs Fleurs	1 day Weekly	Main Roads & Highways	Palletised Miscellaneous	10/12 Pallets gross 6,000 kgs.	5.5 km	90
Warehousing	IO17	Recycled packaging materials to Diversified Limited	Laventille	Chaguanas	1 day Fortnightly	Main Roads & Highways	Palletised Cardboard	12 Pallets gross 1,200 kg	18 km	90

APPENDIX 2: INTERNAL TRANSFERS AND DELIVERIES

LOG01-2019: Provision of Transportation & Delivery Services

Operational Area(s)	Service Code	Description of Service	From	To	Estimated Frequency	Route	Cargo Type	Max Loading Consideration	Estimated Travel Distance (One Way)	Estimated Time (mins)
Blending	IT1	Bulk liquid materials transported in Intermediate Bulk Containers (IBCs) or palletised drums	Internal W/House	Internal W/House	On Call, 24-hour notice	Internal Road Network	Palletized Misc Goods	10/12 Pallets gross 6,000 kgs.	Less than 1 km	45
Blending	IT2	Transportation of palletised sugar and other raw materials	Internal W/House	Internal W/House	On Call, 24-hour notice	Internal Road Network	Palletized Misc Goods	10/12 Pallets gross 6,000 kgs.	Less than 1 km	45
Blending	IT3	Empty containers typically palletised wooden casks, IBCs and palletised plastic drums	Internal W/House	Internal W/House	On Call, 24-hour notice	Internal Road Network	Palletized Misc Goods	10/12 Pallets gross 6,000 kgs.	Less than 1 km	45
Bottling Ops, Blending, Distillery	IT4	Wooden Pallets between Storage Locations	Internal W/House	Internal W/House	On Call, 24-hour notice	Internal Road Network	Palletized Misc Goods	10/12 Pallets gross 6,000 kgs.	Less than 1 km	45
Distillery, Warehousing, Ageing	IT5	Transportation of Filled Casks	Internal W/House	Internal W/House	On Call, 24-hour notice	Internal Road Network	Palletized Casks	6 pallets gross 8,200 kgs.	Less than 1 km	45
Distillery, Warehousing, Blending	ITP6	Shifting of 20ft and 40ft chassis with and without equipment	Internal W/House	Internal W/House	On Call, 24-hour notice	Internal Road Network	Various	Truck only required	Less than 1 km	120
Warehousing	IT7	Transportation of Packaging Materials between internal locations	Internal W/House	Internal W/House	2 - 4 Days Weekly	Internal Road Network	Palletized Misc Goods	12 pallets gross 6,000 kgs.	Less than 1 km	45
Warehousing	IT8	Transportation of finished products between internal locations	Internal W/House	Internal W/House	On Call, 24-hour notice	Internal Road Network	Palletized Finished Products	8 / 12 pallets gross 10,500 kgs.	Less than 1 km	45

APPENDIX 3: COMMERCIAL DELIVERIES

LOG01-2019: Provision of Transportation & Delivery Services

Vehicle Class/ Capacity	Maximum Vehicle Fleet Requirement				Total Required
	Channel Customers (CD1)	Owned Outlets (CD2)	Duty Free (CD3)	Tobago (CD14)	
1 – 3 tonne	5	1	1	-	7
10 tonne	5	-	-	1	6
12 – 14 tonne	2	-	-	-	2

Service Code	Category	Estimated Delivery Frequency*
CD1	Channel Customers	5 - 6 days per week
CD2	Owned Outlets	6 days a week
CD3	Duty Free Customers	1 - 2 days per week
CD4	Tobago	1 per week

Please note that the fleet requirements and delivery frequencies indicated above are estimates based on historical data. The requirements follow a cyclical rhythm and include high demand periods such as Christmas and Carnival where additional resources due to increased deliveries will be a guaranteed necessity.

Further note that **all** deliveries, inclusive of those to Tobago customers, shall be from the Company's warehouse located at its Laventille compound.

APPENDIX 4: RATE SHEET: INBOUND & OUTBOUND TRANSPORTATION SERVICES

Grouping	Service Code	Description of Service	From	To	Max Loading Consideration	Rate Quoted
Group 1	I01	Transportation of Molasses	Chaguaramas	Laventille	Purpose-built tank on 20ft chassis up to 25MT haulage	
	I02	Transportation of Molasses	Port of POS	Laventille	Purpose-built tank on 20ft chassis up to 25MT haulage	
Group 2	I03	Transportation of Alcohol	Chaguaramas	Laventille	Tanks provided by TDL hauled on 20ft chassis MGW	
	I04	Transportation of Alcohol	Laventille	Port of POS	Tanks provided by TDL hauled on 20ft chassis MGW	
	I05	Transportation of Alcohol	Laventille	Port of Pt. Lisas	Tanks provided by TDL hauled on 20ft chassis MGW	
Group 3	I06	LLB from Caribbean Bottlers Limited (Coca Cola)	Macoya	Laventille	8/12 pallets gross 10,500 kgs.	
Group 4	I07	Transportation of Import Orders	POS	Laventille	20' Dry container	
	I08	Transportation of Import Orders	POS	Laventille	40' Dry container	
	I09	Transportation of Import Orders	POS	Laventille	20' ISO tank	
	I010	Transportation of Import Orders	Pt. Lisas	Laventille	20' Dry container	
	I011	Transportation of Import Orders	Pt. Lisas	Laventille	40' Dry container	
	I012	Transportation of Import Orders	Pt. Lisas	Laventille	20' ISO tank	
Group 5	I013	Glass Bottles from Carib Glassworks to TDL	Champs Fleurs	Laventille	12 pallets gross 6,000 kgs.	
	I014	PET Bottles from Diversified Limited to TDL	Chaguanas	Laventille	10 pallets gross 1,000 kgs.	
	I015	Transportation of Packaging Materials to and from offsite locations	Laventille	Morvant	12 pallets gross 6,000 kgs.	
	I016	Recycled packaging materials to Carib Glassworks Limited	Laventille	Champs Fleurs	10/12 Pallets gross 6,000 kgs.	
	I017	Recycled packaging materials to Diversified Limited	Laventille	Chaguanas	12 Pallets gross 1,200 kg	

APPENDIX 5: RATE SHEET: INTERNAL TRANSFERS AND DELIVERIES

Bidders are required to quote their pricing for transport & delivery services based on the following parameters:

Service Code	Description of Service	From	To	Max Loading Consideration	Rate Quoted
IT1	Bulk liquid materials transported in Intermediate Bulk Containers (IBCs) or palletised drums	Internal W/House	Internal W/House	10/12 Pallets gross 6,000 kgs.	
IT2	Transportation of palletised sugar and other raw materials	Internal W/House	Internal W/House	10/12 Pallets gross 6,000 kgs.	
IT3	Empty containers typically palletised wooden casks, IBCs and palletised plastic drums	Internal W/House	Internal W/House	10/12 Pallets gross 6,000 kgs.	
IT4	Wooden Pallets between Storage Locations	Internal W/House	Internal W/House	10/12 Pallets gross 6,000 kgs.	
IT5	Transportation of Filled Casks	Internal W/House	Internal W/House	6 pallets gross 8,200 kilograms	
ITP6	Shifting of 20ft and 40ft chassis with and without equipment	Internal W/House	Internal W/House	Truck only required	
IT7	Transportation of Packaging Materials between internal locations	Internal W/House	Internal W/House	12 pallets gross 6,000 kilograms	
IT8	Transportation of finished products between internal locations	Internal W/House	Internal W/House	8 / 12 pallets gross 10,500 kgs.	

APPENDIX 6: RATE SHEET: COMMERCIAL DELIVERIES

Bidders are required to quote their pricing for transport & delivery services based on the following parameters:

	Category	Vehicle Class/ Capacity	Costing	Rate Quoted (TT\$)
CD1	Channel Customers	1 – 3 tonne	Rate per load	
		10 tonne	Rate per case	
		12 – 14 tonne	Rate per case	
CD2	Owned Outlets	1 – 3 tonne	Rate per day/load	
CD3	Duty Free	1 – 3 tonne	Rate per day/load	
CD4	Tobago	10 tonne	Rate per load	