



**TRINIDAD DISTILLERS LIMITED**

*Manufacturers of Spirits*

## SUPPLIER PREQUALIFICATION QUESTIONNAIRE

### **OVERVIEW**

Trinidad Distillers Limited (TDL) 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.

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 170 markets. Many of our brands have been around for generations in Trinidad and Tobago, our core rum market. Angostura's international rums have won gold medals at many international competitions in the past decade and have been named 'the world's most awarded rum range' by the Rum Masters.

The Company is certified ISO 9001:2015, ISO 14001:2015, ISO 22000:2015 and ISO 17025:2017 for Quality, Environmental and Food Safety and Laboratory testing and calibration respectively. One component to these certifications is the cleaning and sanitation of its Operations areas in an efficient and effective manner while being compliant to environmental policies. There is a strong focus on ensuring that the cleaning and sanitation services to the operations are maintained at a high standard whilst being cost efficient.

Given this TDL seeks to prequalify financially and operationally capable, experienced and responsible companies for the supply of Industrial Cleaning services Laventille and Chaguaramas Operational Areas.

### **PREQUALIFICATION PROCESS**

- TDL will identify and invite existing industrial cleaning and sanitation service providers via a Notice of Pre-qualification.
- Interested companies are invited to request the Pre-Qualification Questionnaire from TDL via the assigned email address.
- Applicants submit completed Pre-Qualification Questionnaire with supporting documents by stipulated deadline.
- Evaluation Committee conducts evaluation whereby compliance with requirements, competence and capability are assessed based on responses given and independent verification
- Listing of recommended vendors for prequalification is prepared by the Evaluation Committee and referred to the Chief Operating Officer for approval.
- Applicants are advised of their pre-qualified status or that their applications were not successful.
- Prequalified Vendors will be invited to tender for the identified supply.
- Only Applicants who have satisfied the following criteria will be eligible for pre-qualification:



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- Applicants who have provided all required documentation as outlined in the Pre-Qualification Application and HSEQ Questionnaire.
- Applicants who have satisfied the pre-determined evaluation criteria as indicated in the Pre-qualification Application/Questionnaire & HSEQ Questionnaire.

### **DESIRED ASSETS & CAPABILITIES**

The following are a sample of operational assets as well as manpower related skills and capabilities that TDL finds desirable in an Industrial Cleaning & Sanitation Provider:

#### ***Operational Assets***

Interested providers should have ownership or direct access to

- Pressure washers & hoses – industrial grade
- Manlifts, Scaffolding & Ladders
- Adequate PPE for all manpower assigned including but not limited to:
  - Hand: work gloves (standard, chemical resistant, latex)
  - Skin: protective aprons, protective clothing
  - Eye: safety glasses and goggles
  - Foot: safety boots and shoes (non-skid, impact resistant, chemical resistant, rubber)
  - Other: hardhats, harnesses

#### ***Manpower Skills & Capabilities***

Interested providers would be required to demonstrate the availability of skilled manpower experienced in the provision of industrial cleaning services as well as emergency response support for flooding or industrial spills for e.g. Alcohol, Molasses, Wastewater or Industrial Chemicals.

### **EVALUATION**

The following is the evaluation chart which will be utilized in evaluating all submissions.

<b>Category</b>	<b>Weighting</b>
Capabilities/Capacity – Plant & Machinery etc	20%
Capabilities/Capacity – Manpower & Available Skills	25%
Financial Capability/Capacity	20%
Administrative/General Organization & Structure	15%
Health, Safety, Environmental & Quality Focus	20%

### **RISK**

An Applicant must achieve at least 50% of total points allocated to each criterion listed above as well as an overall percentage of at least 70% to be eligible for pre-qualification.



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### **REMOVAL FROM THE PRE-QUALIFIED DATABASE**

After initial evaluation and subsequent prequalification Vendors may be removed from the pre-qualified database for any of the following reasons:

- A. Failure to perform satisfactorily (as explained below)
- B. Providing false or misleading information (as explained above)
- C. Engaging in unethical procurement practices including bribery, corruption or fraud.

### **VENDOR PERFORMANCE MANAGEMENT**

TDL employs a robust Quality Management system in order to continuously assess Vendors' performance in the provision of goods to the Company. The result of TDL's assessments have a direct impact upon the Vendor's status within the organizations' Supply Chain.

TDL's expectations of its Vendors and the required Specifications and Standards by which a Vendor will be assessed in relation to the performance of its contract with TDL are clearly outlined in the contract documents which are executed between TDL and the Vendor. TDL utilizes an interactive and collaborative approach in the continuous monitoring and assessment of Vendor's performance. Where a Vendor's performance or services do not meet the required quality and standard of TDL's expectations, opportunities for improvement within a specified period of time will be granted by TDL, failing which TDL may take the appropriate steps for the protection of its products and stakeholders.

### **GENERAL INSTRUCTIONS**

1. Companies wishing to prequalify for the provision of Industrial Cleaning and Sanitation Services to Trinidad Distillers Limited ("TDL" or "**the Company**") located in Laventille, Trinidad for the period December 2020 to November 2022 may apply by filling out this questionnaire.
2. Please read these General Instructions carefully before completing the Request for Prequalification Questionnaire.
3. Please provide a response to **all** questions. If any question is not applicable to your organization, please mark "NOT APPLICABLE".
4. Responses are not limited to the spaces provided in the Questionnaire. Where additional space is required to record all the information requested, please include a separate sheet attached to the completed Questionnaire documents.
5. Applicants should provide the name and contact information of a Designated Contact, should the Company require clarification on any aspect of the Questionnaire response.
6. Applicants are advised that a representative from the Company may request a visit of their premises for the purposes of verifying the information recorded in the Questionnaire.
7. If any information obtained in this Questionnaire is found to be false and/or misleading the Application will be rejected. Where such a determination is made, after prequalification of the applicant, the applicant will be



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deregistered. Further, such Applicants would be debarred from any TDL business either permanently or for a fixed period of no less than five (5) years.

8. Any effort by an Applicant to influence any member of the evaluation committee shall result in the rejection of the Applicant.
9. The Questionnaire must be signed by a duly authorized officer of the Applicant's organization and affixed with the organization's stamp or seal.
10. Utilize the Prequalification Checklist to ensure that all required supporting documents are submitted.
11. The completed Questionnaire and supporting documents must be submitted in an electronic format and are to be emailed to: **tenders\_al@angostura.com**. Physical copies are to be thereafter placed in an envelope size envelope size 8 ½" x 11", addressed to:

Chief Operating Officer  
Trinidad Distillers Limited  
PO Box 62  
Port of Spain,  
Trinidad & Tobago

### **Ref: Industrial Cleaning Prequalification**

12. Electronic applications are to be submitted by **18th September 2020** no later than 16:00 (GMT -4:00)
13. Applications submitted thereafter will not be accepted.
14. The information submitted with any application will be held in strict confidentiality and will be used solely by Trinidad Distillers Limited
15. Clarifications on the Questionnaire may be sought via email to: **tenders\_al@angostura.com**
16. Applicants will be advised as to the status of their application.



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**GENERAL INFORMATION**

Company Name	
Trading Name (if applicable)	
Registered Address	
Mailing Address (if different from above)	
Telephone No.	
Fax No.	
Website	
Name of Designated Representative	
Job Title	
Cellular Telephone No.	
E-mail Address	

**TYPE OF ORGANIZATION**

Please circle the appropriate option

Public Limited Liability	Partnership
Private Limited Liability	Sole Proprietorship
Joint Venture	Other (please specify



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**PRODUCTIVE CAPABILITY/CAPACITY**

Please describe your existing equipment related to the area of industrial cleaning and sanitation.

	QTY	DESCRIPTION	OWNED/RENTED/ LEASED	CONDITION	AGE (in years)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**FINANCIAL CAPABILITY /CAPACITY**

As part of your submission kindly include certified copies of your Financial Statements or Management Accounts (preferably audited) for the last three (3) years dated no later than 2017. If Audited Financial Statements are not available, please indicate why:

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## SUPPLIER PREQUALIFICATION QUESTIONNAIRE

### ***Bankers***

Kindly list the name(s) of your company's bankers as well as provide recent Bank Letter(s) stating tenure, financial standing and credit rating.

	BANK NAME	ADDRESS	CONTACT PERSON & DETAILS
1			
2			
3			

### ***Insurance***

Kindly list the name(s) of your company's insurance providers as well a schedule outlining the categories and limits to your coverage.

	INSURER NAME & ADDRESS	TYPE OF COVERAGE	COVERAGE LIMITS/VALUE
1			
2			
3			
4			

### ***Tax & Regulatory Compliance***

Kindly provide evidence of compliance to the tax laws and regulations of Trinidad & Tobago via valid Income Tax & VAT Clearance certificates or Letter of Exemption from BIR and a NIS clearance certificate from the NIB.

### ***Going Concern/Management Confirmation***

Kindly provide certification via a Management Letter indicating that the company/business is a going concern and is not insolvent, in receivership, bankrupt or being wound up or that your business activities have not been suspended and are not the subject of legal proceedings for any of the foregoing.



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## SUPPLIER PREQUALIFICATION QUESTIONNAIRE

### **COMPANY/BUSINESS STRUCTURE**

Kindly provide a brief description of your organization and include a current organizational chart illustrating your Company's structure including any existing subsidiaries or related companies as well as key personnel. Also include copies of your Business/Company Registration documents as supplied to your local authorities.

Please provide the names and addresses of each affiliated and/or subsidiary companies and their categories of business (if applicable).

	<b>NAME</b>	<b>ADDRESS</b>	<b>BUSINESS TYPE</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			

### **PERSONNEL**

Please list key personnel and provide a detailed Curriculum Vitae for each person identified. Further please identify all manpower available for industrial cleaning & maintenance services.

	<b>NAME</b>	<b>TITLE</b>	<b>QUALIFICATIONS</b>	<b>EXPERIENCE</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				





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### **HEALTH, SAFETY ENVIRONMENT & QUALITY FOCUS**

Kindly complete the HSEQ Questionnaire located on our website and also provide details and/or copies of your following policies and relevant procedures (if applicable).

1. Health & Safety Policy/Procedures
2. Environmental Management Policy & Procedures
3. Quality Assurance System Policy/Procedures
4. Risk Management & Safety Policy and Procedures

**---END---**



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### DOCUMENT CHECKLIST

Please ensure that all required documents have been provided by ticking the relevant items

ITEM	DESCRIPTION	YES	NO
1	Details of existing plant and equipment utilized in industrial cleaning services		
2	Financial Statements for the last three (3) years (preferably audited)		
3	Banker's Letters (issued within the last three (3) months)		
4	Evidence of Insurance Coverage for your Operation		
5	Valid Income Tax Clearance Certificate or Letter of Exemption from BIR		
6	Valid VAT Clearance Certificate or Letter of Exemption from BIR		
7	Valid NIS Clearance Certificate		
8	Going Concern/Management Confirmation		
9	Brief Description of Organization		
10	Organizational Structure		
11	Certificate of Registration or Incorporation (as applicable)		
12	Company Information (Curriculum Vitae of key Human Resources)		
13	Completed HSEQ Questionnaire (Found on website in <i>Our Business &gt; Tenders</i> )		
14	Environmental Management Policy & Procedures		
15	Quality Assurance System Policy/Procedures		
16	Health & Safety Policy/Procedures		
17	Risk Management & Safety Policy and Procedures		

\*I/We certify that the above checked items have been included in our Prequalification Questionnaire Package. I/We understand that failure to provide all the required information or documents may lead to my/our exclusion from consideration for prequalification for the provision of industrial cleaning & maintenance services.

\_\_\_\_\_  
Name of Firm/Company

Company Stamp/Seal

\_\_\_\_\_  
Address of Firm/Company

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name (Block Letters)

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date (dd/mm/yyyy)