



THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

INVITATION TO PREQUALIFY (NOV 2017)

SCOPE OF SERVICE CATEGORIES

CATERING SERVICES

- On-Premise and/or Off-Premise Catering
- Menus
- Food Preparation
- Delivery
- Partial Service and/or Full Service
- Public Health Certificates
- HACCP will be an asset

VALUATION SERVICES

- RICS Registered Valuator
- Ability to undertake retro-active evaluations on private lands to assess:
 - Use and Occupation
 - Injurious Affection
 - Statutory Interest
 - Any other appropriate heads recommended by the Valuator
- Timely submission of valuation reports
- Professional testimony, if required by NGC

CUSTOMS BROKERAGE SERVICES

- Preparation of import or export documents including computation and payment of duties, taxes and other charges accruing
- Ensures items meet all the regulations, laws, packing, and other requirements that are mandated by law
- Ensures all taxes, fees and documentations are paid on time
- Submits Insurance Claims on behalf of the client where necessary
- Efficient and effective Tracking System to provide timely shipment updates/reports to the client
- Clears shipments of imported or exported goods in a cost and time effective manner
- Keeps abreast of latest rules, regulations, laws, taxes and documentation for effective clearing of goods

- Keeps abreast of technological changes in the industry
- Possess Customs Brokerage License (Level III)
- Possess light motor vehicles as required for the effective/efficient execution of duties
- Timely reporting of brokerage services provided

FREIGHT FORWARDING SERVICES

- Inbound/Outbound
- Established contractual arrangements with major air and ocean carriers
- Capability to handle trade disputes, quota issues, customs and quarantine procedures
- Ability to deal with changing trade policies
- Preparation of shipping and export documents
- Efficient and effective Tracking System
- Transportation
- Warehouse Management
- Freight consolidation
- Packaging and crating
- Visual inspection of goods received

ONSHORE SURVEYING

- Pre and Post-lay Pipeline Surveys
- Preparation of Pre and Post-lay Alignment Survey Plans
- Preparation of Cadastral Survey Plans
- Global Positioning System (GPS) Surveys

QUANTITY SURVEYING

- Budget and Estimate of Construction
- Project Cost management
- Bill of Quantities Management
- Design Change Assessments
- General Contract Management

PRINTER MAINTENANCE SERVICES

- Corrective Maintenance: Maintenance of all sixty-four (64) NGC owned Printers for a period of one (1) year based on four (4) call-outs per machine, inclusive of parts and printer consumables except toners.
- Preventative Maintenance: Maintenance to be performed in six (6) month intervals to minimize the likelihood of equipment failure.
- Adherence to NGC Environmental, Health and Safety requirements in a timely and efficient manner during the lifecycle of the contract.
- Preparation and maintenance of all service records, equipment breakdown reports and monthly fault logs during the lifecycle of the contract.
- Maintenance of next business day response time to facilitate mobilization of any required personnel and consumables except toners to complete the call-out.
- Managed print services

DISPOSAL OF RECYCLABLE/NON-HAZARDOUS WASTES

Definition: Recyclable or Non-Hazardous Waste is waste or material which does not exhibit these characteristics: ignitability, corrosivity, reactivity and toxicity.

Requirements:

- The proper removal and disposal of all recyclable or non-hazardous wastes for the company.
- All works must be performed in compliance with National Standards and the Environmental Management Authority as well as any other international standards.