

## **THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED**

### **SCOPE OF SERVICE CATEGORIES**

#### **ADVERTISING (NCR)**

- All Media

#### **BRAND MARKETING OR ADVERTISING OR INSTRUCTIONAL MATERIALS (NCR)**

- Brand Consulting
- Brand research

#### **MEDIA PLACEMENT AND FULFILLMENT (NCR)**

- To provide guidance/training for staff in the following areas:
- Guidance and support in the development and implementation of a media relations strategy and comprehensive media engagement plan
- Access to key media personnel and advice on interface
- Support and guidance with message development and delivery
- Story analysis and guidance on media response
- Media strategy and relations

#### **PHOTOCOPYING (NCR)**

- Lease/rental services medium to high volume machines
- Service and Maintenance (parts replacement)
- Consumables - Toner, fuser and other supplies not applicable

#### **EPCM CONSULTANCY SERVICES (NCR)**

- Engineering Design
- Procurement of Services / Materials
- Contract Management

### **INSURANCE SERVICES FOR STRUCTURES AND PROPERTY AND POSSESSIONS (NCR)**

- General insurance Brokerage services (Property, Motor, Marine, Liability, Accident and Group Life and Group Health Insurance)
- Insurance Broker of Good Standing for a minimum of 15-years and be a current member of the Local Insurance Brokers Association,
- Registered with the Central Bank of Trinidad & Tobago as an Insurance Broker to conduct business in all classes of General Insurance (Property, Motor, Marine, Liability, Accident and Group Life and Group Health Insurance,
- At least three (3) recommendations from recognized companies currently engaged in either Oil and Gas production and refinery, natural gas production and transportation, or downstream energy businesses such as Ammonia, Methanol, Urea, DRI or Iron and Steel Manufacturing etc,
- Must have a recognized and formal relationship with a top five (5) International and Lloyd's Insurance Broker
- Minimum of at least two employees qualified in insurance to the level of any of the following; BSc Insurance & Risk Management, MSc Insurance & Risk Management, ACII, CPCU, ARM, AIU, CII or similar internationally recognized equivalent qualification.

### **INSURANCE SERVICES FOR STRUCTURES AND PROPERTY AND POSSESSIONS – FOREIGN (NCR)**

- General Insurance Brokerage Services (Onshore/Offshore Energy Insurance, Business Interruption/Contingent Business Interruption, Property, Motor, Marine, Liability, Accident and Group Life and Group Health Insurance)
- Insurance Broker of Good Standing for a minimum of 15-years and be a current member of the regulatory body responsible for brokers in the United Kingdom.
- Registered with the regulatory body and or Association responsible in the United Kingdom as an Insurance Broker to conduct business in all classes of General Insurance (Onshore/Offshore Energy Insurance, Business Interruption/Contingent Business Interruption, Property, Motor, Marine, Liability, Accident and Group Life and Group Health Insurance)
- At least three (3) recommendations from recognized companies currently engaged in either Oil and Gas production and refinery, natural gas production and transportation, or downstream energy businesses such as Ammonia, Methanol, Urea, DRI or Iron and Steel Manufacturing etc,
- Must have a recognized and formal relationship with a top ten International and Lloyd's Insurance Broker
- Minimum of at least two employees qualified in insurance to the level of any of the following; BSc Insurance & Risk Management, MSc Insurance & Risk Management, ACII, CPCU, ARM, AIU, CII or similar internationally recognized equivalent qualification.

### **AUDIT SERVICES (NCR)**

- Part 1 Main Scope
  - Reviews of strategic, financial and operational performance and business processes
  - Information and communication technology, systems and controls reviews
  - Construction and contract management reviews
  - Root cause failure analysis
  - Security, safety and health control systems reviews
- Part 2 Specialist Area Scope
  - Forensic auditing and investigations
- 3rd Party & Core Business Contracts Compliance Reviews
  - Vendor Audits
  - Audit resource assessment
  - Internal audit quality performance assessments
- audit training/in-house workshop, audit software training and implementation

### **FOREST AND LAND REHABILITATION (LOW)**

- Re-forestation of 50 hectares of degraded forest
- Tending and maintenance
- Fire tracing
- Firewatch protection during the annual fire season
- Two forest locations

### **CLEANING AND JANITORIAL SERVICES (LOW)**

- Materials and Labour

### **PLUMBING SYSTEM MAINTENANCE OR REPAIR (LOW)**

- Pt. Lisas and environs
- La Brea
- Repairs and Maintenance
- Completion of New jobs
- Materials and Services

### **GROUNDS MAINTENANCE SERVICES (LOW)**

- Pt. Lisas and environs
- La Brea
- Grass cutting, shrub and verge trimming, tree trimming
- Removal of debris
- Cleaning of drains and grounds

### **PEST CONTROL (MEDIUM)**

- Eradication of Pests i.e. Ants, Cockroaches, Mice
- Fogging for Mosquitoes
- Spraying

### **DESIGN AND BUILD SERVICES (HIGH RISK)**

- Design and Build Architectural designs and Structural building works for new building construction. Includes masonry works, structural steel works, reinforced concrete works, wall partitions prefabricated structures.
- Design and Build Civil works for roadways, drainage systems and miscellaneous reinforced concrete works.
- Design and Build MEP works. Includes HVAC designs and installation, fire suppression works, telecommunication systems, alarm systems, electrical works (lighting and power) and plumbing works
- Design and Build for building renovation and retrofitting. Includes building finishes (tiling, painting, ceiling, windows, door), demolition works, and building upgrades.

### **SUBSEA INSPECTION WITH ROV SERVICES (HIGH RISK)**

- Diving Services- Saturation Diving, Surface Diving (Air, Mixed Gas)
- ROV Services
- Coating Inspections
- CP System Assessments
- Weldment (Material) Inspection
- Span Verification & Rectification