

THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

SCOPE OF SERVICE CATEGORIES

Supply and maintenance of commercial mats (Low Risk)

- Monthly rental and servicing of commercial/industrial grade floor mats (inclusive of branded mats) at NGC locations.
- Servicing includes monthly deep cleaning/laundrying of the mats

Washing of vehicles (Low Risk)

Services required at Point Lisas, Couva; Beachfield, Guayaguayare; Cove Industrial Estate, Tobago:

- Collection/return of vehicles
- Vehicle washing (inside and outside)
- Under-washing
- Polishing
- Buffing
- Car Detailing

Provision of accommodations and associated services (Medium Risk)

- Location: Mayaro/Guayaguayare
- Minimum number of rooms: eight (8)
- Laundry services
- Janitorial services
- Housekeeping
- Supply of meals

Supply of truck-borne water (Low Risk)

- Provision of transport, labour, and equipment to supply, deliver and fill Company water tanks with truck-borne potable water at NGC locations throughout Trinidad
- Services required on a "call out" basis and response required within 12 hours

Servicing of air purifiers (Low Risk)

- Provision of labour, tools and equipment required to service various air purifiers across NGC locations
- Supply of spare parts required to service various air purifiers across NGC locations
- Supply of new air purifier units with HEPA filters and UVC control

Supply and maintenance of doors, windows and glass panes (Micro/Minor)

- Supply of new doors (metal, wood, glass)
- Maintenance and repairs of existing manual and automatic doors (metal, wood, glass)
- Repairs and replacement of door opening/closure mechanisms, hinges, locks, lock keys, handles, frames, glass panes, and door closures

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Rental of Sanitact Bins (Low Risk)

- The Contractor must supply all transport, labour, materials and equipment for this service
- All bins must be fully automated
- Bins must be taken off-site to be deep cleaned, disinfected and deodorised
- Method Statement and Material Safety Data Sheets (MSDS) must be provided

Buildings and grounds services (lawn and ground) (Low Risk)

- Locations: La Brea; Beachfield; Cove Tobago; Point Lisas, and environs
- Fertilising and weed/insect control
- Grass cutting, shrub and verge trimming, tree trimming
- Removal of debris
- Cleaning of drains, manholes and grounds
- Equipment: brush-cutters; manlift; tractor-drawn mower; ride-on lawn mower; power-saw; ladders; transport vehicles; blowers; rakes; shovels; spades; power washers

Customs brokerage services (Low Risk)

- Preparation of import or export documents including computation and payment of duties, taxes and other charges accruing
- Must ensure items meet all the regulations; laws; packing and other requirements that are mandated by law
- Must ensure all taxes, fees and documentations are paid on time
- Must submit insurance claims on behalf of the client where necessary
- Must have efficient and effective tracking system to provide timely shipment updates/reports to the client
- Must clear shipments of imported or exported goods in a cost and time effective manner
- Must keep abreast of latest rules; regulations; laws; taxes and documentation for effective clearing of goods
- Must keep abreast of technological changes in the industry
- Must be in possession of Customs Brokerage License (Level III)
- Must be in possession of light motor vehicles as required for the effective/efficient execution of duties
- Timely reporting of brokerage services must be provided

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Freight forwarding services (Medium Risk)

- 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

General contracting services (Medium Risk)

- General civil works
- Builders works
- Building repairs and maintenance
- Small construction works
- Painting
- Plumbing
- Yard maintenance
- Fence/gate repairs and maintenance

Air duct cleaning (Medium Risk)

- Vacuum cleaning of all A/C ducts at NGC locations in Trinidad and Tobago
- Cleaning of all dirty ceiling tiles and A/C supply and return vents
- Provision of all labour; equipment; tools and transport to perform cleaning services and post clean-up activities

Uninterruptible Power Supply (UPS) Services (Medium Risk)

- Supply and maintenance of Uninterruptible Power Supply Systems
- Servicing of the following sizes and brands of UPS:
 - Size: 3 to 50 KVA units
 - Brands: Mitsubishi; Toshiba; Pulsector; Athena; Computer Power Inc; Eaton
- Supply of spare parts
- Call out labour services

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SCOPE OF SERVICE CATEGORIES

Waste management services – disposal of sewage (Medium Risk)

- Removal and disposal of sewage from sewer pits at NGC locations
- Emptying and cleaning of kitchen grease traps
- Equipment: sewage trucks; sewage removal pumps; hoses; power washers; spades; crow bars

Manned security guard services (Medium Risk)

The role of the security providers will be:

- Protection of life and property and the provision of physical security at all facilities owned by the NGC Group of Companies
- Prevention of internal and external crime
- Protection of employees
- Protection of visitors and customers
- Prevention and minimisation of loss
- Enforcement of established safety policies and procedures
- General physical security function
- Utilising K9's; Static Security Officers; Foot and Mobile Patrol services

Labour supply (skilled / semi-skilled) (Medium Risk)

- Skilled: experienced and qualified workers, for example: HSE Consultants; Document Controllers; Industrial Labourers; Administrators; Project Managers; Inventory Personnel; CAD Technicians etc.
- Semi-Skilled: - Technicians; Drivers; Administrative Assistants; etc
- Unskilled: Labourers etc.

Crisis Management and Emergency Response Awareness Sessions and International Certification (Incident Command Systems (ICS 100, 200, 300 and 400)) (NCR)

- **The Incident Command System, or ICS**, is a standardised, on-scene, all-risk, incident management concept. ICS is the result of decades of lessons learned in the organisation and management of emergency incidents.
- Meet the needs of incidents of any kind or size
- Be usable for routine events or complex emergency incidents
- Allow personnel from a variety of agencies to meld rapidly into a common management structure
- Provide logistical and administrative support to ensure that operational staff can meet incident objectives
- Be cost effective by avoiding duplication of efforts

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SCOPE OF SERVICE CATEGORIES

Information Technology Broadcasting and Telecommunications (NCR)

- Assess existing phone system and design a new phone system using modern technology factoring in business requirements
- Deliver and implement new phone system according to agreed design
- Transition business from existing phone system to new phone system with minimal disruption

Backup and Disaster Recovery Services for IT System (NCR)

- Manage service to provide on-site and off-site backups of all IT systems
- Manage service to provide replication of IT systems to a disaster recovery site
- Manage service to provide disaster recovery site services
- Manage services to facilitate restoration of data or systems as required

Cyber Security – Vulnerability Assessments, Penetration Testing for NGC/NGC Group Process Control Network (SCADA and DCS) (NCR)

- Identify, rank, and report vulnerabilities that, if exploited, may result in an intentional or unintentional compromise of a system
- Evaluate NGC Group's security posture using simulated attacks to identify and exploit vulnerabilities, using manual techniques supported by automated tools

Network security or virtual private network (VPN) management software (NCR)

- Assess the internal/external vulnerability of IT infrastructure
- Inventory of assets:
 - Identify the threats to those assets
 - Identify the vulnerabilities that might be exploited by the threats
 - Identify the impacts that losses of confidentiality, integrity and availability may have on the assets

Non-Destructive Testing – Static Equipment (High Risk)

- Non-destructive techniques required for data collection on static assets specifically tanks, vessels, piping and structural equipment

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SCOPE OF SERVICE CATEGORIES

Emergency Medical Response and Ground Ambulance Services (High Risk)

- Operation in accordance with Ambulance Services and Emergency Medical Personnel Act, 2009
- Fully equipped Emergency Medical Response Vehicles/Ground Ambulance
- Emergency Medical Technician—Basic (EMT—B) as the minimum technician requirement
- Basic Life Support as the minimum ground ambulance services requirement
- Service to all locations i.e., facilities; project sites, ports etc. of The NGC Group of Companies

Maintenance of current CCTV systems (High Risk)

- Systems Include: IP-based camera systems; CCTV systems; Intrusion Detection Systems; electronic turnstiles; gates and barriers; access control systems
- Services required are:
 - Design, engineering and testing services
 - System integration services
 - Procurement and supply of systems and materials
 - Installation and commissioning services
 - On-going system maintenance

Air quality testing (High Risk)

- Ambient air quality surveying
- Stack release emissions sampling/calculation
- Laboratory Data Analysis and Reporting

Water quality testing (High Risk)

- Water Quality Sampling
- Laboratory Data Analysis and Reporting

Vegetation Right of Way (ROW) control (High Risk)

- Cleaning /clearing of ROW
- Grass cutting
- Clearing of drains and obstructions
- Restoration of ROW surfaces (grading, backfilling, restoration of gullied or washed-out areas on ROW)

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SCOPE OF SERVICE CATEGORIES

Industrial Hygiene (High Risk)

- Quantitative occupational exposure assessments to chemical, biological, radiological and physical hazards, such as:
 - Industrial Air Quality (IAQ) pollutants
 - Asbestos, lead, benzene, arsenic etc. (chemical sampling and analysis of hazardous chemicals)
 - Moulds, fungi and bacteria
 - Formaldehyde and other aldehydes
 - Acid gases/caustics
 - Volatile Organic Compounds and solvents
 - Metals
 - Noise
 - Sars-CoV-2 (COVID-19) (surface testing) – when available
 - Total and respirable particulates
 - Aerosols, fumes and mists
 - Light
 - Radiation such as radiofrequency non-ionizing and ionizing radiation but not limited to these
 - Heat
 - Vibration
- Preparation of Chemical Hygiene Plans and laboratory safety and biological safety risk assessments, which should include, but not be limited to:
 - Materials present, used and/or produced in a job process
 - The potential for Industrial Hygiene stressors
 - Chemical reactions/interactions in processing system or during handling and storage
- Ventilation testing, evaluations, and certifications
- Respiratory protection fit testing and training
- Confined space testing
- Ergonomic/Human Factors Assessments with recommendations
- Conduct of or provision of advice on Human Health Risk Assessments
- Review of related accident/incident reports, operating procedures and work activities
- Survey and investigations of employee complaints
- Odour problem detection and resolution

NB: HSE Risk Tier –

- High Risk (Mandatory STOW TT Certification)
- Medium Risk
- Low Risk
- No Certification Required (NCR)

For further information contact: vendormanagement@ngc.co.tt