

NGC Group

Vendor Forum 2020

27th October, 2020

AGENDA

TOPIC	PRESENTERS	PORTFOLIO	TIME
Safety Moment	Annisa Bisnath	Occupational Health Nurse, NGC	9:00 am - 9:05 am
Opening Remarks	Mark Loquan	Supply Chain Management Champion, The NGC Group of Companies	9:06 am - 9:16 am
Journey to HSSE Excellence	Camilla Arjoonsingh	Manager, H.S.S.E National Energy	9:17 am - 9:27 am
Importance of Vendor Registration	Zareen Mohammed	Manager, Corporate Services, PPGPL	9:28 am - 9:38 am
Local Content Management System	Priya Marajh	Vice President, Advocacy and Member Engagement, Energy Chamber of Trinidad & Tobago	9:39 am - 9:49 am
NGC Group Local Content Mandate	Kurt Scotland	Senior Manager, Supply Chain Management (Ag.), NGC	9:50 am - 10:00 am
B R E A K			10:01 am - 10:15 am
Benefits of Long Term Relationships	Nadia Shaheed	Procurement and Contracts Officer, PPGPL	10:16 am - 10:26 am
Insurances, ACH and Payment Process	Ricardo Lewis	Senior Manager, Risk and Insurance Finance & Information Management, NGC	10:27 am - 10:37 am
Upcoming Projects	Cheryl Ramsamooj	Assistant Manager, Finance & Accounting, National Energy	10:38 am - 10:48 am
Q & A			10:49 am - 11:29 am
Vote of Thanks	Wendy Seow	General Manager, LABIDCO	11:30 am - 11:35 am

Fostering Relationships for a Sustainable Future



THE NGC GROUP OF COMPANIES



Guidelines for Contractors/Vendors

Safety Isn't Expensive, It's Priceless

Annisa Bisnath, Occupational Health Nurse - NGC



Guidelines for Contractors/Vendors

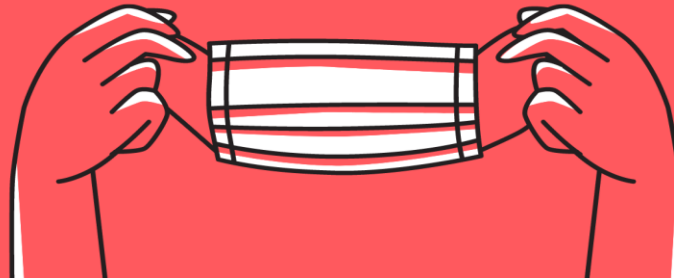
PRECAUTIONARY PRINCIPLE

When it comes to worker safety, we should be driven by the ‘precautionary principle’ that **reasonable steps to reduce risk should NOT await scientific certainty** about the nature of the hazard or risk.



ENTRY REQUIREMENTS

COVID-19 SAFETY PROCEDURES



ENTRY REQUIREMENTS



YOU MUST:

1. Complete [Online Health Screening Questionnaire](#) 48 hours prior to entry. This is valid for 14 days.
2. [Wear a Mask](#) upon entry and throughout your stay.



ENTRY REQUIREMENTS



Temperature checked upon arrival -
Once the reading is over 37.5 degrees Celsius you will not be allowed to enter.



THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED



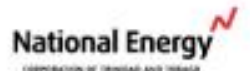
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National Gas Limited



NGC ONE
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National Energy
CORPORATION OF TRINIDAD AND TOBAGO

DISCLAIMER

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Journey to Health, Safety, Security and Environment (HSSE) Excellence

Camilla Arjoonsingh, Manager H.S.S.E., National Energy



Who We Are

NGC GROUP 2020 MILESTONE ACHIEVEMENTS

- ❑ The American Chamber of Commerce of Trinidad and Tobago (AMCHAM T&T) has recognised the NGC Group's efforts to keep business going during the COVID-19 pandemic with three prestigious awards, announced during its annual HSSE Conference, which happened virtually last week:
 - ❑ Out of 18 submissions, the NGC Group won the first BCP Planning and Surviving the Pandemic Award, in the large category of the Energy and Manufacturing Sector.
 - ❑ National Energy received the BCP Planning and Surviving the Pandemic Award for the small-medium category of the Energy and Manufacturing Sector. This was a BCP award for the Towage Operations.
 - ❑ National Energy was also awarded most Outstanding OSH/Environmental Project in the small-medium category.



Who We Are

NGC GROUP 2020 MILESTONE ACHIEVEMENTS

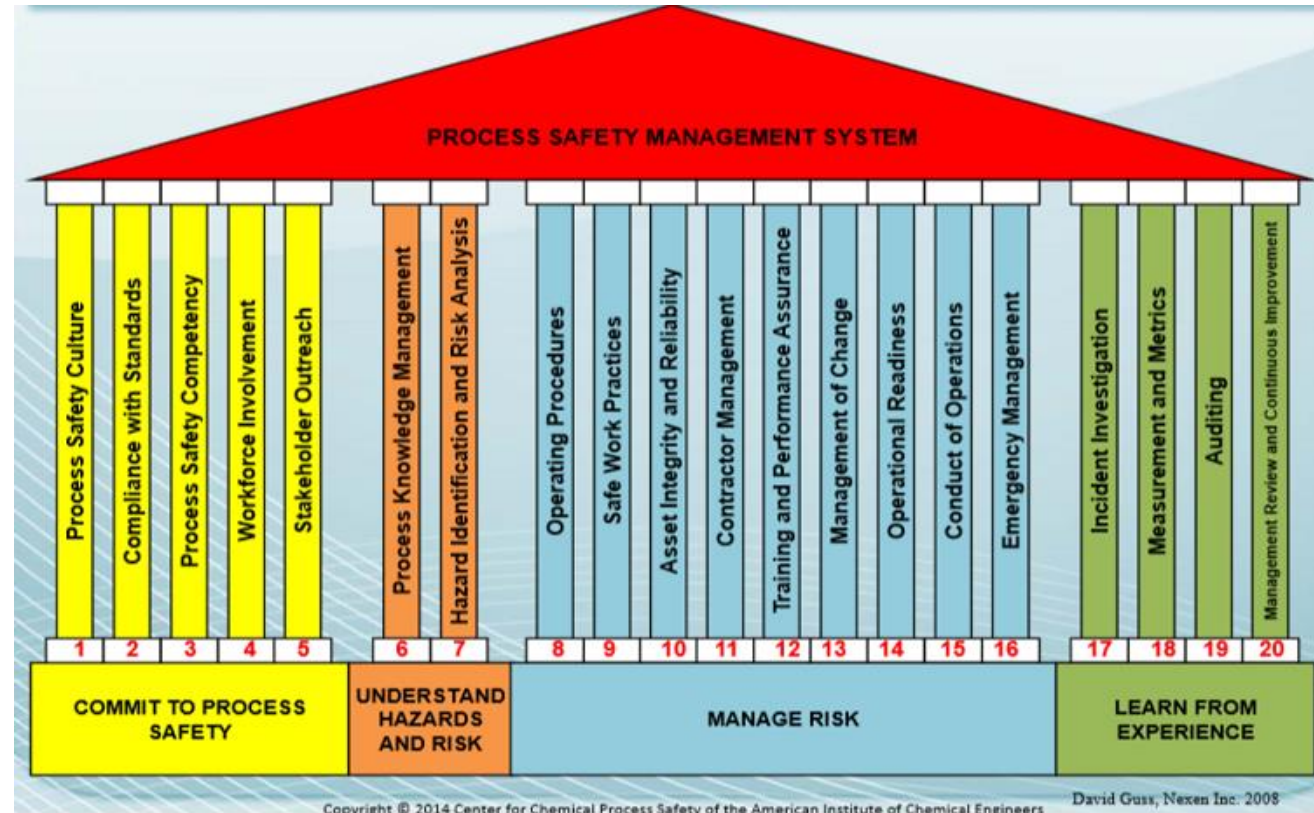
- ❑ PPGPL's 18th International 1st Place award recognized at the 2020 GPA Midstream Convention for its outstanding safety record.
- ❑ Phoenix Park Energy Marketing Limited (PPEML) first safety award- Canadian Pacific CP Rail Road 2019 Safe Shipper Award recognized in 2020 for transporting a minimum of 500 carloads of hazardous material with zero non accidental releases



Where are we going?

PROCESS SAFETY

- Life Saving Rules (LSR) and Process Safety Fundamentals (PSF)
- Group AIM (ISO 55001)
- Group PSM (CCPS)
- Group metrics and improvement strategies



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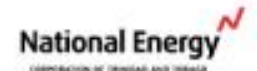
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Trinidad and Tobago Gas Limited



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National Energy
CORPORATION OF TRINIDAD AND TOBAGO

Where are we going?

ENVIRONMENT

❑ Climate Change Mitigation Project

- ❑ Partner with UTT on Climate Change research (MOU to be signed soon)
- ❑ Group GHG Audit and develop country specific GHG emissions factor for Natural Gas

❑ Sustainability Reporting

- ❑ Adoption of Global Reporting Initiative (GRI) 300: Environmental Standards

❑ Group Sustainable Energy – Strategic collaborative approach for NGC Group of Companies initiatives pursuing the green agenda – RE Investments, influencing the local landscape.

❑ Super ESCO Project - selected light industrial and commercial customers with the aim of accelerating the implementation of energy efficiency measures across these users, and provide valuable lessons for expansion of the programme to other sectors.



Where are we going?

HEALTH

- ❑ Comprehensive program for anticipating, recognizing, assessing and controlling occupational health exposures
 - ❑ Building the inhouse competencies in industrial hygiene
- ❑ Linking of the medical surveillance to the exposure profiles
- ❑ Targeted wellness initiatives based on trends from medicals
- ❑ Improving emergency medical protocols for remote sites (Beachfield, Port of Galeota, UIE)



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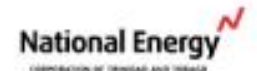
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Where are we going?

SECURITY

- ❑ Adoption of ISO 22301 – Societal Security and Business Continuity Management Systems
- ❑ Greater reliance on technology to manage vulnerabilities (focused approach to the security convergence with IT)
- ❑ Common security ICT platform to allow for greater coverage and response
- ❑ Build competence and capabilities in cybersecurity



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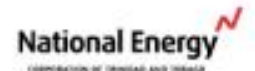
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National Energy
a subsidiary of Trinidad and Tobago

How will we get there?

TOGETHER WE ASPIRE; TOGETHER WE ACHIEVE HSSE EXCELLENCE

- ❑ Closing the Gap:
 - ❑ Audits – Quality of HSSE Management Systems
 - ❑ Walk-downs – Implementation of Control of Work
 - ❑ One-on-ones – Coaching and advice
 - ❑ HSSE Forums – Training and Feedback on Performance Monitoring





Importance of Vendor Registration

Zareen Mohammed, Manager Corporate Services - PPGPL



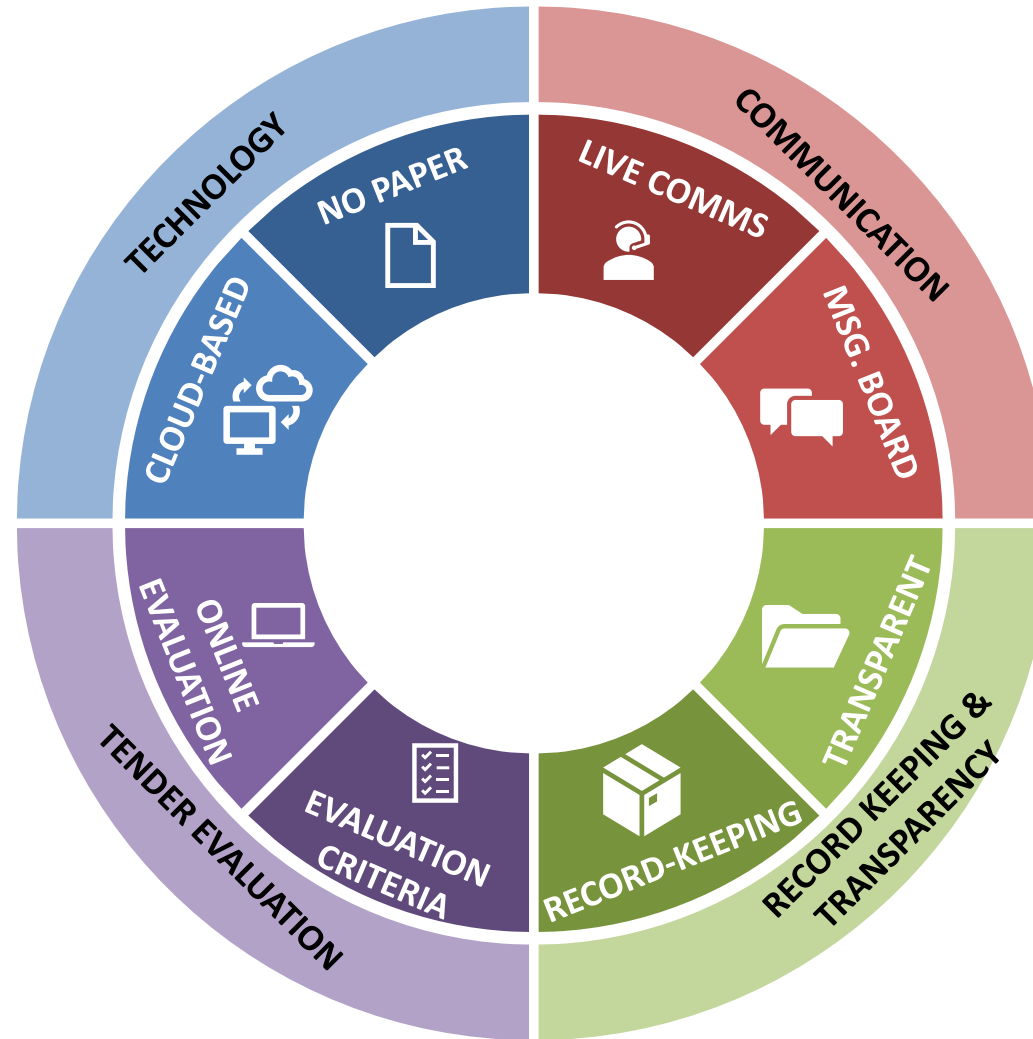
SAP Ariba Benefits

TECHNOLOGY

Cloud-based online sourcing & tendering (no longer a paper-based process).

TENDER EVALUATION

Online Tender Evaluations in alignment with tender evaluation criteria identified



COMMUNICATION

Live communication with NGC Group contracts & procurement team via SAP Ariba msg board

RECORD KEEPING & FULL TRANSPARENCY

All records of the bids submitted, communications between vendors & NGC Group and evaluations are stored on SAP Ariba

Pre-Qualification

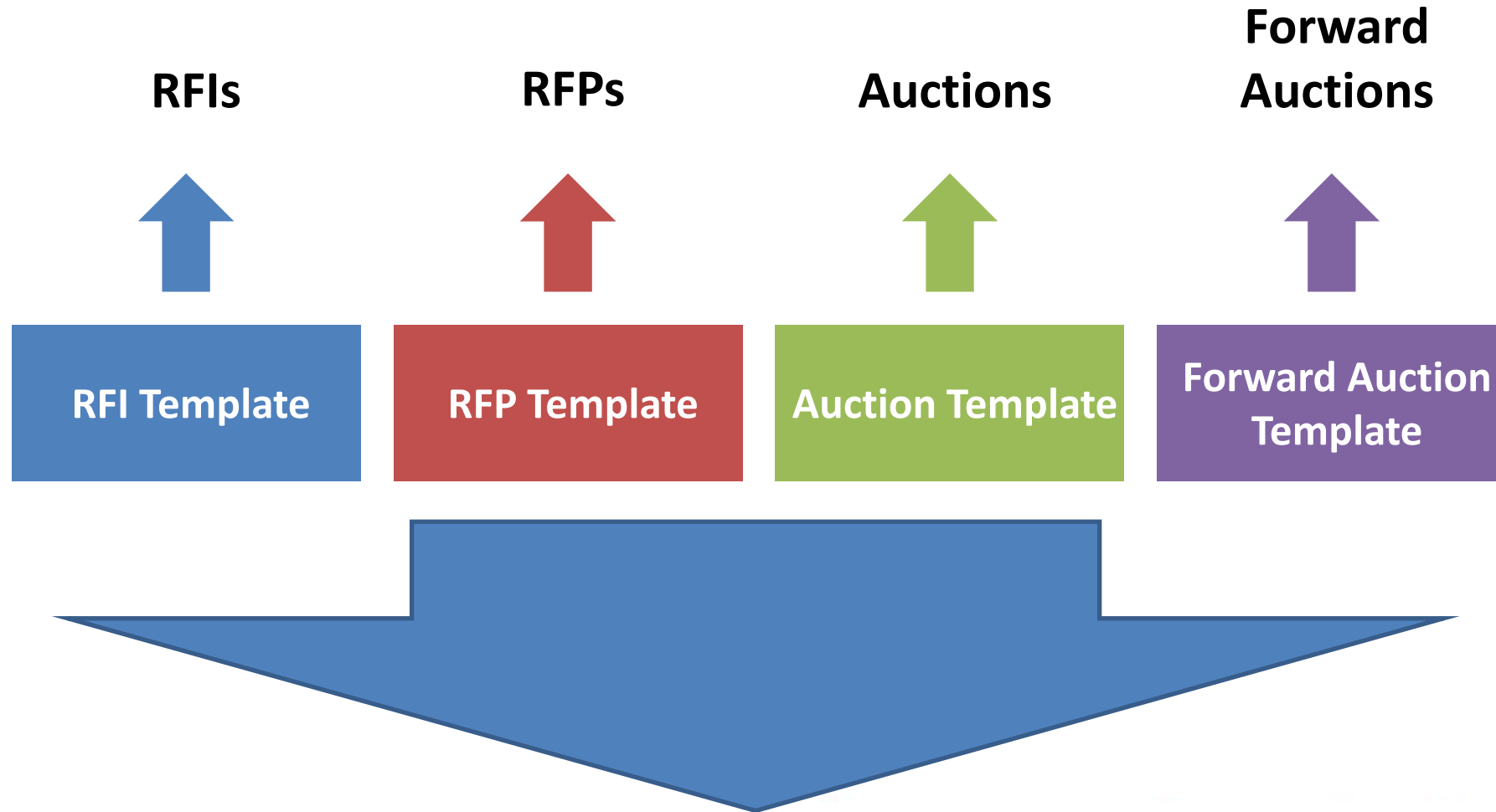
- ✓ Online process start to finish
- ✓ Vendor request can be sent inviting supplier to pre-qualify
- ✓ Vendor request, registration & pre-qualification online with area to attach documents
- ✓ NGC Group Vendor Management Team conducts review
- ✓ NGC Group Vendor Management Team sends notification to evaluation c'tee who conducts review online
- ✓ Vendor notified of pre-qualification, ability to amend info. on system



Pre-qualification is now simpler and easier for suppliers to navigate, making satisfying requests faster!



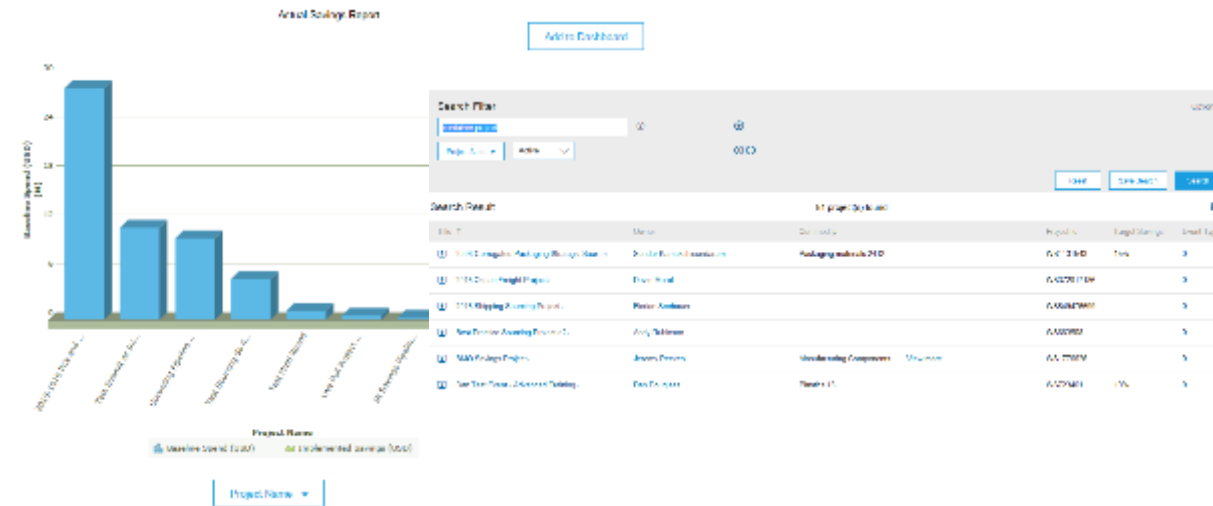
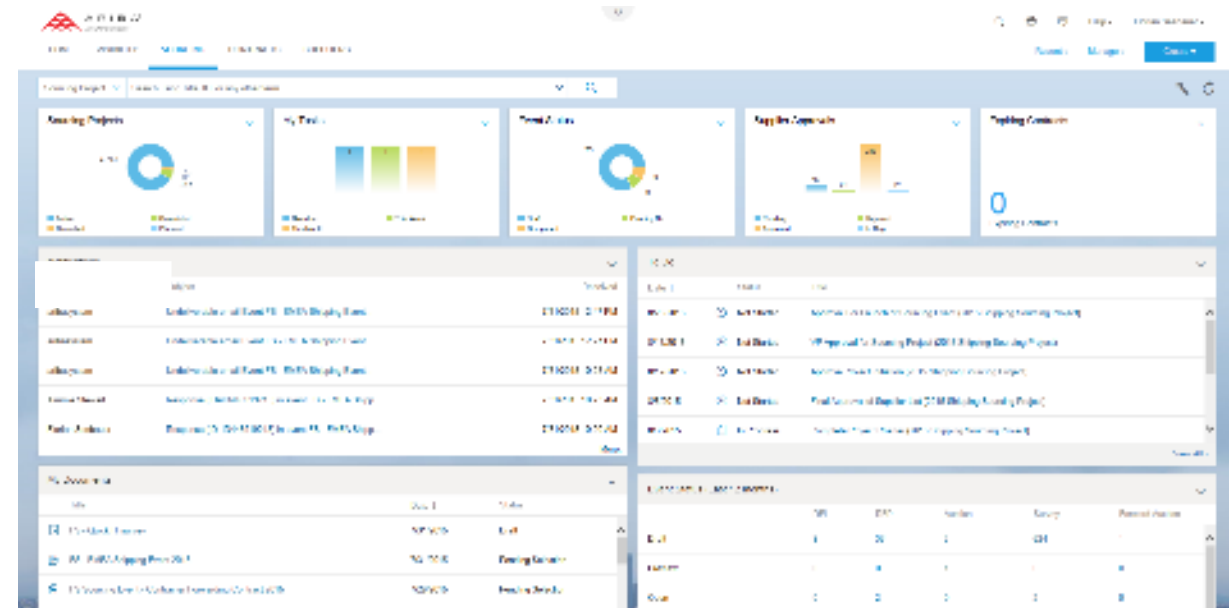
SAP Ariba Terminology- Templates/Events/Projects/Requests



Templates contain rules that are unique to the event type

SAP Ariba Sourcing

- **Modern Dashboards**
- **Powerful universal search**
- **Sourcing Program & Category Management**
 - Sourcing project management with the ability to embed best practice sourcing processes, include collaborators
 - Inherent integration of projects with follow-on activities (such as RFX, contracts)
- **RFX and Auction Management**
 - Electronic, template-based event support for RFI, RFP, RFQ
 - Comprehensive automated and team scoring features, comparison reporting
 - Multiple auction type support (Reverse, Index, Transformation, Total Cost, NPV, Forward, Dutch) with patented rules to drive best market results
 - Flexible Total Cost Modeling
- **Integrated Customer Support, Sourcing support desk, Event Day Management and BPC expertise services**



2 Types of Sourcing Projects

QUICK PROJECT

- Online bid event to solicit information or pricing from participants
- RFI, RFP, Auction, Forward Auction
- Can be a 'document' within a Full Project

FULL PROJECT

- Shared workspace to collaborate with others to achieve one or more objectives within a specific time frame
- Participants complete tasks and create/edit/share data and important information
- Usually contains a quick project



Sourcing Project Template

Request for Proposal

Project Template

Status: Active

Version: v1

Exit

Sourcing Project

Overview

Conditions

Properties

Actions

Tasks

Actions

Name: Request for Proposal ⓘ

Description: Use this RFP to create a questionnaire with sections, questions, requirements, and/or line items to collect pricing information, and/or qualify suppliers, possibly for an auction. Buyers can weigh and grade supplier responses, and create an overall score for each supplier. Supplier responses are not revealed to other suppliers. ⓘ

Version: v1

ID: SYS0207 ⓘ

Owner: aribasystem ⓘ

Process Status: ⓘ

Base Language: English

Approval for Event Publish * ⓘ (none)

Review for Team Grading ⓘ (none)

* Indicates required task

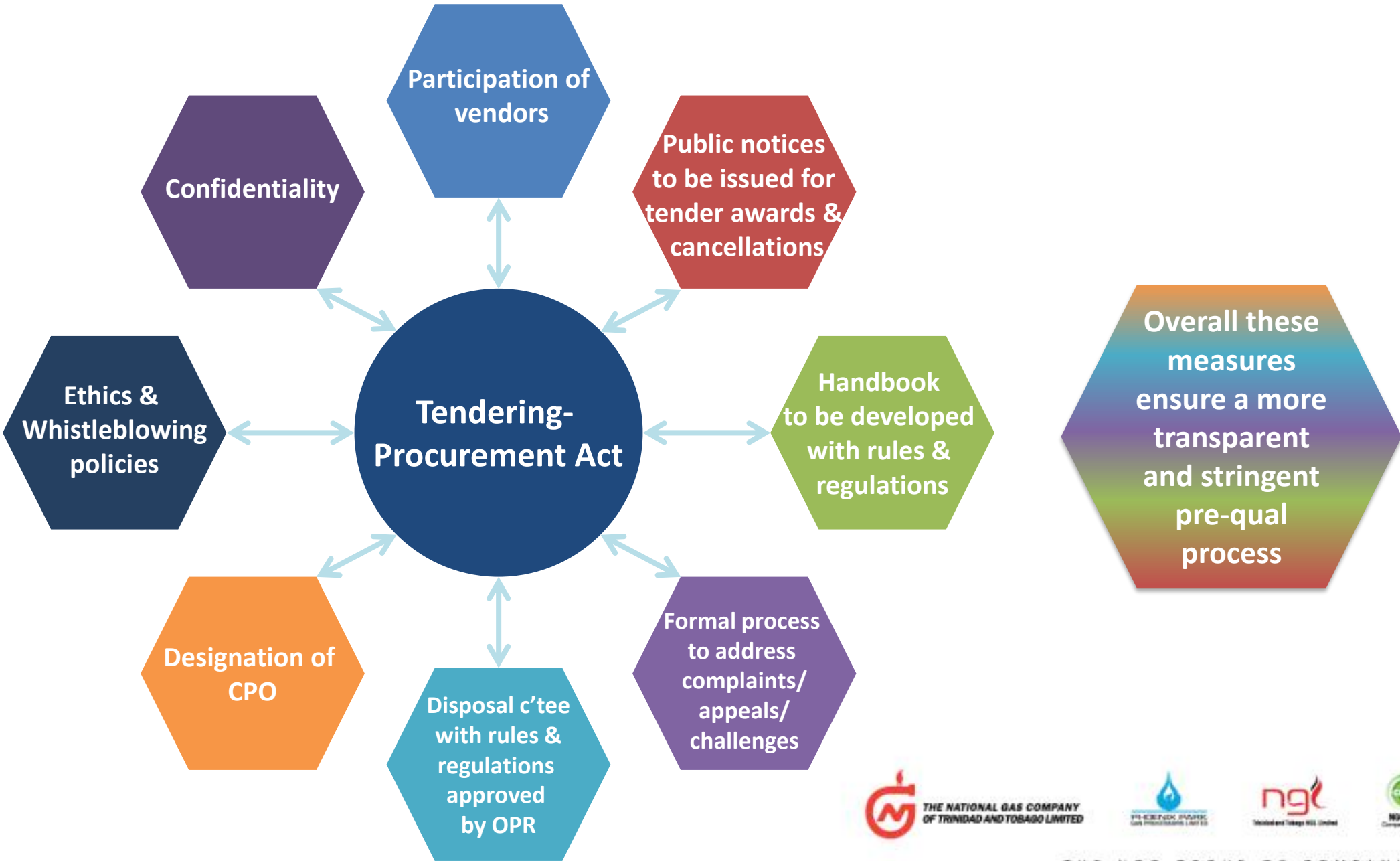
Documents

Request for Proposal ⓘ (none)

Event Template



Procurement Act- Tendering



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NGC Support of the Energy Chamber Local Content Management System

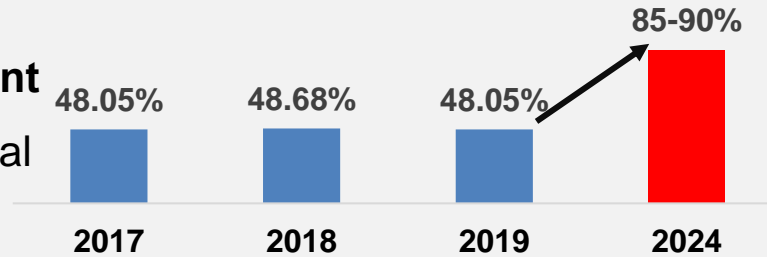
Kurt Scotland, Senior Manager Supply Chain Management (Ag.)



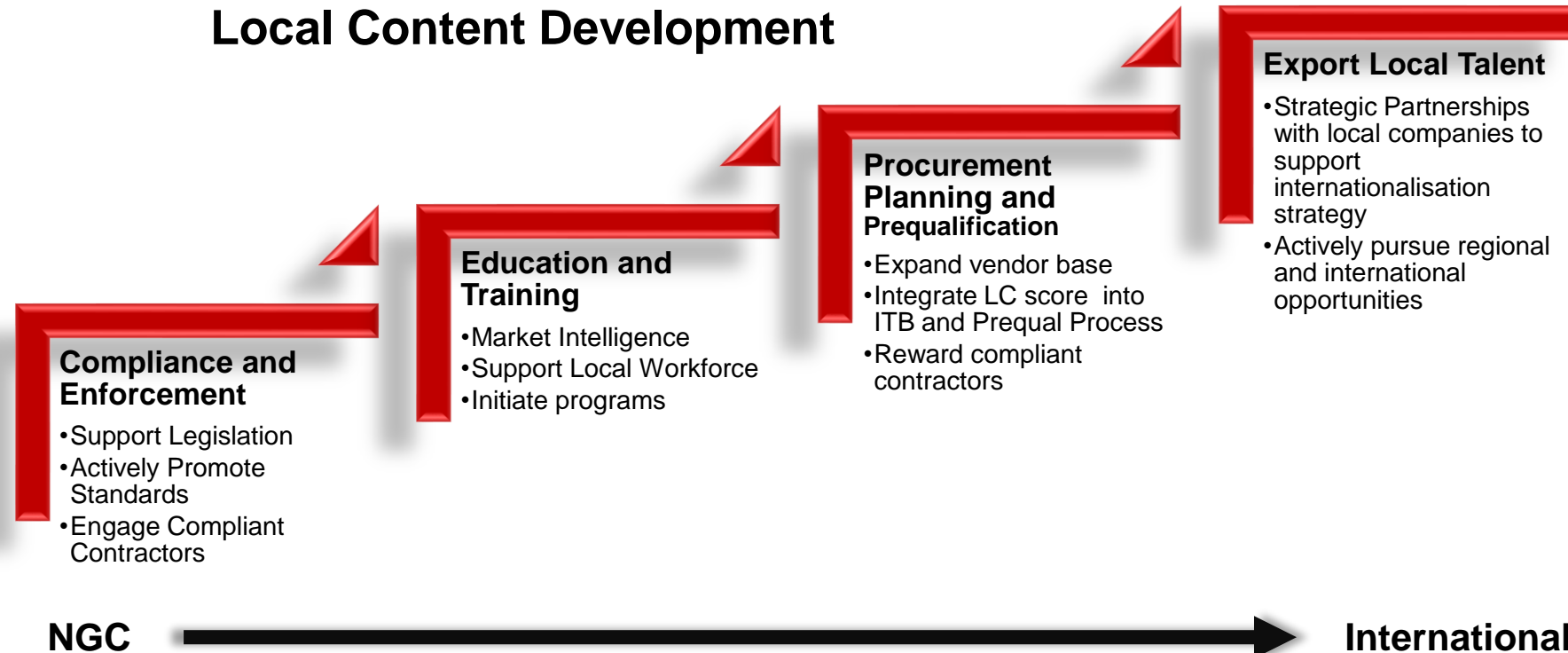
Shape the Energy Sector

NGC's Local Content

Overall % Local



Local Content Development



NGC Local Content Policy Objectives

- To encourage the utilization of responsible procurement to direct the company's resources to entities that will provide maximum benefit to the country and its citizens
- To provide broad guidelines meant to guide or assist various stakeholders in taking prudent decisions in the implementation of Local Content Development principles
- To encourage financial empowerment through preferred selection for engagement of local enterprise, individuals and small businesses that are willing to undertake Local Content Development initiatives
- To establish a mechanism to set targets to measure the contractor's willingness to promote the usage of local goods and services
- To promote the development of local capability through education, skills and expertise development
- To maximize the benefits of revenue generation by optimizing the use of local expertise, goods and services, job creation for people and businesses



Integration to NGC's Prequalification and ITB Process

In support of the new LCMS system launched by the Energy Chamber, NGC will be adopting the following steps:

- Issuance of correspondence to the contractor community of NGC's commitment to the development of Local Content in alignment with the Energy Chamber initiatives
- Modification of the prequalification questionnaire and ITB to include a stipulation that vendors/contractors provide evidence of registration on the LCMS portal
- Modification of our scoring mechanism to include points for the registration on the LCMS portal
- First Stage will include Registration (evidence that the contractor has registered on the LCMS) that will end in First Quarter 2021
- Second Phase will be the modification of the prequalification/ITB questionnaire to request Local Content Score that will be factored in to overall weighting of contract score during evaluation
- This element will form part of the Contractor development plans



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NGC ONE
ENERGY CENTRE



COOPERATIVE OF TRINIDAD AND TOBAGO



Benefits of Long-Term Relationships

Nadia Shaheed, Procurement and Contracts Officer - PPGPL



Master Services Agreement (MSA)

Definition –

A Master Service Agreement (MSA) is a contract reached between the parties that sets out the terms of engagement for future work. It is an outline of the process of requesting, contracting and paying for work that has not yet been determined. An MSA will set out most but not all terms between the parties. Its purpose is to speed up and simplify the process of agreeing future contracts, by setting the framework under which such contracts shall be entered without the need to negotiate a new contract from scratch each time.

[Source: https://hjsolicitors.co.uk/article/what-is-a-master-services-agreement/](https://hjsolicitors.co.uk/article/what-is-a-master-services-agreement/)



Typical Items Covered by an MSA

- Contractor's General Obligations
- Assignment and Subcontracting
- Defects Correction
- Variations
- Force Majeure
- Terms of Payment – Invoicing Procedures
- Indemnities
- Insurance by Contractor
- Ethics and Confidentiality
- Completion of the works
- Termination of the works
- Audit
- Liens
- Schedule of Rates and Prices
- Call-off Procedure General
- HSSE Requirements (STOW)
- QA/QC requirements
- Scope of Services per Category



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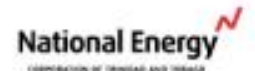
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National Gas Limited



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National Energy
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Contractors' Rates Submission

What does it include - The Contractor's rates submitted as part of the MSA exercise shall be fully inclusive of all costs incurred by the Contractor for complying with all the terms and conditions of the MSA.

Schedule of Rates and Prices

Labour Rate Build-Up Example

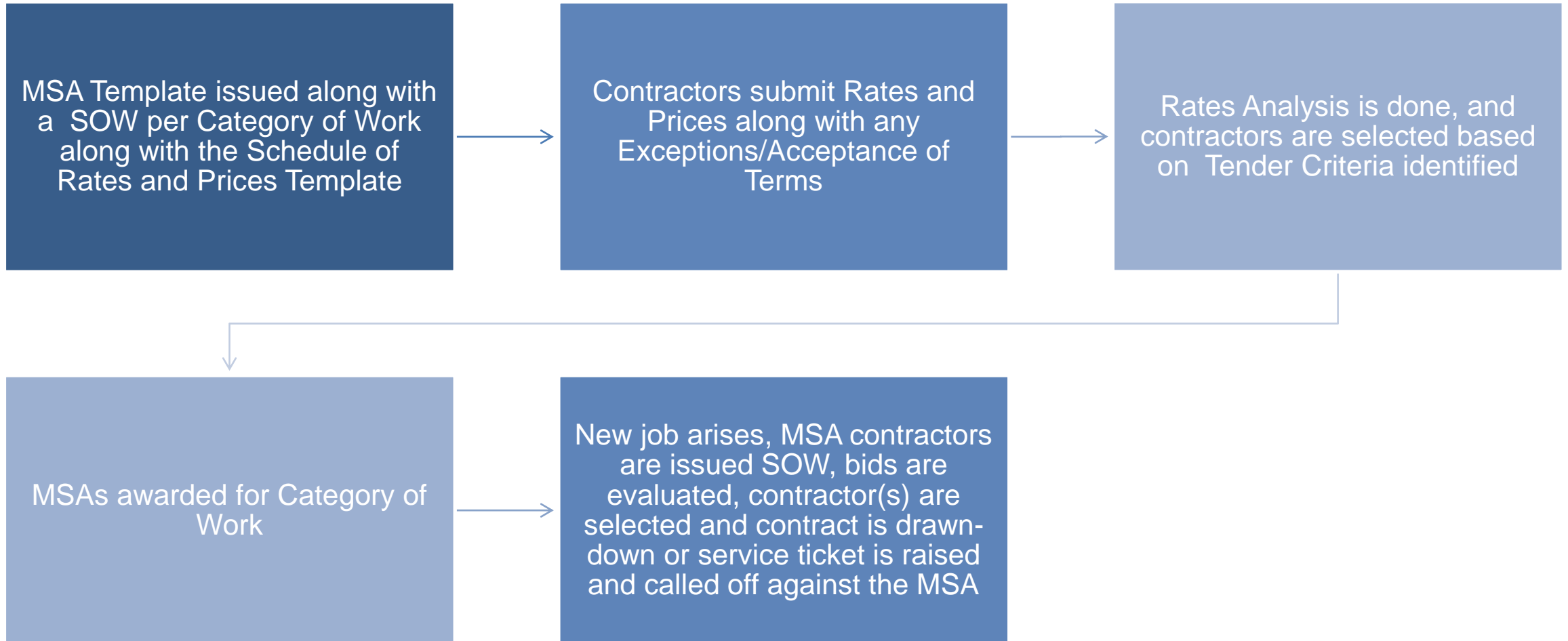
SKILLSET/DISCIPLINE	1. BARE BASE RATE/HR	2. OVERHEADS (STATUTORY-NIS)	3. OVERHEADS (COMPANY OVERHEADS - ADMIN, INSURANCE, HUMAN RESOURCING ETC.)	4. PROFIT	5. CHARGE-OUT RATE. STRAIGHT TIME	OT FIRST 4 HRS - RATE/HR	OT SECOND 4 HOURS - RATE/HR
SCAFFOLDER					0		
RIGGER					0		
PAINTER					0		
WELDER					0		

Schedule of Rates and Prices

Equipment Rate Build-up Example

MATERIALS & EQUIPMENT	Total Quoted rate/ daily	Total Quoted rate/ hour- STAND-BY (30%)	Total Quoted rate/ monthly	Total Quoted rate/ monthly STAND-BY (30%)	OWNER of Equipment
1600 CFM IND. Air Compressor					
900 CFM IND. Air Compressor					
750 CFM IND. Air Compressor					
600 CFM IND. Air Compressor					
375 CFM IND. Air Compressor					
185 CFM IND. Air Compressor					
10,000 PSI H.P. Pump					
3,000 PSI H.P. Pump					
1,500 PSI H.P. Pump					
Steam Cleaning Machine					
Welding Machine					
Cutting set					
Grinder					
Cold Cutting Saw					
Fire Hoses					
Suction & Delivery Hoses					
Water Blasting Hoses					
Air Lines					
Full Face Air Masks					
Sandblasting Pots					

Process Flow of MSA Exercise



Potential MSA Scopes (Categories of Work)

- Engineering Services
- Labour Services
- Transportation Services
- NDE Services
- Electrical Services
- Scaffolding Services
- HSE Services
- Surveying Services
- Drafting Services
- AC Maintenance Services
- Fabric Maintenance
- Welding and Fabrication



Benefits To The Contractor

- Long Term Contract, for example two –three years with agreed terms and conditions
- Saves time in the tender and negotiation process and money spent on administrative expenses to tender for works
- Improves resource coordination, allocation and pool of competent skillsets
- Fosters long term relationships between Client and Contractor
- Reduction in mobilization time as a contractor holding the MSA would be ready to execute the works upon request





Accounts Payable (AP)

How can the Vendor partner with NGC AP to ensure
Timely Payment of Vendor Invoices?

Ricardo Lewis, Senior Manager Risk and Insurance - NGC



What can a Vendor do to contribute to Timely Payment?

1. Do not commence any work or supply of goods without a valid Purchase Order / SCA. Tender rules make allowance for emergencies under specific conditions. PO must be done 3 days after an emergency. Without a PO / SCA, NGC is not obligated to pay you.
2. Prepare and date invoices only when goods have been delivered or service provided, unless it is an Advance. We will be monitoring dates.
3. Vendor must state PO number on invoice. It is this number that connects everything on our Procure to Pay Process.
4. Ensure other content is correct, example VAT rate and \$\$, VAT number, unit price, quantity, currency, banking details etc.



What can a Vendor do to contribute to Timely Payment?

5. Accounts Payables processing is fully Digital. Send your invoices via email to:
accounts.payablehelpdesk@ngc.co.tt

You can copy your NGC liaison if you wish. Do NOT send hard copy invoices.

6. Send via AP Helpdesk supplier statements by 5 working days after month end. Prefer in Excel.

7. Send queries to Accounts Payables Helpdesk. You can escalate to Assistant Accountant, then Accountant, then Manager, if required.

8. Respond to queries from our Helpdesk promptly.

N.B. Vendors are key stakeholders in the operations of NGC and partner with us to achieve our objectives.

NGC understands the need to pay suppliers On Time.

NGC is COMMITTED to paying suppliers On Time.





Paying Invoices via the ACH System / Electronic Funds Transfer



What is payment via ACH ?

ACH transfers are a way to move money between accounts at different banks electronically. They enable you to send or receive money conveniently and securely.

ACH Electronic Fund Transfers (**EFT**) have many uses and can be more cost-efficient and user-friendly than writing cheques or **paying** with a credit or debit card.

NGC in its Digitization process has gone full ACH.

This means very soon, as early as 1st January 2021, NGC will no longer be making payments to their vendors via cheque.

It also means that by the 1st January 2021, to do business with NGC as an approved vendor, you must have your ACH information provided to NGC's Vendor Management Division in order to be able to receive payments from us.

Due to improving the efficiencies in payments and the COVID-19 Pandemic, all efforts are being put in place to avoid direct contact, so e-invoicing, e-tender and **e-payment (EFT)** are some of the areas the NGC Group of Companies have implemented.



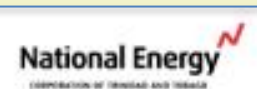
What is required from the vendor to implement ACH successfully?

1. Complete the NGC ACH Form (See Sample Form)

- On the NGC ACH form the following areas are important:
 - Wire Instruction information
 - Email address for NGC to send the payment / remittance information on the invoices paid
- The email address is used to communicate to the Vendor that an EFT payment from NGC is being processed. The vendor should provide a company email address and not a personal email address of an employee of your company
- Once completed, the ACH form should be signed and stamped by your bankers and returned to NGC

completion. See reverse side for additional instructions and signature input.

PRIVACY STATEMENT	
This information will be used by The National Gas Company of Trinidad and Tobago Ltd. and its subsidiaries to transmit payment data, by electronic means to the vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the ACH Payment System.	
PAYEE/VENDOR INFORMATION (Block Letters Only)	
Company Name: <input type="text"/>	SIN No.: <input type="text"/>
Registered Office Address (as on company registry certificate): <input type="text"/> (street) <input type="text"/> (city) <input type="text"/> (country) <input type="text"/> (zip-code)	VAT Registration Number: <input type="text"/> IDDP: <input type="text"/> School Registration Number (when applicable): <input type="text"/>
Business or Operating Address: <input type="text"/> (street) <input type="text"/> (city) <input type="text"/> (country) <input type="text"/> (zip-code) CEO/Director: <input type="text"/> Email: <input type="text"/> Telephone Number: Fax Number: Cell Number: <input type="text"/> <input type="text"/> <input type="text"/>	Postal Address: <input type="text"/> (street) <input type="text"/> (city) <input type="text"/> (country) <input type="text"/> (zip-code) Sales Manager: <input type="text"/> Email: <input type="text"/> Telephone Number: Fax Number: Cell Number: <input type="text"/> <input type="text"/> <input type="text"/>
Preferred Address (choose one): <input type="radio"/> Registered Office <input type="radio"/> Business or Operating <input type="radio"/> Postal	
FINANCIAL INSTITUTION INFORMATION (Block Letters Only; To be completed by bank)	
Bankers: <input type="text"/>	Swift Code: Routing #: <input type="text"/> <input type="text"/>
Address: <input type="text"/> (street) <input type="text"/> (city) <input type="text"/> (country) <input type="text"/> (zip-code) <input type="text"/> (Telephone Number)	IBAN #: Bank Account Number: <input type="text"/> <input type="text"/> Account Holder Name: <input type="text"/> Type of Account (choose one): <input type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Other
Bank Stamp: <input type="text"/>	Bank Official Signature: <input type="text"/>



Other ways vendors can assist NGC in making their payments efficient

1. NGC is making it mandatory that all invoices (E-Invoices) from Vendors **must** have their business approved bank wire instruction information on the invoices submitted
 - This will aid in confirming what is on NGC's respective vendor records as we process the invoice for payment
 - If there are differences in banking instructions, this will be an additional line of control for NGC to be able to detect any fraud or error
 - As a result of the above, NGC's Vendor Management Division will conduct its due diligence to confirm if the difference is an approved change of the vendor's bank wire instructions
2. If you want to receive payments via wire/ACH, please send us a formal letter on the company's letterhead indicating the change of instructions. The letter should be signed by approved signatories of the company
3. If you have different currency bank accounts e.g. TTD & USD, please ensure you complete two ACH forms; one for each currency
4. Lastly, please ensure your invoices are complete i.e.
 - VAT Registration #
 - Invoice number clearly identified
 - Vatable and Non-Vatable item listed
 - VAT rate identified
 - VAT is payable on USD invoices - to show the exchange rate the business will be using to pay the TTD VAT to GORTT



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Reasons Why Business Owners Need General Liability Insurance



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EFFICIENT PACIFIC
GAS PROCESSORS LIMITED



Trinidad and Tobago NGL Limited



NGC CNG
Company Limited



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THE NGC GROUP OF COMPANIES

Different Types of Business Insurance

- Workmen's Compensation Insurance
- Third Party Liability Insurance
- Commercial Property Insurance
- Business Income / Business Interruption Insurance
- Professional Liability Insurance
- Technology Liability / Data Breach Insurance
- Commercial Umbrella Insurance
- Commercial Automobile Liability Insurance
- Insurance for Marine Risks



Also - **Performance bonds** are usually required for projects such as building a bridge; a new building or for road construction etc. The performance bond **protects against a contractor failing to deliver the work as specified in the contract.**



The NGC Group is committed to informing contractors of the insurance requirements early in the contract or bid process. This accomplishes two goals.

First, it eliminates any questions that the bidder may have about the nature of the required insurance.

Second, the bidder has the opportunity to forward the forms to its insurer or agent for approval before the bid is submitted, thus eliminating delay or the submission of unacceptable insurance documents after the contract or bid is awarded.



Businesses need insurance because it helps cover the costs associated with property damage and liability claims. Without **business insurance**, **business owners** may have to pay out-of-pocket for costly damages and legal claims against their company.





Upcoming Operational Projects

Cheryl Ramsamooj, Assistant Manager Finance and Accounting – National Energy



National Energy Corporation of Trinidad and Tobago Limited and La Brea Industrial Development Company Proposed Projects for 2021

Savonetta Piers

- 1 Replacement of cathodic protection system (CP) 13
- 2 Replacement of High Voltage Equipment 14
- 3 Replacement of quick release hooks and capstan assembly 15
- 4 Replacement of HVAC units and repairs to the Control Room 16
- 5 Repairs to concrete spalling to underdeck of platform
- 6 Replacement of Marine cone fenders
- 7 Replacement of gangway
- 8 Restoration of sheet piles at SP2

Vessels/Tug Mooring Facility

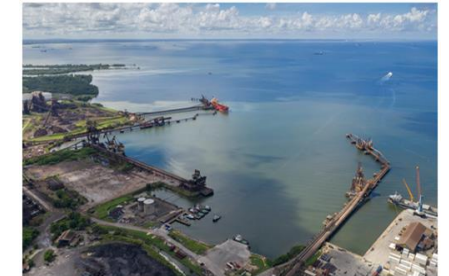
- 9 Dry Docking and Major Maintenance
- 10 Sheet pile repairs at Tug Mooring Facility

Port of Galeota

- 11 Development works at Port (building/facilities repairs, paving)
- 12 Maintenance dredging of harbour

Port Of Brighton

- Electrical Upgrade at Port
- Paving and drainage works
- Maintenance dredging of harbour
- Fender repair/replacement



THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED



AMERICAN DIGITAL
TECHNOLOGIES LLC



ngc
CORPORATION OF TRINIDAD AND TOBAGO



ngc one
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National Energy
CORPORATION OF TRINIDAD AND TOBAGO

Phoenix Park Gas Processors Limited

Proposed Projects for 2021

Major Maintenance

- 1 Fabric Maintenance and Piping Replacement
- 2 Facility Turnaround
- 3 Gas Plant 2 Shutdown
- 4 Turbine-451A Engine Changeout
- 5 Air Cooler-501 Replacement
- 6 Firewater Engines Inspection and Repairs
- 7 Condenser Fan Repairs
- 8 Vapour Compressor Overhauls
- 9 Dock 1 Fender and Bearing Replacement
- 10 Refurbishment of Dock 1 and Dock 2 Ladders
- 11 Control Valve Maintenance
- 12 Motor Maintenance

Engineering Projects

- 1 Dock 2 Shoreline Remediation Works
- 2 RTW Heater Integration Piping Modifications

