

DOMINICA ELECTRICITY SERVICES LIMITED

**Requests for Proposals for The Supply of
Lubricating Oils for the Diesel Engine Driven
Generating Units.**

SEPTEMBER 2024

TABLE OF CONTENTS

1	INTRODUCTION AND OBJECTIVES.....	3
1.1	INTENT OF THIS DOCUMENT	3
1.2	CORPORATE BACKGROUND.....	3
2	DESCRIPTION OF PRODUCTS AND SERVICES REQUIRED	5
	PRODUCTS AND QUANTITIES	5
2.1	LUBRICANT QUANTITY	5
2.2	Lube Oil Deliveries	5
2.3	Associated Services	
2.4	ON ISLAND LUBRICANT STORAGE	6
2.5	LUBRICANT QUALITY	6
2.6	HEALTH, SAFETY AND ENVIRONMENTAL POLICIES AND PROCEDURES.....	6
2.7	PRICING.....	7
2.8	STAFFING AND TENDERER'S PROFILE	7
3	DETERMINATION OF QUANTITY AND QUALITY	7
3.1	QUANTITY	8
3.2	QUALITY	8
3.3	TERMS OF PAYMENT	9
4	VENDOR INSTRUCTIONS.....	9
4.1	CONTACT PERSON	9
4.2	SUBMISSION OF TENDERS	9
4.3	EVALUATION SCHEDULE	10
5	PROCEDURE FOR AWARDING CONTRACT	10
5.1	BID EVALUATIONS	10
6	APPENDICES.....	11
6.1	APPENDIX 1 PRODUCT SPECIFICATIONS AND TEST METHODS.....	11
6.2	APPENDIX 2 JOB HAZARD ANALYSIS FORM.....	12
6.3	APPENDIX HEALTH SAFETY & ENVIRONMENT QULAIFICATION FORM.....	18

1 INTRODUCTION AND OBJECTIVES

1.1 Intent of this Document

Proposals are invited for the supply of the requisite quantities of lubricating oils from suitably qualified Tenderers, for a period of two years, commencing by November 2024. The product to be supplied is a critical operational fluid, used to produce electricity by The Dominica Electricity Services Limited at the Fond Cole and Sugar Loaf power plants. Detailed specifications of the product are provided in **Appendix 1** of this document.

Tenderers are at liberty to append further details deemed desirable to the Tender Documents. Such details shall not be binding upon the Dominica Electricity Services Limited.

1.2 Corporate Background

The Dominica Electricity Services Limited, hereinafter called the Buyer, is an investor-owned, vertically integrated electric utility, which supplies electricity to the island of Dominica. The Buyer operates diesel generating units at the Fond Cole Power Station in Fond Cole which is part of the greater Roseau area (Roseau and environs), and at the Sugar Loaf Power Station near the Portsmouth area in the north of the island.

The average annual consumption by these two power stations over the past three (3) years is indicated in Table 1 below.

Table 1

TYPE	AVERAGE ANNUAL USAGE (past 3 years)
High speed gen sets	188 UK Drums (10,340 IGs)
Medium speed gen sets	360 UK Drums (19,800 IGs)

The electricity requirements of The Commonwealth of Dominica are not only supplied by the production from the diesel plants at Fond Cole and Sugar Loaf power stations, but also from the hydro power stations in the Roseau Valley. As these hydro plants are ‘run of the river’ plants, their production depends largely on the amount of water flowing in the Roseau River. During periods of high river flow, the production from the diesel units will normally be reduced, thus affecting the lube oil consumption.

2 DESCRIPTION OF PRODUCTS AND SERVICES REQUIRED

PRODUCTS AND QUANTITIES

2.1 Lube Oil Supply Quantity

The product supplied shall be for the exclusive use and consumption by the Buyer in its generating units as set out above (Section 1.2).

The projected total annual quantity of lube oil to be supplied is detailed in Table 3.

Table 3

YEAR	PROJECTED CONSUMPTION	
	HIGH SPEED	MEDIUM SPEED
2024 (to Dec)	56 UK Drums (3,080 IGs)	120 UK Drums (6,600 IGs)
2025	220 UK Drums (12,100 IGs)	450 UK Drums (24,750 IGs)
2026	100 UK Drums (5,500 IGs)	170 UK Drums (9,350 IGs)

The above figures represent reasonable estimates of requirements from the date of the commencement of the contract in late 2024 to the date of the end of the contract in late 2026. However, these estimates may vary substantially, in case of changes in equipment or operations by the Buyer, variations in electricity demand in general, and variations in the annual rainfall in the catchment areas of the Roseau River.

Additionally, the Government of the Commonwealth of Dominica is advanced in the planning and development of a geothermal power plant in Dominica, to supply energy to the electricity grid operated by the Buyer. Based on our discussions with the government entities involved in the establishment of the geothermal power plant, we anticipate that date for the commencement of full commercial operations of this plant will be sometime in early 2026. When the plant comes on stream, there will be a significant reduction in the quantity of lube oil required by the Buyer on a normal basis. The projected lube oil usage over the term of the agreement is indicated in Table 3 above. The Buyer will, at all times, use its best efforts to provide adequate notice to the Tenderer of any changes in the projected annual supply volumes.

2.2 Lube Oil Deliveries

The successful Tenderer, herein after called the Supplier, shall deliver lube oil to the Buyer's stores facilities, located at Fond Cole. The Buyer will monitor the quantities of lube oil on compound on a monthly basis, prepare orders for lube oil and send them to the Supplier.

The Buyer requires the Supplier to deliver the quantity of lube oil ordered, within 2 weeks of the requested delivery date as agreed upon. The Supplier shall be responsible for the delivery process, from source, until the product is received at the Buyer's Stores facility in Fond Cole.

The product shall be delivered to the Buyer via 55 UK gallon drums, or US equivalent.

2.3 Associated Services

The Supplier shall provide the following supporting services at no additional cost:

- a. Lube oil Testing
 - i. Monthly testing of the lube oil in service (in the engines/auxiliary equipment). Inclusive of all logistics support (sample containers, documentation, shipping etc.) to get the samples to the testing locations
 - ii. Analyses of tests, including recommendations corrective actions for adverse findings etc.
- b. New Supplier Oil Change Out
 - i. Change out of previous supplier's oil (if different) to new supplier's oil, based on operating hours and nearness to time for oil change of a particular engine/equipment.

2.4 On Island Lube Oil Storage

The successful Tenderer shall be required to maintain on island, and for the sole use of the buyer, an equivalent **minimum** of storage of:

- a. **For 2025** - 55 UK Drums for High-Speed Engine Oil, and 113 UK Drums for Medium-Speed Engine Oil
- b. **For 2026** - 25 UK Drums for High Speed Engine Oil, and 43 UK Drums for Medium Speed Engine Oil

These quantities represent approximately three (3) months of storage for each type of lube oil. This is critical for an island utility with respect to the maintenance of lube oil supply security for the nation in the event of any major issues/threats.

2.5 Lube Oil Quality

The quality of lube oil to be sold and delivered hereunder shall conform to the specifications set out in **Appendix 1**. The standard test methods, or equivalent, that are to be used to verify conformation to the product quality are also set out in **Appendix 1**.

The successful Tenderer (the Supplier) shall submit to the Buyer, certificates of quality for each shipment of each type of lube oil received from the manufacturer, as well as

certificates of quality for lube oil in the Supplier's on island storage system, if different from above. This is to verify that the product conforms to the agreed specifications as stated in Appendix 1.

The Supplier shall provide the Buyer with details regarding sourcing and delivery of the lube oil that will be purchased by the Buyer. A secondary source and method of delivery shall also be provided, in the event that the primary source and/or method of delivery are interrupted. The Tenderer shall inform the Buyer of any change in source of product prior to delivery.

2.6 Health, Safety and Environmental Policies and Procedures

Throughout this tender process, and in the event of a successful award, the tenderer shall comply with the Buyer's Safety, Health and Environmental policies and procedures. The tenderer is therefore required to:

2.5.1 Comply with all aspects of the Buyer's Contractor Work Safety Procedures. The aspects relevant to this tender process are as per the forms in Appendices 2 and 3.

2.5.2 provide the Buyer with an outline of the Tenderer's Safety and Environmental policies and procedures. This will include but is not limited to policies and procedures used to mitigate oil spills associated with the transport and delivery of lube oil via trucks to the Buyer's Storage location.

2.7 Pricing

The Buyer intends that a fixed per unit price for the various types of lube offered, will be maintained throughout the duration of the contract. Said pricing to be inclusive of:

- a. All associated services as outlined in section 2.5 above.
- b. All activities and costs associated with delivering the product from source to the Buyer's facility as stated above

Government taxes and VAT are excluded for the purpose of the tender evaluation but would be passed on to the Buyer for the purpose of invoicing the Buyer.

2.8 Staffing and Tenderer's Profile

The Tenderer must satisfy the following requirements:

2.7.1 Experience

- a. A company which has been a lube oil supplier for at least fifteen consecutive years.
- b. A company which has been a lube oil supplier for less than fifteen consecutive years, but which is the subsidiary of a company which itself has been a fuel supplier for at least fifteen consecutive years. In such a case the parent company must be a party to the contract.

2.7.2 Incorporation

- a. A company which is duly incorporated in the Commonwealth of Dominica at the time of award.

2.7.3 The Tenderer shall provide the Buyer with details regarding its product liability insurance with a reputable insurer in an amount no less than One Million United States Dollars (US\$1,000,000) and post a performance bond in an amount to be specified by the Buyer to cover non-product quality related breaches of the contract.

2.7.4 The Tenderer shall provide the Buyer with details regarding the Tenderer's staffing that will be used to administer the contract.

2.7.5 The Tenderer shall provide the Buyer with a profile of the Tenderer's Company including organizational chart, financial strength and technical capabilities.

3 DETERMINATION OF QUANTITY AND QUALITY

3.1 Quantity

The unit of measure of the lube oil will be imperial gallons, and quality specified at the agreed standard of 145 cSt @ 40°C.

3.2 Quality

The Buyer shall have the right to decline any delivery or part delivery of the product not meeting such specifications as in Appendix 1.

3.3 Terms of Payment

3.3.1 Invoicing to be submitted monthly for product delivered

3.3.2 Payment will become due net 60 days after receipt of invoice for product delivered in the previous month.

4 **VENDOR INSTRUCTIONS**

4.1 **CONTACT PERSON**

Any further information required for this request for proposal may be obtained from:

**Dave Stamp – Generation Manager
C/o Dominica Electricity Services
18 Castle Street
Roseau
Commonwealth Of Dominica**

(767) 255-6170 or (dave.stamp@domlec.dm)

4.2 SUBMISSION OF TENDERS: Tenders must be submitted as follows:

4.2.1 **Physical Delivery**

In duplicate, in sealed envelopes marked on the outside **LUBRICANT SUPPLY TENDER** and bearing the name and address of the Tenderer. Both duplicates are to be placed in an envelope, sealed and the outer envelope addressed to:

**The Generation Manager
C/o Dominica Electricity Services
18 Castle Street
Roseau
Commonwealth Of Dominica**

The outer envelope shall also be marked on the outside **LUBRICANT SUPPLY TENDER**. No markings indicating the name/address of the Tenderer shall be placed on the outer envelope.

4.2.2 **Electronic Delivery**

Emails to be captioned **LUBRICANT SUPPLY TENDER** and addressed to dave.stamp@domlec.dm .

All tenders must be delivered by 4:00 p.m. October 17th, 2024.

4.3 EVALUATION SCHEDULE

4.3.1 Tender Opening

The tender opening shall take place either virtually or in person at **the Buyer's office on Castle Street, Roseau, Dominica**. Representatives of the Companies, which have submitted tenders, are invited to attend the tender opening and will be informed prior of the date, time and method.

5 PROCEDURE FOR AWARDING CONTRACT

5.1 Bid Evaluations

The Buyer may make such investigations as it deems necessary to determine the qualification and ability of the Tenderer to carry out the supply, and the Tenderer shall furnish to the Buyer all such information and data required for this purpose.

The Buyer reserves the right to not accept the lowest or any tender.

If the parties are unable to conclude negotiations for a contract within three months of the award the Buyer reserves the right to select the next most eligible bid or to go back out to public tender.

6 APPENDICES

6.1 Appendix 1

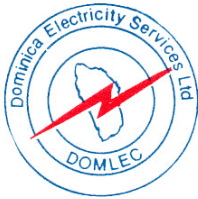
6.1.1 SAE 40

6.1.2 SAE 15W -40

Product Specifications

BN: 12 -15 for medium speed generators

BN: 9 - 11 for high-speed generators



6.2 Appendix 2

Contractor Job Hazard Analysis Sheet

SITE / LOCATION	TASK/ACTIVITY	DATE:
PREPARED BY:	REVIEWED BY:	CONTACT PERSON:

Job Hazard Analysis / Job Safety Analysis

Assess the Risk

What can go **Wrong** or cause **Harm**? What are the things that can Negatively Impact the work? What are the Materials being used? Are there Electrical, Chemical, Gravitational or Explosive hazards? What Equipment is being used? What Personnel Protective Equipment is being used? What Process is being used? Are there any Safety Barriers?

Risk Reduction

Analyze the job and identify all the Potential Hazards. Determine the Risk Reduction Measure(s) used to reduce the risk. Implement the risk reduction measure. (Process, procedure, equipment, barriers) Communicate the risk reduction measure(s) to persons, including the contact person.

Things to consider while working safe

Please tick (✓) in the check box to make the relevant selection.

Environment Hazards		Equipment Being Used		Specific Testing for Safety
Excessive Noise	Chemical Exposure	Hand Tools	Powered Tools	Gas Testing (Air quality)
Poor Lighting	Sharp Edges	Air Tools	Hoses	Voltage testing
Poor Ventilation	Uneven Terrain	Scaffolding	Ladders	Pressure Test (air, water, oil, etc)
Overhead work	Lifting loads	Aerial Device	Lifting Equipment	Other Testing:
Pinch Points	Weather	Chemicals	Special Equipment	
Foot Injuries	Energy Sources	Special Conditions for Safety Admin Controls (Signage) Equipment Inspections Permits		
Buried Services	Heated Surfaces			

Skilled Contractors on Site	
	Welders
	Civil
	Equipment Operator
	Safety Person
	Other:

Other:

Personnel Protective Equipment Required	
Eyewear	Goggles (welder etc.)
Face Shields	Fire Retardant Clothes
Hard Hat	Gloves
Safety Harness	Safety Shoes
Hearing Protection	Protective Clothing
High Visibility Vest	Other:

Immediate Hazards	
Electrical Contact	Confined space
Welding	Falling from Height
1Excavation	Heated Area
Feces	Pedestrian traffic
Moisture / Water	Vehicular traffic
Other:	

Note: DOMLEC employees have been given the authority to stop any contractor who is working on behalf of DOMLEC or on DOMLEC sites from working unsafely. Contractors are to adhere to their instruction and when in doubt contact the contact person

Environmental Hazards section

This section attempts to capture the surroundings which negatively impact the work at hand. DOMLEC expects that with each associated selection there is a corresponding action taken to minimize the effect of the hazard and ensure the work is completed safely.

Equipment Being Used section

Briefly captures the various types of equipment being used to complete the work. In addition, the equipment must be checked prior to use to ensure it is fit for use and is used as instructed by its standard operating procedure or Material Safety Data Sheet. Moreover, DOMLEC requires that persons are competent or licensed to operate the equipment.

Skilled Contractors on Site section

This section is used to indicate that contractors with specialized skills would be on site. This includes but is not limited to crane operators, electricians etc. When such persons are working on behalf of the contractor it is encouraged that those persons are qualified and certified (includes licensed) to conduct the work as proof of their competency. Safety persons can be dedicated observers who may not be certified, however, it is also expected that those persons are made aware of their responsibility and role regarding safety.

Special Conditions for Safety section

This section highlights the intent to use special processes to moderate the hazards. Administrative Controls are either a safe method (process) or methods of communication to persons to ensure the work is being conducted safely. This includes but not limited to use of permits, unique workflow, caution signs/tape, communication to DOMLEC employees and/or third parties etc.

Special Testing for Safety section

This section highlights any pretests which would be conducted to ensure the work site is safe to conduct work. Gas testing (air quality) identifies any hazardous gases or unsafe atmospheric conditions, voltage testing indicates if unacceptable voltages are present and pressure testing identifies if force is present in the work area caused by an agent.

Personnel Protective Equipment (PPE) Required section

This section indicates the various PPE which will be worn by each contractor to address the hazards associated with the worksite. DOMLEC expects that contractors always wear their respective PPE and that it is also fit for use.

Immediate Hazards

This section attempts to capture the hazards most associated with the work site. These hazards are prevalent and most noticeable. DOMLEC expects that measures be put in place to address these hazards to ensure a safe worksite.

Each job or operation consists of a series of tasks/steps. Be sure to list the steps associated with the job

and the potential hazard with each step. For each hazard identify and document the risk reduction measure used to ensure the work is done safely. Note, a task can have more than one (1) hazards, and a hazard can have more than one (1) risk reduction measure.

Job Steps / Tasks	Potential Hazards	Risk Reduction Measures

Environmental Hazard Analysis / Environmental Risk Analysis

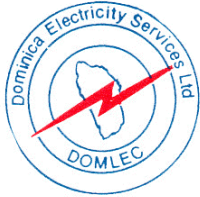
Assess the Risk of how are you impacting the environment? What are the types of waste as a result of your work? What are the Chemicals being used? Are there any discharges into the environment?

Risk Reduction DOMLEC expects that contractors leave the worksite free from hazards and in a safe and environmentally friendly manner. In addition, the disposal of waste generated from the work be done in accordance to law, best practice or in an environmentally friendly manner. Also document the method of disposal in the Risk Reduction section

Job Steps / Tasks	AIR IMPACTS		NOISE	WATER QUALITY	Waste		OTHER	Risk Reduction
	PARTICULATES	COMBUSTION GASES			SOLID WASTE	LIQUID WASTE		

Please indicate in the appropriate section below

6.3 Appendix 3



Health Safety and Environment (HSE) Qualification Form

Emera Inc. and its subsidiaries (Emera) are committed to providing a safe and healthy workplace for its employees, contractor personnel, subcontractor personnel, vendors and the general public, and seeks to ensure work activities are conducted in an environmentally responsible manner.

Safety and Health performance is a major criterion utilized in the selection of contractors performing work on behalf of Emera. Awarding of contracts will not only be on grounds of price and technical ability, but also on a bidder's safety and health performance and ability to carry out the work safely and without risk to health, safety or environment.

All Bids will be evaluated based on the Bidder's ability to satisfy the safety standards and requirements of Emera, and any applicable law, regulation or standard. The information provided in the Bidder Health; Safety & Environment (HSE) Qualification Form will be used by Emera to determine each Bidder's eligibility to be considered for further evaluation.

1.0 Bidder Information

Company Name:	Company Address:	
Total # of employees expected to work on this job:	Telephone:	Fax:
Email Address:		
Company's Main Activities:		

2.0 Bidder Health and Safety Program Information:

* Section 2.0 is to be completed in its entirety. Failure to answer any questions will lead to the rejection of the bid.

2.1.0	Health and Safety Policies	Yes	No
2.1.1	Does your company have a written health and safety policy that is signed by senior management?		
2.1.2	Does the health and safety policy clearly outline management's commitment to cooperate with the occupational health and safety committee and workers in the workplace in carrying out their collective responsibility for occupational health and safety?		
2.1.3	Does the health and safety policy outline the respective responsibilities of the employer, supervisors, the occupational health and safety committee and workers in carrying out their collective responsibility for occupational health and safety?		
2.1.4	Is the health and safety policy communicated to all employees and posted in the workplace?		
2.2.0	Hazard Recognition, Evaluation and Control	Yes	No
2.2.1	Does your company have a formal process/procedure for the recognition, evaluation and control of hazards in the workplace?		
2.2.2	Does your company have a risk assessment process to evaluate identified hazards and their control measures?		
2.2.3	Does your company's health and safety program require the prompt reporting of hazardous practices and/or conditions at the worksite?		
2.2.4	Does your company conduct Job Hazard Assessments and Risk Assessments (Tailboard Talks or equivalent processes)?		
2.2.5	Are hazards prioritized?		
2.2.6	Is there a list of identified critical tasks?		
2.2.7	Does your company have documented safe work procedures for the work activities performed by your company?		
2.2.8	Is there a preventative maintenance program for facilities, tools, equipment and vehicles?		
2.3.0	Personal Protective Equipment (PPE)	Yes	No
2.3.1	Does your company have a policy or specific rules with respect to the use of PPE?		
2.3.2	Does your company have a formal process addressing the selection, use, care and maintenance requirements for PPE?		
2.3.3	Does your company have a process for identifying PPE requirements and for providing that equipment to workers?		
2.3.4	Are employees provided instruction and training in the proper use and care of PPE?		
2.4.0	Inspections	Yes	No
2.4.1	Does your company have schedules for regular workplace inspections by management and OHS committee members?		
2.4.2	Is there a process to track deficiencies to ensure they are corrected in the prescribed timeframe?		

2.4.3	Does senior management review or participate in the inspection process?		
2.4.4	Are inspection reports posted or communicated to employees?		
2.5.0	Occupational Health	Yes	No
2.5.1	Does your company have a formal program for the recognition, evaluation and control of occupational health hazards (such as: noise, lighting, radiation, chemical exposure, vibration, ergonomics)?		
2.5.2	Does your company have a plan for the control of biological and/or chemical substances handled, used, stored, produced or disposed of at the workplace?		
2.5.3	Does your company maintain and make available up-to-date Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) at the worksite for the controlled products that are handled, used, stored, produced or disposed of at the workplace?		
2.5.4	Does your company have a program to monitor the use of hazardous substance in the workplace?		
2.5.5	Does your company have a WHMIS/HazCom/GHS Program that includes information, training, labeling and Material Safety Data Sheets?		
2.6.0	Incident Reporting and Investigations	Yes	No
2.6.1	Does your company have a written policy and procedure for the reporting of incidents and proactive/at risk reporting?		
2.6.2	Does your company have a written policy and procedures for the prompt investigation of hazardous occurrences to determine the cause of the occurrence and the actions necessary to prevent reoccurrence?		
2.6.3	Does your company review and follow-up all incident reports?		
2.6.4	Are incident reports reviewed by Senior Management?		
2.6.5	Have supervisors been trained in investigation and reporting procedures?		
2.6.6	Is incident data recorded and evaluated for the identification of trends to facilitate system improvement?		
2.7.0	Emergency Preparedness	Yes	No
2.7.1	Does your company have an Emergency Response Plan related to its activities and specific locations?		
2.7.2	Does the plan include a requirement for training in emergency procedures, roles and responsibilities?		
2.8.0	Training and Communication	Yes	No
2.8.1	Does your company have a formal orientation program?		
2.8.2	Does your company have a plan for training workers and supervisors in workplace and job-specific safe work practices, plans, policies and procedures?		
2.8.3	Does your company have specific requirements regarding training (for example WHMIS/HazCom/GHS, First Aid, Fall Protection, Transportation of Dangerous Good (TDG),		
2.8.4	Are orientation and training records maintained?		
2.8.5	Are Risk Assessment (tailgate or toolbox) meetings held regularly and documented?		
2.8.6	Is there and process for communicating health and safety information to the workforce?		

2.9.0	JOHS Committee or Equivalent	Yes	No
2.9.1	Does your company have a Joint Occupational Health & Safety (JOHS) Committee or Worker Safety Representative for each worksite?		
2.9.2	Are your JOHS Committee members or Worker Safety Representatives trained?		
2.9.3	Are the names of the JOHS Committee members and the minutes of previous meetings posted in the workplace or otherwise made available to workers?		
2.9.4	Do the JOHS Committee, workers and management participate in workplace inspections?		
2.9.5	Does your JOHS Committee hold scheduled safety meetings?		
2.10.0	System Review & Evaluation	Yes	No
2.10.1	Does your company have provisions for monitoring the implementation and effectiveness of your occupational health and safety program?		
2.10.2	Are performance-tracking measures compiled monthly and evaluated on a routine basis?		
2.11.0	Environmental Management	Yes	No
2.11.1	Does your company have an Environmental Management Program?		
2.11.2	Does your company train your managers/supervisors in Environmental Awareness?		
2.12.0	Sub-Contractor Management	Yes	No
2.12.1	Are contractors and subcontractors provided with an orientation to your company's workplace and/or site conditions?		
2.12.2	Does your company have a system to ensure contractors and subcontractors comply with occupational health and safety requirements?		

Safety and Health Performance:

3.8 Has your company received any OHS charges, convictions or fines (within the past 3 years) from the OHS Regulator? Yes No

Date:

All information received will be treated as strictly private and confidential. No information given will be shared with other parties or reproduced without the express permission of your company.

I certify that the information I have supplied on the form is complete, accurate and true.

Print name:

Position:

Signature:

Telephone Number:

Date:

