


# REQUEST FOR PROPOSALS FOR THE SUPPLY OF DIESEL FUEL TO THE DOMINICA ELECTRICITY SERVICES LIMITED.

**NOVEMBER 2026**

# TABLE OF CONTENTS


**1 INTRODUCTION AND OBJECTIVES ..... 4**

1.1 CORPORATE BACKGROUND ..... 4

1.2 INTENT OF THIS DOCUMENT ..... 5

**2 SAFETY AND ENVIRONMENTAL POLICIES AND PROCEDURES**

2.1 DOMLEC'S SAFETY, HEALTH AND ENVIRONMENT POLICIES AND PROCEDURES ..... 6

2.2 CONTRACTORS WORK AND SAFETY PROCEEDURES ..... 6

2.3 TENDERER'S SAFETY AND ENVIRONMENTAL POLICIES AND PROCEDURES ..... 6

**3 DESCRIPTION OF PRODUCTS AND SERVICES REQUIRED ..... 6**

PRODUCTS AND QUANTITIES ..... 6

3.1 FUEL SUPPLY QUANTITY ..... 6

3.2 FUEL DELIVERIES ..... 7

3.3 ON ISLAND FUEL STORAGE ..... 7

3.4 FUEL QUALITY ..... 7

3.5 PRICES ..... 8

3.6 Tenderer's Profile and Staffing ..... 8

**4 DETERMINATION OF QUANTITY AND QUALITY ..... 9**

4.1 QUANTITY ..... 9

4.2 QUALITY ..... 10

4.3 BILLING ..... 10

4.4 TERMS OF PAYMENT ..... 10

**5 VENDOR REQUIREMENTS AND QUALIFICATIONS**

5.1 INCORPORATION ..... 11

5.2 JOINT VENTURE ..... 11

5.3 THE TENDERER ..... 11

5.4 TRACK RECORD ..... 11

5.5 PRODUCT LIABILITIY INSURANCE ..... 11

**6 VENDOR INSTRUCTIONS ..... 12**

6.1 CONTACT PERSON ..... 12

6.2 SUBMISSION OF TENDERS ..... 12

6.3 EVALUATION SCHEDULE ..... 13

**7 PROCEDURE FOR AWARDING CONTRACT .....14**

7.1 BID EVALUATIONS .....14

**8 APPENDICES.....16**

8.1 APPENDIX 1 PRODUCT SPECIFICATIONS AND TEST METHODS .....16

8.2 APPENDIX 2 JOB HAZARD ANALYSIS FORM.....17

8.3 APPENDIX HEALTH SAFETY & ENVIRONMENT QULAIFICATION FORM.....22

# 1 INTRODUCTION AND OBJECTIVES

## 1.1 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 the Commonwealth of Dominica. The Buyer operates diesel engine driven electricity generating units at the Fond Cole Power Station in Fond Cole in the parish of St. George, which is part of the greater Roseau area (Roseau and environs), and also at the Sugar Loaf Power Station in the parish of St. John, near the Portsmouth area in the north of the island. The annual consumption by these two power stations are indicated in Table 1 below.

**Table 1**

| FIVE (5) YEAR DIESEL FUEL CONSUMPTION | |
|---|---|
| YEAR | DIESEL FUEL USED (Imperial Gallons) |
| 2022 | 4,499,691 |
| 2023 | 5,053,145 |
| 2024 | 5,406,585 |
| 2025 | 4,909,973 |
| 2026 YTD | 2,261,840 |

The electricity requirements of Dominica are not only supplied by production of electricity from the diesel plants at Fond Cole and Sugar Loaf power stations, but also from the hydro power stations and the new Geothermal power station in the Roseau Valley/on the Roseau River.

As it is the policy of The Buyer to maximize the generation of electricity from indigenous renewable sources, the production from the hydro and the geothermal power stations will will affect the production from the diesel power plants mentioned above. This has and will translate to a reduction in the consumption of diesel fuel when compared to previous years (2022 – 2025). As per Table 1 above, the 2026 YTD consumption is significantly less that the annual average for the previous years.

It is projected that the monthly average consumption depicted by 2026 YTD figure as at end October, will continue for the next few years, hence throughout the term of the evental agreement..

## 1.2 Intent of this Document

Proposals are invited for the supply of diesel fuel from Tenderers, for a period of two (2) years, commencing the **January 1, 2027**. The product to be supplied shall be used for the production of electricity by the Buyer at the Fond Cole and Sugar Loaf power plants. Detailed specifications of the product are provided in **Appendix 1** of this document.

The Tenderer must have the ability to deliver diesel fuel to the Buyer at its stated power stations. Service hours, location and the amount of fuel provided may be increased or decreased at any time during the term of the final Fuel Supply Agreement between the Buyer and the successful tenderer.

It is the intent of this RFP to provide the specifications and terms and conditions pertaining to the provision of diesel fuel so that tenderers may present their capabilities to provide the products and services set forth herein. Information submitted in response to this RFP shall be objectively evaluated to determine those companies best qualified to provide the diesel fuel set forth in this RFP. This is a non-binding solicitation for services.

## 2 SAFETY AND ENVIRONMENTAL POLICIES AND PROCEDURES

**2.1** Throughout this tender process, and also 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:

2.1.1 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.

2.1.2 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 fuel oil via tanker trucks to the Buyer's Storage tanks.

2.1.3 Violations will require the Seller to implement the requisite remedies at their own costs

## 3 DESCRIPTION OF PRODUCTS AND SERVICES REQUIRED

**PRODUCTS AND QUANTITIES**

### 3.1 Fuel 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 1.1).**
The projected total annual quantity of diesel fuel to be supplied is detailed in Table 2.

**Table 2**

| Year | Projected Annual Quantities, Imperial Gallons |
|---|---|
| 2027 | 2,400,350 |
| 2028 | 2,075,600 |
| | |

The above figures represent reasonable estimates of requirements from the date of the commencement of the contract in 2027 to the date of the end of the contract in 2028, but may be substantially altered in case of:

a. Changes in equipment or operations by the Buyer
b. Variations in electricity demand on the island
c. Variations in output from either the geothermal or the hydro power plants.
d. Other factors outside of the Buyer's control

In all cases, the Buyer will use its best efforts to provide adequate notice to the successful Tenderer of any changes in the projected annual supply volumes.

### 3.2 Fuel Deliveries

The Tenderer shall deliver fuel oil to the Buyer's generating stations by tanker truck. The Buyer will monitor the level of its storage tanks on a daily basis, prepare orders for fuel and send them to the Tenderer. The Buyer requires the Tenderer to deliver the quantity of fuel ordered, on the day requested, irrespective of weekends or holidays. The Tenderer shall manage the delivery process.

### 3.3 On Island Fuel Storage

The successful Tenderer shall be required to maintain a **minimum of One Hundred and Thirty One Thousand** imperial gallons on the island of Dominica, for the sole use by the Buyer. This represents approximately twenty (20) days of storage based on the maximum projected annual average consumption for the term of the agreement, This is critical for an island utility such as the Buyer's with respect to the maintenance of fuel supply security for the nation in the event of any major events/issues/threats.

### 3.4 Fuel Quality

The quality of fuel 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 shall supply certificates of quality for fuel received from the refinery intended for purchase by the Buyer, as well as certificates of quality for fuel in the successful Tenderer's tanks intended for delivery to the Buyer to verify that the product conforms to the agreed specifications as stated in Appendix 1. The successful Tenderer shall provide an appropriate sampling point for sampling of the diesel fuel prior to entering the Buyer's storage tanks.

The Tenderer shall provide the Buyer with details regarding sourcing and delivery of the diesel fuel that will be purchased by the Buyer. Secondary source and method of delivery

shall also be provided, in the event that the primary source and/or method of delivery is interrupted. The Tenderer shall inform the Buyer of any change in source of product prior to delivery.

The Tenderer shall not change fuel brand during the term of the final Fuel Supply Agreement, or any extension thereof, without prior written authorization from the Buyer. Written requests for changes in fuel brands must be accompanied by evidence that the replacement brand meets the requirements of the final Fuel Supply Agreement and does not result in a cost increase for the Buyer. Changes in fuel shall not take place until an amendment to the final Fuel Supply Agreement has been duly executed by both parties.

### 3.5 Prices

The Buyer intends to have a detailed pricing arrangement for fuel oil delivered. Tenders shall be evaluated using the pricing formula outlined below

The price P in Eastern Caribbean Dollars per imperial gallon shall be calculated for each release as per the following formula:

P = A + B + C where:

A = Base Index Price, which is the mean of the prices in US dollars published in Platts S&P Global's North American Crude and Products Scan under the section, US Gulf Coast waterborne, Middle Distillates, Gasoil, No.2, on the date of the off-loading into the Tenderer's tank in Dominica and the two postings immediately preceding the date of the off-loading converted to EC dollars per imperial gallon.

In the event Platts S&P Global ceases to publish the US Gulf Coast posting for Gasoil No. 2, then the Parties will agree on an alternate index.

B = Fixed margin (overheads, profit, shipping, freight, trucking, etc.)

C = Excise Tax. The Excise Tax is presently EC$1.19 per imperial gallon and is subject to modification based on any change in the taxes, levies and duties charged by the Government of the Commonwealth of Dominica for the importation or sale of diesel fuel to the Buyer in Dominica.

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.

### 3.6 Tenderer's Profile and Staffing

The Tenderer must satisfy the following requirements:

**Experience**

The Tenderer shall be:

a. A company which has been a fuel supplier for at least fifteen consecutive years (hereinafter called a Qualified Supplier); or
b. a subsidiary of a Qualified Supplier; or
c. A party to a joint venture, partnership or other legally recognized commercial arrangement with a Qualified Supplier.

In the circumstances described at 3.6 (b) and (c) above, the Qualified Supplier shall be a party to the contract.

## 4 DETERMINATION OF QUANTITY AND QUALITY

### 4.1 Quantity

Quantities ascertained shall be corrected to quantities at 60ºF, all in accordance with accepted practices and standards of the petroleum industry, as agreed between the Buyer and the Tenderer. Additionally, monthly quality inspection reports shall be performed by the Tenderer on each sample of fuel as specified by the Buyer and furnished to the Buyer. The unit of measure of the fuel will be imperial gallons and specified at the agreed temperature (60ºF). The Tenderer is required to supply appropriate temperature compensated fuel meter (Receiving Fuel Meter) for measuring the quantity of fuel supplied. Said fuel meter must be fitted with the appropriate air elimination device mounted directly on the fuel meter. Additionally, The Tenderer will also be required to install another air elimination device, at least three (3) feet upstream of the Receiving Fuel Meter to ensure the complete elimination of air/gases from the measuring process. The successful Tenderer shall test and calibrate the supply meter at intervals not exceeding six (6) months or One Million Two Hundred Thousand imperial gallons of product throughput, whichever comes first. The Tenderer shall notify the Buyer a minimum of seven (7) days before any testing and/or calibration is carried out on the meter, and the Buyer shall have the right to send a representative to witness all tests and calibrations which are performed on the meter. The calibrations are to be documented, signed and witnessed by the Buyer's representative and a copy forwarded to the Buyer, before the meter is returned to service.

In the event that the Receiving Fuel Meter develops any technical issue, which has affected its accuracy, the successful Tenderer shall immediately repair/replace same and have the repaired/replacement meter recalibrated immediately. During the period of the issue, i.e. from the date of discovery of the issues, until date of confirmed repair, the fuel meter readings shall be discarded, and the quantity received determined as follows;

1. From the Buyer's fuel meter installed downstream of the Tenderer's fuel meter. Provided that:

a) The difference between the Buyer's fuel meter, and the Buyer's receiving fuel tanks' dipstick readings is less than one percent (1%). Hereafter called the Regulatory Threshold

b) If the difference as per 1(a) above, is one percent (1%) or greater, then:

    i. The lesser of the two is used.

**4.2 Quality**

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

4.2.2 The Tenderer shall be responsible for all costs and expenses resulting from the use of substandard or contaminated fuel including, without limitation, the costs associated with removing contaminated fuel from the Buyer's tanks or drums, repairing damage to machinery, replacing equipment or vehicle parts and any additional expenses.

4.2.3 The Tenderer shall be responsible for submitting all applicable Material Safety Data Sheets relating to the fuel provided to the Buyer pursuant to the terms and conditions of the final Fuel Supply Agreement.

**4.3 Billing**

The fuel becomes the property of the Buyer after passing the temperature compensated supply meters located on the Buyer's premises, which the Buyer and the Tenderer have agreed will be used for billing. The fuel will be billed on individual readings recorded by the meter in the pipeline to the Buyer's tanks and billing is to be done monthly for the period 1st of the month to month-end

**4.4 Terms of Payment**

All products delivered during a calendar month will be due for payment 60 days after the end of that month.

## 5 VENDOR/TENDERER REQUIREMENTS AND QUALIFICATION

**5.1 Incorporation:** The Tenderer shall be a company, which is duly incorporated in the Commonwealth of Dominica at the time of award.

**5.2 Joint Ventures:** This process is open to submission from Joint Ventures. In the case of a Joint Venture, the following details must be included in the submission:

1. Names, addresses and articles of incorporation of all parties to the Joint Venture
2. Company profiles as detailed in 6.3 below
3. The roles and responsibilities of each of the parties with respect to the execution and administration of the intended agreement.
4. Consent to be a Party to the final Fuel Supply Agreement

**5.3 The Tenderer s**hall provide the Buyer with:

a. a profile of the Tenderer's company including organizational chart, financial strength and technical capabilities. This to include details of the internal organization and associated staffing which will be used to administer the contract.

b. a detailed Disaster Recovery Plan outlining solutions for providing the Buyer with uninterrupted fuel deliveries after a natural disaster or emergency event has occurred, including, without limitation, fires, floods, earthquakes, staffing shortages, power outages, system crashes or road closures. The Disaster Recovery Plan shall include the contact information of at least two (2) members of the Tenderer's staff, and a list of multiple methods of contact that can be utilized twenty-four (24) hours per day, seven days per week.

c. A detailed description of the sources from which the Tenderer will obtain the diesel fuel set forth in this RFP, including the names and addresses of any and potential suppliers.

**5.4** The Tenderer shall have a proven record of dependability and reliability, and of fairness and acting in good faith.

**5.5** The Tenderer shall provide the Buyer with details regarding its product liability insurance with a reputable insurer in an amount no less than Two Million United States Dollars (US$2,000,000) and post a performance bond in an amount to be specified by the Buyer to cover non-product quality related breaches of the contract.

# 6 VENDOR INSTRUCTIONS

## 6.1 Contact Person

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

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

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

## 6.2 Submission of Tenders

Tenders must be submitted as follows:

### 6.2.1 Physical Delivery

In duplicate, in sealed envelopes marked on the outside **FUEL 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 Limited**
**18 Castle Street**
**Roseau**
**Commonwealth Of Dominica**

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

### 6.2.2 Electronic Delivery

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

All tenders must be delivered by **15:00 hrs. on December 11th, 2026.**

### 6.2.3 Time is of the essence

A proposal received after the above-referenced time and date for submittal, whether by mail or otherwise, will be rejected and returned to the Tenderer unopened. It is the sole responsibility of the Tenderer to ensure that its proposal(s) is received before the submittal deadline, and postmarks will not be accepted in lieu of this requirement. However, nothing in this RFP precludes the Buyer from extending the deadline for submission of proposals, or from requesting additional information at any time during the proposal evaluation process.

### 6.2.4 Withdrawal of Submitted Proposals:

A Tenderer may withdraw its proposal(s) at any time prior to the date and time specified for proposal submission by submitting a written notification of withdrawal signed by the Tenderer or an authorized representative thereof. The Tenderer must retrieve the entire sealed submission package in person. Proposals will become the Buyer's property after the submission deadline has passed.

### 6.2.5 Proposal Modification:

Any Tenderer who wishes to make modifications to a submitted proposal(s) must withdraw its initial proposal(s) as required by this RFP. All handwritten modifications must be made in ink and properly initialed by Tenderer's authorized representative. It is the responsibility of the Tenderer to ensure that modified proposals are resubmitted before the designated deadline for submission of proposals in accordance with the terms and conditions of this RFP. Proposals may not be changed or modified after the submission deadline has passed.

## 6.3 Evaluation Schedule

### Tender Opening

The tender opening shall take place at **15:00 hrs. on/before March 27, 2024, online.** The relevant access credentials be provided timely, but only to companies who have submitted tenders.

## 7 PROCEDURE FOR AWARDING CONTRACT

### 7.1 Bid Evaluations

**Bid evaluation will be done based on (but not limited to) the key factors listed on Appendix 4**

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.

**Award of Fuel Supply Agreement(s):**

The successful Tenderer(s) will be awarded a Fuel Supply Agreement(s) with the Buyer. The term of the Fuel Supply Agreement(s) for the provision of the diesel fuel set forth in this RFP shall commence upon execution and shall continue for a period of two (2) years.

The Buyer hereby reserves the right to negotiate the terms and conditions of the Fuel Supply Agreement(s) for the provision of diesel fuel services with one (1) or more Tenderers. Tenderers shall participate in good faith negotiations in accordance with directions from the Buyer. Any delay caused by a Tenderer's failure to participate in good faith negotiations may lead to rejection of the proposal(s). No proposal(s) shall be binding upon the Buyer until a final Fuel Supply Agreement(s) is signed by duly authorized representatives of both the successful Tenderer(s) and the Buyer.

If the Buyer determines, after the completion of the contract negotiation process, to award an agreement(s), a final Fuel Supply Agreement(s) shall be sent to the successful Tenderer(s) for signature. The Buyer hereby reserves the right to award a Fuel Supply Agreement or Fuel Supply Agreements to a Tenderer or Tenderers that present proposals which, in the sole judgment of the Buyer, best serve the interests thereof.

## 8. CANCELLATION OF THE RFP PROCESS:

The Buyer hereby reserves the right to cancel this RFP process at any time after the issuance of this RFP, but prior to the award of a final Fuel Supply Agreement(s). If the Buyer determines, in its sole discretion, that cancellation is in the best interest of the Buyer for any reason whatsoever.

The Buyer hereby reserves the right to reject any and all Proposals received in response to this RFP process. This RFP does not commit the Buyer to award a final Fuel Supply Agreement(s) for the provision of the diesel fuel set forth herein, or to pay any costs incurred in the preparation of any Proposals received in response to this RFP process.

# 8 APPENDICES

## 8.1 Appendix 1 Product Specifications and Test Method

| PARAMETER | ASTM TEST METHOD | MINIMUM | MAXIMUM |
|---|---|---|---|
| API GRAVITY AT 60°F | D1298 | 32 | 38 |
| COLOR ASTM | D1500 | | 2.0 |
| DISTILLATION (°C) | T90<br>T95 | | 338<br>360 |
| LOWER HEATING VALUE, kJ/kg | | 42,500 | |
| CETANE INDEX | D976 | 45 | |
| FLASH POINT (°C) | D93 | 62 | 80 |
| POUR POINT (°C) | D97 | | 2 |
| VISCOSITY (SUS @ 40°C) | D445 | 1.0cst | 4.1cst |
| CORROSION, COOPER, 3HR @ 100°C | D130 | | 1 |
| SULPHUR, WEIGHT % | D2622/4294 | | 0.5 |
| ASH, WEIGHT % | D482 | | 0.01 |
| SEDIMENT, WEIGHT % | D473 | | 0.01 |
| WATER, VOLUME % | D95 | | 0.05 |
| CARBON RESIDUE<br>RAMSBOTTOM WEIGHT % | D524 | | 0.15 |
| TOTAL ACID NUMBER, mg/KOH/gm | D974 | | 0.1 |
| PARTICULATES, mg/US gallon | | | 3.0 |

**8.2 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 use? 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 (√) inthe check box to maketherelevant selection.

| Environment Hazards | | | |
|---|---|---|---|
| ☐ | Excessive Noise | ☐ | Chemical Exposure |
| ☐ | Poor Lighting | ☐ | Sharp Edges |
| ☐ | Poor Ventilation | ☐ | Uneven Terrain |
| ☐ | Overhead work | ☐ | Lifting loads |
| ☐ | Pinch Points | ☐ | Weather |
| ☐ | Foot Injuries | ☐ | Energy Sources |
| ☐ | Buried Services | ☐ | Heated Surfaces |
| ☐ | Other: _ | | |

| Equipment Being Used | | | |
|---|---|---|---|
| ☐ | Hand Tools | ☐ | Powered Tools |
| ☐ | Air Tools | ☐ | Hoses |
| ☐ | Scaffolding | ☐ | Ladders |
| ☐ | Aerial Device | ☐ | Lifting Equipment |
| ☐ | Chemicals | ☐ | Special Equipment |

| Special Conditions for Safety | |
|---|---|
| ☐ | Admin Controls (Signage) |
| ☐ | Equipment Inspections |
| ☐ | Permits |

| Specific Testing for Safety | |
|---|---|
| ☐ | Gas Testing (Air quality) |
| ☐ | Voltage testing |
| ☐ | Pressure Test (air,water,oil,etc) |
| ☐ | Other Testing:_ |

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

| Personnel Protective Equipment Required | | | |
|---|---|---|---|
| ☐ | Eyewear | ☐ | Goggles (welderetc) |
| ☐ | 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 unsafe. 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 use as instructed by its standard operating procedure or Material Safety Data Sheet. Moreover, DOMLEC requires that persons are competent or license 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 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 work flow, 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 cause 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 contractor wear their respective PPE at all times 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 task/steps. Be sure to list the steps associated to 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 |
|---|---|---|
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**Environmental Hazard Analysis / Environmental Risk Analysis**

| | |
|---|---|
| **Assess the Risk** | 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 |

**Please indicate in the appropriate section below**

| Job Steps / Tasks | AIR IMPACTS | | NOISE | WATER QUALITY | Waste | | OTHER | Risk Reduction |
|---|---|---|---|---|---|---|---|---|
| | PARTICULATES | COMBUSTION GASES | | | SOLID WASTE | LIQUID WASTE | | |
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## 8.3 Appendix 3 Health Safety and Environment (HSE) Qualification Form

DOMLEC is 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 DOMLEC. Awarding of contracts will not only be on grounds of price and technical ability, but also on a tenderer'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 on the basis of the Tenderer's ability to satisfy the safety standards and requirements of DOMLEC, and any applicable law, regulation or standard. The information provided in the Tenderer Health, Safety & Environment (HSE) Qualification Form will be used by DOMLEC to determine each Tenderer's eligibility to be considered for further evaluation.

### 1.0 Tenderer Information

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

## 2.0 Tenderer 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 equipmentto 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 preventreoccurrence? | | |
| 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:

Please provide your safety performance record for **past three (3) years and current year to date**, referencing the attached incident definitions and frequency calculations. Use the reference information for guidance on completing this portion of the form.

| Safety and Health Indicators | Current YTD | Year - 1 | Year – 2 | Year - 3 |
|---|---|---|---|---|
| 3.1 Number Total Person Hours Worked | | | | |
| 3.2 Number Fatalities (FAT) | | | | |
| 3.3 Number Lost Time Injuries (LTI) | | | | |
| 3.4 Number Medical Aid Injuries (MA) | | | | |
| 3.5 Number Restricted Work Cases (RWC) | | | | |
| 3.6 Lost Time Injury Frequency (LTF)* | | | | |
| 3.7 All Injury Frequency (AIF)* | | | | |
| **** See end of this form for the method to calculate these values*** | | | | |
| **NOTE:** All recordable incidents shall be recorded once only within the categories provided and shall be recorded as the highest category reported. For example, a Medical Aid (MA) incident, which also results in a Restricted Work Case (RWC), shall be recorded as a Medical Aid only. A MA that subsequently results in a Lost Time Injury (LTI) shall be recorded as a LTI only. | | | | |
| **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:** |

**Appendix 4 - Fuel Tender Evaluation Factors**

| | | | |
|---|---|---|---|
| **KEY TENDER REQUIREMENTS** | | **REQUIREMENTS MET?** | **COMMENTS** |
| **REQUIREMENT** | **DETAILS** | | |
| Health, Safety & Environmental (HSE) | Able to demonstrate the existence of a mature HSE culture and the ability to comply with DOMLEC's CSP/HSE requirements as per documentation appended | | |
| History of Demonstrated Excellence in Performance in Key Business Aspects in the Commonwealth of Dominica (GoCD) | History of demonstrated excellence in performance with respect to business ethics, integrity and fairness in general, and with agreements in particular | | |
| | History of demonstrated excellence with respect to dependability, reliability and corporate social | | |
| | History of demonstrated excellence in business agility: ability to make the requisite business adjustments to sustain external and internal shocks in the market, either of a natural or | | |
| Pricing | The ability to offer competitive pricing for the Fixed margin | | |
| Fuel Specifications | The ability to meet/better the fuel specifications as appended | | |
| Product Liability Insurance | Must be able to provide at least US$15M in coverage | | |
| Staffing and Organizational Support | The organizational capability to (staffing etc.) to effectively manage the terms of the agreement | | |
| Company Profile | Must have the requisite experience in the business | | |
| | Must be duly incorporated in the GoCD | | |

| | | | |
|---|---|---|---|
| | Must demonstrate the requisite financial strength to meet all aspects of the agreement while remaining | | |
| On Island Storage Facilities | Able to demonstrate control over the requisite storage capacity | | |
| Service and Delivery Systems | Able to demonstrate the control over the requisite tanker trucking capacity | | |
| Fuel Supply Security | Must demonstrate the ability to timely implement alternative supply arrangements, to ensure supply | | |