



ANGUILLA ELECTRICITY COMPANY LIMITED

**Pre-bid Meeting Minutes for the Supply of Petroleum Products –
Procurement # 2022/ANG/GEN/5**

Date: Thursday, 9th June, 2022

Time: 9:00 am

Place: Conference Room ANGLEC

In Attendance:

Mr. Sylvan Brooks	Anguilla Electricity Company Limited (ANGLEC)
Mr. Peter LaMontagne	Anguilla Electricity Company Limited (ANGLEC)
Mr. Dextor Ward	Sol
Mr. Raphael Payne	Delta Petroleum
Ms. Ludiane Leveret Richardson	Procurement Office
Ms. Solange Lloyd	Procurement Office

The meeting commenced at 9:10 am. The chairman of the meeting was Sylvan Brooks from ANGLEC. He gave welcome remarks and indicated the purpose of the meeting was to seek clarification as it relates to the Supply of Petroleum Products. Mr. Brooks noted that once the technical specifications meet the required mark, the financial analysis will determine the outcome of the evaluation. The floor was then opened for bidders to seek clarification or raise matters relative to the bid document/exercise.

The Delta representative indicated that there are outgoing legal issues and he is just here to observe.

The Following Discussions and Clarifications Ensued:

1. Bidder asked for clarification specific to Schedule-D (Specifications/Scope of Works), Table 1 – Minimum Product Quality Standard – For Gas Oil, item #15 Octane Number. Bidder noted that the Minimum Allowable Value is stated as 95, however he highlighted that it is not normal to state a minimum allowable value for Gas Oil (diesel).

Response: It was agreed that the Minimum Allowable Value for Octane was included in error and would be deleted.

2. Mr. Brooks noted that the minimum specification in the tender was for No 2 diesel and ultra-low sulfur diesel fuels. There is no minimum specification for unleaded gasoline

Response: Ms. Ludiane Leveret-Richardson, Chief Procurement Officer, advised Mr. Brooks that a minimum standard for gasoline would need to be provided. Mr. Brooks was instructed to provide the minimum specifications to the Procurement Office to be circulated to bidders.

3. The question was asked, what is meant by the lowest price? If you mean escalator?

Response: No, the evaluation will be done on the lowest price of the bid submitted.

4. The question was raised whether the bid document to bidders made any mention of duties.

Response: Bidders were instructed that the price quoted should only include world market price and escalator.

5. The question was asked whether the final price to ANGLEC will include duties.

Response: It was noted that conditions relevant to duties would be discussed during contract negotiation.

There were ongoing discussions on the subject matter of duties. Mr. La Montagne noted that as per legislation ANGELC is exempt from duties. However, one of the bidders noted that whatever duties were levied against the contractor would have to be passed on to ANGLEC.

Ms. Ludiane Leveret-Richardson quelled the discussion by indicating that conversations regarding duties and GST is for ANGLEC and the Government of Anguilla, not at this meeting. She noted that bid documents form part of the contract; while specific conditions of the contract can be negotiated. She also stated that upon closure of the negotiations, anything that happens between the contractor and ANGLEC were between the two parties, and no one else.

6. Bidder asked, in terms of the Bill of Laden whether the date of loading is the date from the refinery? Or the date loaded if you have it stored? Reference was made to Schedule B- Conditions of Bidding, Clause 2.4.5 *Effective Date for Applied Base Cost* (pg. 8 of 19).

Response: Clause 2.4.5 will be reviewed and we will revert to bidders. It was noted that clarification on the loading date would need to be provided as it is vague as per clause 2.4.5.

Bidders were thanked for their attendance.

Meeting ended at 9:59 am.