

Introduction

Pre – qualification for Companies to supply Petroleum & Petroleum related products to Ceylon Petroleum Corporation (Registration for Tenders)

Ceylon Petroleum Corporation (CPC) is a 100% government owned business organization established by Act of Parliament (Act No. 28 of 1961).

The only refinery in Sri Lanka is under the ownership of CPC with 50,000 BPSD installed capacity which operates at 42,000 BPSD with present Crude Oil. Typical operating storage capacity of Crude Oil is 210,000 MT. It is located in Sapugaskanda around 13 km away from Port of Colombo. Intermediate Tank Farm is located in Orugodawatta where direct discharge of Crude Oil is taken place.

Crude Oil is in general imported on DAP (Delivery at Place) Colombo basis (Incoterm 2010) and it is as term contracts and single purchases entered with registered vendors including government institutions. Crude Oil, all refined petroleum products (Gasoline, Gas Oil, Fuel Oil, Jet Fuel etc.) and other petroleum related products (Bitumen, Agro Chemicals) are also purchased through tenders on CIF Colombo basis (Incoterm 2010).

Tender notices for imports / exports are made available only for parties (who have been qualified by Special Standing Cabinet Appointed Procurement Committee) and have` already registered with CPC.

This brochures/guideline explains CPC's pre-qualification procedures and as to how oil supply companies can participate in the tenders.

General guidelines for applying for registration at CPC

In general, pre-qualification of applicants is carried out at any time by Pre-qualification Evaluation Committee qualification. All requirements mentioned below along with dully completed application (Annex 1) should be forwarded to the Commercial Manager of CPC. The payment amounting to LKR 10,000 or a bank draft for equivalent USD in favor of CPC is to be made by the Applicant at the submission of the Application.

1. CPC recommends that the applicant carefully reads all instructions given in the application.
2. All information and data must be provided in English language.
3. A certificate from Local Chamber of Commerce or an equivalent institution testifying to the nature of company's business and its standing.
4. A certified copy of Business Registration along with a certified copies of below mentioned.
 - If a Sole-Proprietor - Certified Copy of Business Registration
 - If a Partnership – Certified Copy of Business Registration
 - If a Limited Liability Company – Certified Copies of Memorandum and the Articles of Association

The company should have been incorporated three (03) years before date of submission of application as per Business Registration Document.

5. Please submit proof documents (Commercial Invoice, Bill of Lading and payment proof i.e. L/C, TT etc.) for at least one transaction performed under each registration product category, performed by the Applicant as a supplier during last three (03) years in the oil trade. The Applicants are also encouraged to submit long term buying / selling agreements, partnership agreements, alliance agreements, single source agreements etc. entered into and performed with oil majors, refineries and oil terminals during the last three (03) years.

The above requirement to submit proof documents and agreements is not applicable to applicants seeking registration under Agro Chemical (Category F) and Fertilizer (Category G). Instead, Applicants applying under Agro Chemical (Category F) and Fertilizer (Category G) are required to submit the following two documents:

- I. Valid manufacturer's license
- II. Evidence of operational premises (e.g., lease agreement, utility bill, or business address verification document)

6. The annual turnover of the company should be as follows

- Crude Oil supply registration – above USD 120 Million
- Refined Petroleum Products supply registration – above USD 80 Million
- Bitumen supply registration – above USD 2 Million
- Aviation Gasoline supply registration – above USD 2 Million

7. Please provide latest certified copies of Audited Financial Statements pertaining to two (02) consecutive financial years within last three (03) years including;

- Auditor's Report
- Balance Sheet / Statement of Financial Position
- Cash Flow Statement
- Income Statement / Profit and Loss Statement
- Notes to the Accounts
- Statement of Change in Equity

If the Applicant is a subsidiary of a holding company, only 25% of the revenue requirement can be covered from the Consolidated Accounts.

Above mentioned financial statements must be prepared in accordance with International Financial Reporting Standards (IFRS) OR Generally Accepted Accounting Principles (GAAP) in English Language. Agencies or Organizations who fail to comply with the required financial information will not be considered.

The Applicant shall submit the Auditor's Certificate issued by the relevant certification body and it should be updated.

8. An original report from Applicant's Bankers in support of the financial status should be submitted.

Further, the Applicant should furnish references from minimum two different banks stating the name of bank, dealing officials' contact details (Phone & official e - mail IDs) and addresses and information about facilities provided to the applicant through the Bank. The Applicant shall give its

consent in writing to CPC for making enquiry from such banks. CPC would make enquiry to the concerned bank.

9. The Applicant (except oil majors and government oil companies) should furnish the references from minimum two oil companies (oil supplier, refineries, oil terminal companies preferably oil major companies) on trade relationship during last three years. References will include the name of the parties, dealing officials, contact details (Phone / official e - mail IDs) and addresses. Such trading partner's name should not be of sister companies, subsidiaries, or related parties of the Applicant.

The above requirement is not applicable to applicants seeking registration under Agro Chemical (Category F) and Fertilizer (Category G).

10. Do not leave blanks in the 'Application Form'. Please fill in if applicable.
11. Please hand over the duly completed application together with documents certified by licensed authority of the relevant country. Scanned copies of original documents are not acceptable.
12. The signatory of the Application should provide a Board Resolution or any acceptable similar proof document by verifying his/her relationship with the respective company that wishes to register with CPC.
13. The company should have been incorporated three (03) years by submission date of the application.
14. If the applicant is a branch office, the following two documents must be submitted (along with the application and other required documents) in order for the branch to be accepted as a legally registered entity in its respective country:
 - I. An official and verifiable certification issued by an acceptable government regulatory body of the country where the applicant company is located.
 - II. Confirmation letters from licensed commercial banks, issued in the name of the same company of applicant, confirming the applicant's financial status/accounts.
15. The Applicant shall submit a letter under respective authorized signatory by nominating its local representation (if any) and by confirming up to which extent it acts as the local agent on behalf of the Applicant.
16. The Applicant shall submit a letter under respective authorized signatory by confirming their agreement with CPC's standard terms and conditions. (General and standard tender terms and conditions are attached herewith as Annex 2)
17. Registered parties shall keep CPC duly informed of any change in their organizational or financial structure. If any change in the corresponding/contact details, you are required to keep CPC duly informed.
18. In case, any certificates / documents are submitted in a different language other than English language, those certificates / documents should be translated into English Language and duly certified by the respective Notary or whoever authorized to authenticate.

