

Request for Information

Unarmed Security Escort Services

Distributed on: **February 25, 2020**

Response Requested by: **March 5, 2020**

Esso Exploration & Production Guyana Limited (EEPGL)

1. Background

General

Esso Exploration & Production Guyana Limited (EEPGL), the “Company,” plans to put into place an enabling (no commitment) agreement for the provision of Unarmed Security Escort Services.

The scope of this Request for Information (RFI) is to identify suppliers who can provide Unarmed Security Escort Services to the Company as follows:

- Provide approximately ten (10) Toyota Prado or similar SUVs with seven (7) passenger capacity, equipped with panic alarms and GPS tracking.
- Provide approximately ten (10) drivers trained in defensive driving and evasive driving/surveillance detection. Also, basic first aid training.
- Contractor shall provide the service between Georgetown and Timehri, mostly at nights and for roughly (8) trips per day.
- Provide VIP Security Escort Service approximately three (3) days per month.
- Contractor shall provide a Command Post with 24/7 monitoring.
- Demonstrate the ability to provide the service according to the Company’s requirements and standards.
- Contractor’s personnel shall be physically fit and qualified to perform duties; Company reserves the right to pre-approve personnel. There is no maximum age or gender restriction for personnel. Contractor hiring practices shall meet local regulation and Company requirements.

Enabling agreements are planned to be in place in 3Q 2020.

2. Objective

This Request for Information (RFI) seeks detailed commercial and technical information from suppliers for meeting Company’s bid selection requirements for Unarmed Security Escort Services, Guyana.

This RFI has several objectives:

First, we may use responses from you and the other participants to validate and further develop our team’s recommendations for inclusion in the Request for Proposal (RFP) for Unarmed Security Escort Services, Guyana. The RFI process allows us to seek your input and develop a list of qualified bidders before structured bid rules take effect.

Second, the RFI process provides you an opportunity to begin developing your responses to some of the potential requirements if you are selected for the RFP.

Finally, EEPGL in its sole discretion, may divide the services described in this RFI and in a future RFP (Request for Proposal) into several enabling agreements that may be awarded to more than one bidder.

Please be aware that this RFI does not imply any commitment at this stage from EEPGL to acquire goods or services from any supplier. All expenses or costs incurred by or for your firm as a result of your participation in the RFI and any subsequent RFP process shall be at your sole cost and expense. Your participation in the RFI process does not guarantee an invitation to participate in an RFP process.

3. Guyanese Content

ExxonMobil's local content strategy is core to our business. Its elements are formally integrated into daily processes and procedures, and guides the way we work today and plan for tomorrow.

Using a multi-tiered approach, we focus on building workforce and supplier capabilities in conjunction with strategic investments in the local community. At ExxonMobil, this approach is called local content.

ExxonMobil recognizes that Guyanese suppliers and their workforce are vital to the success of our operations.

3.1 Contractor's Duties

Contractor shall be responsible for the following local content requirements in addition to any local content requirements issued by a Guyanese governmental authority:

- 3.1.1 To support Buyer's objectives of maximizing the use of Guyanese workers and suppliers, Contractor shall:
 - a. Prepare and implement a program to maximize employment of Guyanese nationals (during the Work) having appropriate qualifications and necessary experience to conduct operations.
 - b. Give preference to the following:
 - i. The purchase of Guyanese goods and materials, provided such goods and materials are available on a timely basis of the quality and in the quantity required by Contractor at competitive prices.
 - ii. Utilization of Guyanese contractors insofar as they are commercially competitive and satisfy Contractor's financial and technical requirements and meet the requirements of Section 3.1.1.b.i.
 - c. Establish appropriate tender procedures for the acquisition of goods, materials, and services, which shall ensure that Guyanese contractors are

given an adequate opportunity to compete for the supply of goods and services.

- d. Ensure that its subcontractors comply with the requirements contained in this section 3.1.1.
- 3.1.2. Steward Contractor and its subcontractors' local content development progress in accordance with Contractor's local content plan (as described in 2.1.5).
- 3.1.3 Contractor shall provide local content reporting metrics using Buyer-provided template as it may be periodically revised by Buyer.
- 3.1.4 Contractor should engage, and actively collaborate with, the Centre for Local Business Development. The Centre's role is to facilitate communication between suppliers, contractors and subcontractors, with a goal to build the capacity of Guyanese small and medium enterprises. The Centre will maintain a Supplier Registration Portal and is able to provide lists of various Guyanese goods and services, for Contractor's use. Buyer does not endorse or recommend any supplier listed on the Portal. As such, Contractor should perform appropriate due diligence on any supplier prior to use. The Centre is located in Georgetown at 253-254 South Road, Bourda on the top floor of the IPED Building. The website is: www.clbdguyana.com.

Contractors shall develop and implement a local content plan for Guyana (details will be provided to the winner of a bid).

4. RFI Instructions

Please complete Section 7 - Questionnaire, elaborating on each item as appropriate and keeping the following in mind:

- Please answer the questions as completely as possible and advise if you cannot answer a particular question.
- Please note the word limit for each section. Submitters should not exceed the word limit.
- Please submit your response in **electronic** form using any of the following electronic formats: Microsoft Word, Microsoft Excel, Adobe PDF.
- Your e-mailed responses should be limited to a reasonable size (<5MB). If the response is >5MB, then multiple submissions <5MB are acceptable.
- **Please do not submit pricing or price proposal information at this stage.**
- Your submittal should not include information which you consider proprietary, trade secrets or confidential.

- **There will be no clarification meetings for this RFI. Please submit all questions to email address: EM.Guyana.Procurement@exxonmobil.com**

5. Due Date Schedule - Key Dates in the RFI Process

Schedule

February 25, 2020	RFI to be issued through the Center for Local Business Development
March 5, 2020	Deadline for supplier to submit completed RFI
March 2020	Evaluation of RFI responses
April 2020	Potential Commencement of RFP invitations

6. Submission of RFI with all complete documents

- **All documents required to be submitted are due no later than 5:00 PM, March 5, 2020. No extensions will be granted.**

Contact for Questions please email: EM.Guyana.Procurement@exxonmobil.com

How to Submit:

1. Complete Required Documents and include in an email
 - a. Completed Questionnaire
 - b. Completed PBAQ
 - c. Copy of the company's Articles of Incorporation (including the page with the Directors)
 - d. Copy of the company's Certificate of Registration (company TIN) from the Guyana Revenue Authority
2. Send Email with the following title format:

Your Company Name – ExxonMobil Guyana Unarmed Security Escort Services RFI – Final RFI Submission
3. Send email to: EM.Guyana.Procurement@exxonmobil.com

7. Questionnaire

GENERAL INFORMATION – PART 1			
1. Company Name:			
2. Company Address:			
3. Telephone Number:			
4. Number of Employees:			
5. Company Contact Name:			
6. Email Address:			
7. Website Address:			
8. Form of Business	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other _____
9. How many years has your company been in business under your present firm name?			
10. Do you operate in this country via an owned / affiliate legal entity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company registered to work in Guyana? <input type="checkbox"/> Yes <input type="checkbox"/> No			
11. Are there any judgments, claims, or suits pending or outstanding against your company > \$1M USD? If yes, please attach details.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
12. Currently, is your company recognized and approved as a qualified Unarmed Security Escort Services Provider by the Guyana Police Force?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
13. Is your company directly licensed and/or registered to operate in this country for Unarmed Security Escort Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
SERVICE OFFERING / CAPABILITY – PART 2			
2.1.	Please provide the list of your relevant clients in Guyana. Please limit to Top 5 clients.		
	Client Name	Industry Type	Length of Contract (years)

TECHNICAL PROFICIENCY AND TRAINING – PART 3

3.1. Based on the Security Escort Services you may provide to the Company, briefly describe your employees' qualifications, experience levels, required certifications, degrees, training program, and any other applicable requirements. **Please provide proof by listing the certifications and minimum qualifications to perform the work. You do not need to provide copies at this time. Please limit to 500 words or less.**

OPERATIONAL CAPABILITY & MANAGEMENT - PART 4

4.1. Please describe your standard operating procedures for providing Unarmed Security Escort Services. **Please limit to 500 words or less.**

4.2. Please describe the personnel and resources your company has to meet the scope of work outlined in the background section of this document. Please outline which resources are readily available and discuss your company's capability to undertake the work. In your response, please also provide a breakdown of your company's workforce by responsibility and nationality. You may provide an Organisational Chart to support your response. **Please limit to 500 words or less.**

4.3. What is your company's experience in providing Unarmed Security Escort Services? **Please limit to 250 words or less.**

4.4. Please describe your company's safety, security, health, and environmental program. **Please limit your response to 250 words or less.**

4.5. Please describe your company's employee background check program. Please limit to 250 words or less.

4.6. Please describe your company's drug and alcohol testing program. Please limit to 250 words or less.