

Request for Information #01-2025

Rental of Cargo Carrying Units (CCUs)

Distributed on: **31st January 2025**

Response Requested by: **03rd March 2025**

ExxonMobil Guyana Limited (EMGL)

1. Objective

This Request for Information (RFI) seeks detailed technical information from suppliers for meeting EMGL's bid selection requirements for the rental of Cargo Carrying Units (CCUs) for their Guyana operations.

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 this work scope. 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, EMGL 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 EMGL 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.

2. Background

General

ExxonMobil Guyana Limited (EMGL) plans to put in place an enabling agreement for the provision of Cargo Carrying Units (CCUs).

The scope of this Request for Information (RFI) is to identify suppliers who can provide DNV certified CCUs to the Company which may include but are not limited to the following types / sizes:

- Containers open / close top (sizes 8' x 10', 8' x 20' 12' x 27')
- Dry Goods Containers 5'4" x 7'x 6'6"
- Freight Box Containers 5'4" x 7'x 6'6"
- Pallet Boxes 10' x 6' Containers
- Racks (Sling, Drum, Bottle)

- Baskets (sizes 4' X 8', 8' x 12', 8' x 16', 8' x 24', 12' x 27', 4' x 8', 4' x 34', 4' x 45')
 - Sub tool Baskets
 - Tanks (50 BBL, Tote, etc.)
 - Utility Boxes (domestic & hazmat)
 - Waste skips
 - Other baskets and container sizes as requested
 - Tubular transport frames
- Provide storage facilities for CCUs and arrange onshore delivery to locations specified by the EMGL.
 - Contractor's CCUs shall attain industry, international and other standards.
 - Provide CCU (and sling set / lifting gear) inspections / certifications / load testing as per EMGL's requirements.
 - Arrange for the repair or replacement of any damaged or defective CCU. This shall be verified by EMGL's inspection. As such, a warranty for defective items should be included.
 - Contractor should be able to make any repairs to units including welding and fabrication in Guyana to DNV standard.
 - Demonstrate relevant experience to validate the ability to provide CCUs according to the EMGL's requirements and regulations.
 - All units should be equipped with GPS tracking (e.g. Geoforce or equivalent) capabilities with a program to track CCUs by the supplier and EMGL.
 - Contractor should be able to manage / flag and update certification for all CCUs in EMGL's logistics management software platform (e.g. Kabal or equivalent).

3. Local Content Requirements

- 3.1 EMGL's local content strategy is important to our business. Its elements are integrated into our daily processes and procedures and guide the way we work today and plan for tomorrow.
- 3.2 Using a multi-tiered approach, EMGL focuses on building workforce and supplier capabilities in conjunction with strategic investments in the local community.
- 3.3 During the bid process, all prospective EMGL contractors are required to demonstrate awareness of the Local Content Act (2021) and its potential application to their work under the scope.
- 3.4 Bidders are expected to include in their submission a preliminary local content strategy outlining how they will deliver on the local content expectations outlined below and those captured in the Act, and, upon award, implement an acceptable

plan. Should the successful bidder be required to submit local content plans to the Government of Guyana under the Local Content Act (2021) they will also provide a copy of those plans to EMGL.

- 3.4 The following requirements apply to orders that will be performed, or with exercise of contractor's best efforts could be performed, wholly or in any part in Guyana (including without limitation the Guyana Exclusive Economic Zone) or with utilization of any Guyanese subcontractor, vendor, or similar Guyanese content.
- 3.5 The below requirements specific to EMGL contractors are in addition to the Local Content Act (2021) issued by the Government of the Cooperative Republic of Guyana; in the event of a conflict between these requirements and those of the Government of Guyana explicit instruction must be sought by EMGL.

REQUIRED ACTIVITIES:

A. Contractor Procurement Activities:

To support EMGL's objectives of giving preference to qualified local suppliers from Guyana, a contractor shall:

- (a) Give fair and adequate opportunity and first consideration 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 the contractor at competitive prices.
 - (ii) Utilization of Guyanese contractors insofar as they are commercially competitive and satisfy the contractor's financial and technical requirements and meet the requirements of this section.
- (b) Establish appropriate tender procedures for the acquisition of goods, materials, and services, which shall ensure that Guyanese contractors are given fair and adequate opportunity to compete for the supply of goods and services.
- (c) Establish procedures to provide the contractor's Guyanese subcontractors feedback following contracting activities.
- (d) Ensure that the contractor's subcontractors comply with the requirements contained in this section.
- (e) Steward the contractor's, and its sub-contractors', local content development progress in accordance with these requirements and the contractor's local content plan.

B. Contractor's Employment Opportunities

To support EMGL's objectives of giving preference to qualified local personnel and suppliers from Guyana, a contractor shall:

1. Prepare and implement a program to give fair and adequate opportunity and first consideration for employment of Guyanese nationals having

- appropriate qualifications and necessary experience to perform job responsibilities commensurate with the contractor's scope of work.
2. Ensure that the contractor's subcontractors comply with the requirements contained in this Section.
 3. Steward the contractor's and its sub-contractors' local content development progress in accordance with this guidance and the contractor's local content plan.

C. Contractor's Use of External Resources:

1. Centre for Local Business Development
 - a. To facilitate transparent local hiring and contracting, a contractor is encouraged to consider using the following capabilities provided by the Centre for Local Business Development (CLBD):
 - (i) Advertising upcoming vacancies and tenders with potential local content.
 - (ii) Publishing Vacancies/Expression of Interest/Tenders in the public domain for approximately two weeks to one month via the Centre for Local Business Development Hub and CLBD Facebook/Website.
 - (iii) Utilize the Hub to augment any bid lists with Guyanese contractors that meet requirements.
 - (iv) Plan communications for announcements of tender award/hiring/training as appropriate.
 - (v) Provide opportunities for feedback following Expression of Interests/Request for Information (RFI) and bids to Guyanese vendors.
 - b. A contractor should also consider engaging, and actively collaborating with, the Centre for Local Business Development.
 - (i) 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 a mechanism for advertising opportunities for Guyanese goods and services, for a contractor's use.
 - (ii) EMGL does not endorse or recommend any supplier listed on the Portal. As such, a 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.centreguyana.com
2. Online & Social Media – Publishing Vacancies/Expression of Interest/Tenders in the public domain for approximately two weeks to one month via relevant online and social media sites (EMGL, Local Content Secretariat, contractor, and newspapers).

D. Contractor's Local Content Metrics Reporting

1. A contractor shall provide local content reporting metrics using an EMGL-provided template. The template may be updated by EMGL at any time.
2. Metric reporting requests will be sent at least twice annually to the contractor. EMGL reserves the right to change the frequency of metric requests to the contractor.
3. Should the contractor be required to submit metrics to the Government of Guyana under the Local Content Act (2021) they will provide a copy of those reports to EMGL.

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, etc. Do **not** include any links to files in your response, EMGL will be unable to access.
- 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

January 31, 2025	RFI to be issued
March 03, 2025	Deadline for supplier to submit completed RFI
March, 2025	Evaluation of RFI responses
April, 2025	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 GYT, March 03, 2025.**

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

How to Submit:

1. Complete Required Documents and include in an email

- a. Completed PBAQ
- b. Copy of the company's Articles of Incorporation (including the page with the Directors/Management and details of nationality)
- c. Copy of the company's Certificate of Registration (company TIN) from the Guyana Revenue Authority, or jurisdictional equivalent.
- d. Copy of company's organizational chart with details on nationality of all personnel.

2. Send Email with the following title format:

Your Company Name – RFI 01-2025 Guyana Cargo Carrying Units (CCUs) –
Final RFI Submission

3. Send email to: EM.Guyana.Procurement@exxonmobil.com

4. Kindly note it's not a requirement to register at the CLBD in order to respond to any of our RFI's as this request is open to all interested companies.

7. Questionnaire

GENERAL INFORMATION – PART 1			
1. Company Name:			
2. Company Mailing 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? Yes <input type="checkbox"/> or No <input type="checkbox"/>			
Is your company registered to work in Guyana? Yes <input type="checkbox"/> or No <input type="checkbox"/>			
11. In the context of Guyana's Local Content Act, please indicate if your company has acquired a Local Content Certificate issued by the Local Content Secretariat? Yes <input type="checkbox"/> or No <input type="checkbox"/> .			
If Yes, please provide a copy of the Local Content Certificate.			
If No, please indicate if you intend to register and if so, what stage of the process you are in (i.e. documents submitted, requested to submit more information, rejected, etc.)			
12. Are there any judgments, claims, or suits pending or outstanding against your company > \$1M USD. If yes, attach details.			<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Please provide names of the most relevant past/current projects where your company has supplied CCUs. Please limit to 500 words.			
14. Please advise how long your company has been supplying CCUs. Please limit to 250 words.			
15. Please describe your company's familiarity with local requirements as it pertains to the supply of CCUs. Please limit to 250 words.			

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)

OPERATIONAL CAPABILITY & MANAGEMENT - PART 3

3.1. Please describe the 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 Organizational Chart to support your response. **Please limit to 500 words.**

3.2. Please describe how your company intends to create and manage inventory to meet EMGL's growing demand. In your response, please provide a schedule for stock planning with timelines from manufacture or purchase to delivery (including shipping, if any). **Please limit to 250 words, excluding timeline.**

3.3. Please describe your company's end-to-end supply chain process for CCUs. In your response, please identify which aspects of your business are provided by a third party (outsourced). **Please limit to 500 words.**

3.4. Please itemize the quantity of each type/size of DNV CCU your company has available in Guyana based on the dimensions stipulated above.

3.5. Please indicate where your company intends to store the CCUs.

3.6. Please describe how your company stays up to date on guidelines and standards relevant to your industry and work activities. **Please limit to 250 words.**

3.7. Please describe your company's safety, security and health program. **Please limit to 250 words.**

3.8. Please describe your company's employee background check program. **Please limit to 250 words.**

TECHNICAL PROFICIENCY AND TRAINING - PART 4

4.1. Based on Cargo Carrying Units (CCUs) you may provide to the Company, briefly describe your qualifications, experience levels, certifications, 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.**