**Request for Information #04-2023**

**General Medical Services**

Distributed on: February 16, 2023

Response Requested by: March 9, 2023

**Esso Exploration and Production Guyana Limited (EEPGL)**

**1. Objective**

This Request for Information (RFI) seeks detailed commercial and technical information from suppliers for meeting EEPGL's bid selection requirements for General Medical Services, to be provided in, but not limited to, Region 4, Region 3, and Offshore 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 General Medical Services in the locations listed above. 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.

**2. Background**

**General**

Esso Exploration and Production Guyana Limited (EEPGL) plans to put in place a services agreement for provision of General Medical Services in the areas noted above.

The scope of this Request for Information (RFI) is to identify suppliers who have performed and are capable to perform General Medical Services for EEPGL as follows:

* **Perform oversight for all clinical and laboratory services for our employees and dependents, including:**
	+ General Medical services which includes but are not limited to:
		- Health Promotion, Prevention, Care, treatment, and rehabilitation services.
		- Immunizations
		- Pharmaceutical services
		- Specialist Consultations e.g., Pediatrics, OBGYN, etc.
		- Injury and illness treatment and emergency care consistent with BLS, ACLS, PHTLS/ITLS, PALS
		- Infectious disease outbreak support services, e.g., Management plan for before, during and after the event.
		- OGUK/OEUK exams or equivalent from other institutions for offshore work, e.g., Bahamian Maritime Authority
		- Occupational health Examinations to determine fitness for work.
		- Medical surveillance examinations e.g., Hearing, Respiratory Fit, etc.
		- Vaccinations for target work groups e.g., catering staff
		- Travel medicine i.e., capability of fulfilling host country entry requirements.
		- Drug and Alcohol testing and oversight.
		- Mental health support services
		- Telemedicine capabilities\*.
	+ Establishment (as needed) and ongoing oversight and support of remote medical facilities / first aid clinics
	+ Oversight for laboratory / point of care testing and services
		- Hematology, Immunology, Biochemistry, infectious diseases testing, etc.
	+ Coordination of Outsourced Medical Services
		- Specialists
		- Laboratories
		- Additional emergency response equipment
		- Telemedicine capabilities\*
* **Interface with Local and International medical authorities as requested by the client**
	+ Ministry of Health, Guyana
	+ International Medical Agency’s, e.g., PAHO, WHO, CDC, etc.
* **Legal/Quality aspects that will need to be facilitated by the RFI respondent**
	+ Manage a license for the operations of a health facility
	+ Manage a license to operate a pharmacy, including the importation of pharmaceuticals, medical devices, and cosmetics
	+ Have a licensed provider for calibration of biomedical equipment.
	+ Manage ISO certifications: 15189, 9001, 45001,
* **Staffing credentials, professional medical licensing, certificates, registrations, relevant to their field, proof of drug and alcohol compliance, background checks, etc.**
	+ Manage the above for medical professionals: doctors, nurses (all categories), laboratory technician
	+ Proof of continuing education in their applicable disciplines

Resources/Information that **may** be provided by EEPGL;

* + 1. Clinic space
		2. Clinic, occupational health, and laboratory equipment
		3. Telemedicine equipment and services
		4. Database for capturing clinical exams and reporting of same

**3. Local Content Requirements**

3.1 EEPGL’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, EEPGL focuses on building workforce and supplier capabilities in conjunction with strategic investments in the local community.

3.3 During the RFI process, all prospective EEPGL contractors are required to demonstrate awareness of the Local Content Act (2021) and its potential application to their work under the scope.

3.4 RFI responders 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. RFI responders, required to submit local content plans to the Government of Guyana under the Local Content Act (2021) may be asked to provide a copy of those plans to EEPGL.

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 EEGPL 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 EEPGL.

**REQUIRED ACTIVITIES**:

A. Contractor Procurement Activities:

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

* + - * 1. Give fair and adequate opportunity and first consideration to the following:

The purchase of Guyanese goods and materials provided such goods and materials are available on a timely basis of the quality, specification(s) as outlined by EEPGL, e.g., ExxonMobil contract exhibits, Government approvals or endorsements, etc., and in the quantity required by the contractor at competitive prices.

Utilization of Guyanese contractors insofar as they are commercially competitive and satisfy the contractor's financial and technical requirements and met or exceed EEPGL’s specifications in the medical services area, i.e., ISO certification, medical certifications, licenses, and registrations, etc. and meet the requirements of this section.

* + - * 1. 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.
				2. Establish procedures to provide the contractor’s Guyanese subcontractors feedback following contracting activities.
				3. Ensure that the contractor’s subcontractors comply with the requirements contained in this section.
				4. 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 EEPGL’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, certifications, licenses, and registrations as required by ExxonMobil, 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):

Advertising upcoming vacancies and tenders with potential local content.

Publishing Vacancies/Expression of Interest/Tenders in the public domain for approximately two weeks via the Centre for Local Business Development Supplier Registration Portal (SRP) and CLBD Facebook/Website.

Utilize SRP to augment any bid lists with Guyanese contractors that meet requirements.

Plan communications for announcements of tender award/hiring/training as appropriate.

Provide opportunities for feedback following Expression of Interests/Request for Information (RFI) and bids to Guyanese vendors.

1. 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) EEPGL 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](http://www.centreguyana.com)

2. Online & Social Media – Publishing Vacancies/Expression of Interest/Tenders in the public domain for approximately two weeks via relevant online and social media sites (EEPGL, Local Content Secretariat, contractor, and newspapers).

D. Contractor’s Local Content Metrics Reporting

* + - 1. A contractor shall provide local content reporting metrics using an EEPGL-provided template. The template may be updated by EEPGL at any time.
			2. Metric reporting requests will be sent at least twice annually to the contractor. EEPGL 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 EEPGL.

**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.
* 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 16, 2023 RFI to be issued.

March 9,2023 Deadline for supplier to submit completed RFI

April, 2023 Evaluation of RFI responses

May/June 2023 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 9, 2023.**

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

**How to Submit:**

1. Complete Required Documents and include in an email

1. Completed Questionnaire (Word document).
2. Completed PBAQ
3. Copy of the company’s Articles of Incorporation (including the page with the Directors/Management and details of nationality)
4. Copy of the company’s Certificate of Registration (company TIN) from the Guyana Revenue Authority
5. Copy of company’s organizational chart with details on nationality of all personnel’s.

2. Send Email with the following title format:

Your Company Name – RFI # 04-2023 – General Medical Services – 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 to respond to any of our RFI’s as this request is open to all interested companies.

**7. Questionnaire**

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| **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** | [ ]  **Corporation** | [ ]  **Partnership** | [ ]  **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 (Y) or No (N)?****Is your company registered to work in Guyana? Yes (Y) or No (N)** |
| **11. Have you provided general medical services to EEPGL in Guyana. If so, please describe the project, project scope, who your EEPGL contact was, the dates, the staffing and scope of services provided. Include how your company topside medical staff as well as on-the-ground medical staff engage / interface with client operations and project personnel. Please limit to 500 words.** |
| **12. If not for EEPGL, please provide names of the most relevant past/current projects, including the company name, project name, dates scope of services and staffing where your company has provided general medical services. Include how your company topside medical staff as well as on-the-ground medical staff engage / interface with client operations and project personnel. Please limit to 500 words.** |
| **13. Please advise how long your company has been providing general medical services for clients. Please limit to 250 words.**  |
| **14. Please describe how your company stays up to date on legislation, codes, guidelines, and standards, relevant to the medical industry in Guyana for local and international general medical services, e.g., Occupational Health, Primary Care, pandemics, etc. Please limit to 500 words.**  |
| **17. Please explain why you believe your company has the experience, background and capabilities that make you capable to support EEPGL with general medical services. Please limit to 500 words.** |
| **18. Please describe your company’s drug and alcohol testing program. Please limit to 250 words.** |
| **19. Please describe your company’s safety program. Please limit to 250 words.** |
| **20. Please describe your company’s business continuity plan. Please limit to 250 words.** |
| **21. Please describe your company’s staff recruiting, onboarding, monitoring competence, and continuing education program, to seek quality staff and ensure professional staff members maintain up-to-date licenses, certifications, registrations, and current state of medical and laboratory sciences. Please limit to 500 words.** |
| **22. If your company has international clients / patients, please describe your company’s program for complying with international privacy laws Please limit to 500 words** |
| **23. Are there any judgments, claims, or suits pending or outstanding against your company > $1M USD. (If yes, attach details.)** | [ ]  **Yes** [ ]  **No**  |
| **SERVICE OFFERING / CAPABILITY – PART 2** |
| * 1. **Please provide the list of your relevant clients in Guyana. Please limit to Top 5 clients.**

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| **Client Name** | **Industry Type** | **Length of Contract (years)** |
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| **OPERATIONAL CAPABILITY & MANAGEMENT - PART 3** |
| **3.1. Please describe your current staff that will support EEPGL, including an organization chart. Please outline which resources are readily available and confirm your company's capability to undertake the work. Please limit to 500 words.** |
| **3.2. Please describe your company’s medical manual (clinical operations e.g. with all applicable laws, licensing, waste management, data privacy, etc.) as it pertains to general medical and laboratory services. Please limit to 500 words.** |
| **3.3. Please describe your company’s quality and audit manuals as they pertain to general medical and laboratory services to assure ongoing compliance with a Ministry of Health license, government of Guyana regulations, and ISO 15189, ISO 9001, and ISO 45001. Please limit to 500 words.** |
| **3.4. Please describe your company’s program for managing practices for medical supply chain, e.g., medical equipment, medical consumables, OTC drugs, prescriptions drugs, cold chain, etc. to insure proper and adequate supply of medical items needed on a day-to-day or on an emergency need basis. Please limit to 500 words** |