**Request for Information # 14-2022**

**Guyana Contract Analytical Laboratory Services**

Distributed on: 11 August, 2022

Response Requested by: 31 August, 2022

**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 Guyana Contract Analytical Laboratory Services.

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 provision of Analytical Laboratory Services in 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.

**2. Background**

**General**

Esso Exploration and Production Guyana Limited (EEPGL), requires provision of Analytical Laboratory Services in Guyana to be referred to as Guyana Contract Analytical Laboratory Services.

The scope of this Request for Information (RFI) is to identify suppliers who can provide a possible range of Analytical Testing Services to EEPGL as follows, including but not limited to:

**Offshore and Onshore Testing and Reporting**

1. **Suppliers must demonstrate the ability to subject solid waste samples to Toxicity Characteristic Leaching Procedures (TCLP) and test for:**

**Metals**:

Aluminum

Barium

Cadmium

Chromium

Lead

Mercury

Selenium

Silver

**Volatile Organic Compounds:**

Benzene

Carbon tetraChloride

ChloroBenzene

1, 4- Dichlorobenzene

1, 2- Dichloroethane

1, 1- Dichloroethylene

MEK

Tetrachloroethylene

Trichlorethylene

Vinyl Chloride

**Semi Volatile Organic Compounds:**

o-Cresol

M-Cresol

p-Cresol

Cresol ( Total)

2,4 Dinitrotoluene

Hexachlorbenzene

Hexachlorbutandiene

Hexachloroethane

Nitrobenzene

Pentachlorophenl

Pyridine

2,4,5 Trichlorphenol

2,4,6 Trichlorphenol

**Pesticides:**

Chlordane

Endrin

Heptachlor (and its Epoxide)

Lindane

Methoxychlor

Toxaphene

**Herbicides:**

2,4-D

2,4,5-TP (Silvex)

Suppliers must alsodemonstrate the ability totest water samples for:

**Parameter:**

pH

Temp Deg C @pH

Total Dissolved Solids (Residue, Filterable)

Total Suspended Solids

Oil and Grease

Biochemical Oxygen Demand

Faecal Coliform

Total Petroleum Hydrocarbon (TPH)

1. **Suppliers must demonstrate the ability to test sea water and effluent discharge samples for:**

**Alkalinity**

Alkalinity, Carbonate (CaCO3)

Alkalinity, Hydroxide (CaCO3)

Alkalinity, Total (CaCO3)

Alkalinity, Phenolphthalein (CaCO3)

**Metals / Anions**

Aluminum

Antimony

Barium

Bicarbonate

Boron

Bromide

Calcium

Carbon, inorganic (HCO3)

Chloride

Chromium

Cobalt

Copper

Iron

Lead

Lithium

Magnesium

Manganese

Mercury

Molybdenum

Nickel

Phosphorus

Potassium

Sodium

Strontium

Sulfate

Titanium

Vanadium

Zinc

**Volatile organic compounds**

Benzene

Ethylbenzene

m,p-Xylene

o-Xylene

Toluene

Xylenes, Total

**Semivolatile organic compounds / PAHs**

2-Methylnaphthalene

Acenaphthene

Acenaphthylene

Anthracene

Benz(a)anthracene

Benzo(a)pyrene

Benzo(b)fluoranthene

Benzo(g,h,i)perylene

Benzo(k)fluoranthene

Chrysene

Dibenz(a,h)anthracene

Fluoranthene

Fluorene

Indeno(1,2,3-cd)pyrene

Naphthalene

Phenanthrene

Pyrene

**Organic acids**

Acetic acid

Butanoic acid

Formic acid

Hexanoic acid

Pentanoic acid

Propanoic acid

Suppliers must also demonstrate the ability to test water samples for:

**Parameter:**

Radioisotopes

pH

Total dissolved solids

1. **Suppliers must demonstrate the ability to characterize the mineralogy of solid samples for:**

**Grain Size**

Grain size distribution via sieve and LPSA (laser particle size analysis)

Extended range LPSA,

Distribution range 0.0001 mm - 2.0 mm

Including: disaggregation, sample prep, tabular,

graphical, and digital report

**Mineralogy**

X-Ray diffraction (XRD) for bulk rock and clay fraction mineralogy

X-Ray Fluorescence (XRF) to help determine siliciclastic/carbonate/clay indicators, anoxic indicators and provenance indicators

In order to be fit for purpose and have the ability to service EEPGL and the oil and gas industry, suppliers must demonstrate their ability to meet or demonstrate that they have the capability of building their capacity to meet the following criteria:

* Established analytical methods for all appropriate solid and liquid streams;
* Correct analytical equipment for offshore, nearshore and onshore environments;
* Analytical equipment that can accommodate analytical methodology;
* Access to capital for a rapid startup in Guyana within 6-12 months;
* Qualified and experienced staff in Quality Assurance Management
* Data integrity assurance framework in place.
* Knowledge of quality roadmap and timing;
* International Organization for Standardization (ISO) certification or on track for ISO certification;
* Robust training budget for ISO certification and renewal;
* More than one laboratory for backup capacity and ability to confirm or rerun test results;

**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 bid 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 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 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 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 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 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 use the attached spreadsheet for your response using the drop down options if applicable.
* Please answer the questions as completely as possible and advise if you cannot answer a particular question.
* 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

11 August, 2022 RFI to be issued through the Center for Local

 Business Development

31 August, 2022 Deadline for supplier to submit completed RFI

September, 2022 Evaluation of RFI responses

4Q 2022 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 (Guyana Time), 31 August, 2022. 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

1. Completed Questionnaire (Word document and Excel)
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 #14-2022 Guyana Contract Analytical Laboratory 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 in order 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** [ ]  **No****Is your company registered to work in Guyana?** [ ]  **Yes** [ ]  **No** |
| **11. Please advise how long your company has been conducting laboratory analysis and describe the number and organization of your analytical department. Please limit to 500 words.** |
| **12. Please describe your company’s familiarity with local requirements as it pertains to analytical laboratory analysis and standards used for technical specifications. Please limit to 500 words.** |
| **13. 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** |
| **2.1. Please indicate your response to the following questions by highlighting ‘Yes’ or ‘No’. Note that “No” is not a disqualifying response and is intended to understand that scale at which you are able to provide services.**

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| --- | --- |
| **Is your company registered, recognized and approved currently as a qualified Laboratory to perform Analytical Testing by the Guyana Environmental Protection Agency (EPA)?** | **[ ]  Yes No [ ]**  |
| **Is your company registered, recognized and approved currently as a qualified Laboratory to perform Analytical Testing by the Guyana National Bureau of Standards?** | **[ ]  Yes No [ ]**  |
| **Is your company directly licensed and/or registered to operate in this country for Environmental and Regulatory Services?**  | **[ ]  Yes No [ ]**  |
| **Does your company have the ability to obtain regulatory permits or other approvals required to conduct onshore and offshore fieldwork in Guyana?** | **[ ]  Yes No [ ]**  |
| **Has your company conducted analytical testing, or specialized laboratory surveys during the last five years?** | **[ ]  Yes No [ ]**  |
| **Does your company have sufficient financial strength for rapid startup and/or expansion in Guyana?** | **[ ]  Yes No [ ]**  |

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| * 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. 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 confirm 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 will provide equipment and facilities to accommodate analytical methodologies. Please indicate whether these equipment and facilities will be company-owned or leased. Please limit to 250 words.** |
| **3.3. Please describe how your company stays up to date on legislation, codes, guidelines and standards relevant to your industry and work activities. Please limit to 250 words.** |
| **3.4. Please provide copies of your laboratory and quality certifications.** |
| **3.5. What is your company’s experience with analytical testing during the last five years? Please limit to 250 words.** |
| **3.6. What is your company’s experience with large offshore oil and gas developments? Please limit to 250 words.** |
| **3.7. Describe** **your company’s Data integrity assurance framework. Please limit to 500 words.** |
| **3.8. Will your company handle all the work with its own personnel and equipment? If not, explain fully the nature and extent of the work to be subcontracted.** **Please limit to 250 words.** |
| **3.9. If work will be subcontracted, state to what extent your company is involved in the acquisition activities, processing activities, laboratory testing, interpreting, and reporting? Please limit to 250 words.** |
| **3.10. If work will be subcontracted, state whether there is a Bridging Document defining roles and responsibilities in place between your company and subcontractor? Describe or provide the document. Please limit to 250 words.** |
| **3.11. If work will be subcontracted, state whether the Bidder or the Sub-contractor has responsibility for the quality control and delivery of a contract compliant data set. Please limit to 250 words.** |
| **3.12. Please advise if you have formed a joint venture with an entity in the Country of Operations. Please describe the nature of the joint venture, the official name of the Parties and whether they are government or private, percentage interests, responsibilities and rights of the Parties, and other pertinent information. Please limit to 250 words.** |
| **3.13. Please provide details of plans to maximize local content. Please limit to 250 words.** |
| **3.14. What is your company’s experience working with Guyanese regulatory agencies at either the local or national level? Please limit to 250 words.** |
| **3.15. Please comment on what other environmental and regulatory services your company can provide outside of what has been outlined in the above scope. Please limit to 250 words.** |
| **3.16. Please describe your company’s safety, security, health and environmental program. Please limit to 250 words.** |
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| **TECHNICAL PROFICIENCY AND TRAINING – PART 4** |

**4.1. Based on the General Analytical Laboratory Services you may provide to EEPGL, briefly describe your employees’ qualifications, experience levels, required craft certifications, degrees and training program. (Please attach CVs). Please limit to 500 words.** |
| **4.2. Describe your training program for employees. Please limit to 250 words.** |
| **4.2. Describe your real-time QA & QC system capabilities. Please limit to 500 words.** |
| **4.3. Describe data integration, interpretation, data processing, data management & storage approach and file management structure. Please limit to 500 words.** |
| **4.4. Provide details of your laboratory equipment and established analytical methodologies for all appropriate solid and liquid streams. Please limit to 500 words.** |
| **4.5. Describe data processing / QC Please limit to 500 words.*** **Interpretation QC processes**
* **Sample handling testing procedures**
* **Sampling data management & storage methodologies and facilities.**
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