**Request for Information #19-2021**

**Tracer Injection Equipment & Labor Services**

Distributed on: September 24, 2021

Response Requested by: October 08, 2021

**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 Tracer Injection Equipment & Labor Services to support operations 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 Tracer Injection Equipment & Labor Services to support operations offshore 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) plans to an enabling (no-commitment) agreement for provision of Tracer Injection Equipment & Labor Services.

The scope of this Request for Information (RFI) is to identify suppliers who can provide Tracer Injection Equipment & Labor Services such as providing consulting and technical services and various equipment needed as follows:

1. Services;

* + 1. To perform Tracer injection into high pressure topside water injection risers within a specify range of pressure and rates.
		2. To perform tracer injection into high pressure topside gas injection risers within a specify range of pressure and rates.

* + 1. Capable of injecting the below listed chemicals;
1. Fluorbenzoic acids
2. Difluorobenzoic acids
3. Chlorobenzoic acids
4. Dichlorobenzoic acids
5. Perfluoroethylcyclohexane
6. Perfluoromethylcyclopentane
7. Perfluoromethylcyclohexane
8. Equipment;
	* 1. High Pressure Air Driven Pump with Manifold and Hoses
		2. 15K rated Autoclave connections for the manifolds, valves, and fittings
		3. 1-13/16” 10K Flange w ½” f/m NPT tap
		4. Pressure Relief Valves
		5. Suction hose (water tracer) and tracer hopper (gas tracer)
		6. Totes/IBC Tanks (as needed)
		7. HP Fittings (as needed)
9. Labor;
	* 1. National Project Supervisor
		2. National Technicians
10. Consumables;
	* 1. Specialize Gaskets and Bolts (as needed)
		2. Chemraz O-Rings and Seals (as needed)

This enabling agreement is planned to be in place by 1Q 2022 and these equipment’s and related services are needed early 2Q 2022.

**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, prospective EEPGL contractors are responsible for providing a local content plan according to the following requirements and, upon bid award, accepted contractors must implement a local content plan within 60 days (further details of the local content plan will be provided during the request for proposal stage).

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 These requirements are in addition to any local content laws issued by the Government of the Cooperative Republic of Guyana.

**REQUIRED ACTIVITIES**:

A. Contractor Procurement Activities:

To support EEPGL’s objectives of giving preference to qualified local and 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 shall 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 engage, and actively collaborate 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 lists of various 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, 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 every quarter to the contractor. EEPGL reserves the right to change the frequency of metric requests to the contractor.

**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.
* 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

September 24, 2021 RFI to be issued through the Center for Local Business

 Development

October 08, 2021 Deadline for supplier to submit completed RFI

October 2021 Evaluation of RFI responses

November 2021 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, October 08, 2021. 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)
2. Completed PBAQ
3. Copy of the company’s Articles of Incorporation (including the page with the Directors)
4. 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 – RFI #19-21 Tracer Injection Equipment & Labor Services – Final RFI Submission

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

**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. Please describe your current process for performing Tracer Injection services offshore, describing in details the entire process. Please limit to 500 words.** |
| **12. Please describe your current process for performing Water & Gas Injection services at different pressures and flow rates for the various chemicals identified in the background section of this document describing in details what process is used. Please limit to 500 words.** |
| **13. Confirm that your company complies with the minimum legal qualifications for Chemical Injection services. Also list the applicable certifications and requirements. Please provide proof by listing certifications and license to perform the work. You do not need to provide copies at this time. Please limit to 250 words.**  |
| **14. 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. 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. If applicable, 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.** |
| **3.3. Please describe how your company plan to maintain equipment and critical spares in country for Tracer Injection services offshore. Please limit to 250 words.** |
| **3.4. Please provide any comments on your company’s understanding of your experience and capability. Please avoid any comments which could be considered proprietary in nature. Please limit to 500 words.** |
| **3.5 Please describe your company’s drug and alcohol testing program. Please limit to 250 words.** |
| **3.6 Please describe your company’s safety program with particular emphasis on prior Tracer Injection jobs. Please limit to 250 words.** |
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| **TECHNICAL PROFICIENCY AND TRAINING – PART 4** |

**4.1. Based on the Tracer/Chemical Injection Services you may provide to EEPGL, briefly describe your employees’ qualifications, experience levels, required craft certifications, degrees and training program. Please limit to 500 words.** |