

## **EXPRESSION OF INTEREST (including Pre-Qualification Requirements)**

### **Supply of Freight Forwarding and Customs Brokerage Services**

Reference: WS2703417

BIDS Categories: 9430/9432

Issue Date: July 31, 2014

Closing Date: August 15, 2014

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#### **Overview:**

- Hibernia Management and Development Company Ltd. (HMDC), ExxonMobil Canada Properties, a partnership (ExxonMobil) are in the process of pre-qualifying companies who can supply Freight Forwarding/Customs Brokerage/Logistics services for their onshore and/or offshore Newfoundland and Labrador requirements.
  - Contractor shall provide all management, personnel, processes, materials, tools, equipment, applicable certifications and facilities as may be required to ensure all equipment covered by this pending Contract shall be fabricated and supplied to meet all statutory requirements, codes of practice and applicable specifications.
  - The intention is to have this scope of work cover the requirements of the Hibernia Project\*and the Hebron Project. For clarity, the scope of work includes not only the foregoing, but may include at ExxonMobil and/or HMDC's discretion, future work related to the scope of work described herein, in which ExxonMobil and/or HMDC may engage onshore or offshore Newfoundland and Labrador, for oil and gas facilities.
  - While not planned, it should be noted that the resulting contract may require inclusion of and/or extension to other operators in the area, project co-venturers, contractors and/or affiliated companies.
  - For work related to the Hibernia Project\*, HMDC supports providing opportunities to Canadian, and, in particular, Newfoundland and Labrador companies and individuals, on a commercially competitive basis. Contractors expressing interest in providing services or materials, if they are selected to bid, will be required to complete a Canada-Newfoundland and Labrador Benefits Questionnaire at the bid stage.
  - For work related to the Hebron Project, ExxonMobil supports providing opportunities to Canadian, and, in particular, Newfoundland and Labrador companies and individuals, on a commercially competitive basis. Contractors expressing interest in providing services or materials, if they are selected to bid, will be required to complete a Canada-Newfoundland and Labrador Benefits Questionnaire at the bid stage.
- Hibernia Management and Development Company Ltd. (HMDC), ExxonMobil Canada Properties, a partnership (ExxonMobil) encourage(s) the participation of members of designated groups (women; Aboriginal peoples; persons with disabilities; and members of visible minorities) and corporations or cooperatives owned by them, in the supply of goods and services.

#### **Supplier Diversity**

##### **Diverse Ownership (Completion of this section is voluntary)**

A Diverse supplier is a business that is at least 51 % owned and controlled by a member(s) of one or more of the four designated groups identified in Canadian employment equity legislation:

- Women
- Aboriginal peoples
- Visible Minorities
- Persons with disabilities

Please indicate above which designated group(s) are applicable to your business.

## **Certification for Diverse Businesses**

There are currently national certifying organizations that cover certification for businesses owned by:

- Aboriginal Peoples
- Visible Minorities
- Women

The Projects will continue to look for organizations that can provide certification support to businesses owned by persons with disabilities.

If you indicated that your business is owned by a member of a designated group, are you currently certified as a diverse-owned business?  Yes  No

Through which certifying organization is your business certified? \_\_\_\_\_

If you are a NL registered business and are not currently certified, would you be interested in learning more about certification?  Yes  No

The Hebron Project has a vendor database that is used to identify possible suppliers and contractors to participate in the project. Suppliers and contractors are encouraged to register.

ExxonMobil Canada Properties, operator of the Hebron Project, will use the database beyond development/construction, into the operations phase of the project. We also see value in expanding use of the database to the Hibernia and Hibernia Southern Extension projects, as well as project co-venturers and co-owners should they request information. The increased visibility to three major projects and other noted industry participants may be of value to your organization as it has the potential to increase future procurement opportunities.

**DISCLAIMER:** By registering your company in the vendor database, you are consenting to making your information available to the parties noted above in addition to the Hebron Project.

**NOTE:** Registration in the database does not imply that a supplier or contractor is approved as a qualified supplier, nor does it indicate that a supplier or contractor is included on any tender or bid list for the supply of goods or services for which it has registered.

### **Scope of Work Overview:**

The scope of work/supply includes, but is not limited to:

- Freight Forwarding
  - Handling of all materials and equipment inbound and outbound freight forwarding and logistics to ensure timely delivery. This activity include coordination with suppliers, shipping arrangements, packaging if needed, expediting, storage, Customs clearance, trucking, coordinate inspection, documentation, tracking and tracing, handling issues related to overages, shortages and damages, etc..
- Customs Brokerage
  - Owner requires a centralized customs clearance system, whereby a single customs brokerage clearance Contract shall be used to service Owner's requirements.
- Ship's Agents

- Contractor shall provide "charters agency services", including but not necessary limited to, the following:
  - A permanent 24-hour a day, 7 day a week service to attend vessels. Notification of vessel arrival and departure.
  - Upon receipt of vessel ETA from Owner or authorized representative, Contractor shall notify:
    - Harbour Master
    - Coast Guard Traffic Control
    - Customs & Immigration
    - Others as required
- Additional related services as required. For example:
  - Immigration Consulting Services and Fees
  - Customs Clearances (For example; permanent and temporary Imports and exported goods)
  - Contractor will liaise with:
    - Harbour Master & Port Authority
    - Coast Guard Traffic Control
    - Canada Customs and Revenue Agency
    - Others as required

Additionally, the selected contractor will be required to meet all technical and Safety, Health, Environmental, and Security (SHE&S) specifications and safe work practices of ExxonMobil and HMDC.

### **Submission Requirements**

Vendor submissions in response to this Expression of Interest **must** include the afore-mentioned reference number, as well as the following information:

1. Information demonstrating qualification for the Scope of Work detailed above.
2. Describe your experience operating under and familiarity with, the benefits provisions of the Canada-Newfoundland and Labrador Atlantic Accord Implementation Acts and your experience with any similar regimes in other parts of Canada or internationally. At the RFP/ITT stage, bidders will be required to indicate how they comply with the above.
3. Please acknowledge that responsible management personnel have read, understand and will support requirements to comply with the following where applicable
  - i) Section 45 of the Canada-Newfoundland and Labrador Atlantic Accord Implementation Act
  - ii) The Hebron Benefits Agreement and Hebron Benefits Plan work requirements
  - iii) The HSE Benefits Agreement and HSE Benefits Plan work requirements

The data submitted will be used as a preliminary evaluation of your company's ability to perform these services. Additional evaluation in the form of a prequalification should be anticipated in advance of ExxonMobil and HMDC finalizing a bidders list.

It will focus primarily on:

- past safety performance
- applicable experiences
- project execution skills
- project management skills & integration skills
- available technologies with proven performance

- current capability
- system lifecycle support capabilities and proven lifecycle programs
- work-load
- personnel qualifications
- financial capacity

We will evaluate this data and develop a final group of vendors who will be asked to submit formal competitive bids. We reserve the right to make the final determination of which contractors will receive the Request for Proposals (RFP) or Invitation to Tender (ITT) and which contractor will be awarded the final contract.

This Expression of Interest (including pre-qualification) is not a pre-qualification of contractors for other ExxonMobil /HMDC work, but is limited to the scope aforementioned. In addition, participation in this Expression of Interest (including pre-qualification), including any statements whether oral or written between ExxonMobil / HMDC and your company, shall not create or be deemed to create any binding legal relationship or contract, or be construed to do so between ExxonMobil / HMDC and your company. All costs associated with the preparation of your response to this expression of interest shall be at your expense.

This Expression of Interest (including pre-qualification) may or may not result in the issuance of an RFP/ITT and may or may not result in the award of a contract. If you respond to this Expression of Interest (including pre-qualification) and your company is selected to be on the bidders list, your company name and contact information may be posted on public websites. Similarly, if you are selected for award, the same information may also be posted, indicating that the work has been awarded to your company.

\* It should be assumed that the Hibernia Project includes, but is not limited to, current and planned Hibernia and Hibernia Southern Extension operations as well as future development on behalf of Hibernia (operated by Hibernia Management and Development Company Ltd.) and/or Hibernia Southern Extension participants (operated by ExxonMobil Canada Properties).

**Responses must be submitted electronically by the closing date to all of the ExxonMobil or HMDC e-mail addresses noted below:**

Hibernia Project  
Hibernia Management & Development Company Ltd. (HMDC)  
Attention: Amanda Whiteway,  
amanda.whiteway@exxonmobil.com  
Phone: (709) 778-7747

Hebron Project  
ExxonMobil Canada Properties  
Attention: Amanda Whiteway,  
amanda.whiteway@exxonmobil.com  
Phone: (709) 778-7747

Finally, potential vendors, if they have not already done so, should register with BIDS using following contact information:

Phone: 1-800-270-4611  
E-mail: [bids@nfld.net](mailto:bids@nfld.net)  
[www.bids.ca](http://www.bids.ca)