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| INFORMATION ON THE TENDER | |
| **1. General information** | |
| 1. Tender Owner | FIELDWOOD Energy E&P Mexico, S. de R.L. de C.V. |
| 1. Company (Customer) | FIELDWOOD Energy E&P Mexico, S. de R.L. de C.V. |
| 1. Project/ asset name | BLOCK 4 |
| 1. Tender number | FWM/\_\_\_/06-22 |
| 1. Tender subject | For a Contracting a Legal Services |
| 1. Type of tender | Single-stage dual-envelope tender |
| 1. Applicable Law | Mexican Law |
| 1. Contract Area | Mexico |
| **II. Minimum qualifications** | |
| **LOT 1**   1. Bidders shall demonstrate industry ranking specified in The Legal 500 Mexico legal directories as Tier 1 to 3 in Energy and Natural Resources. 2. Bidder must have a 5+ years’ experience in legal services in the Oil and Gas industry in one or more projects. 3. Bidder must have a 5+ years’ experience in advising at least 3 major international Oil and Gas upstream companies in the last 3 years. 4. Bidder must have 5+ years’ experience in advising on oil and gas matters, general corporate and compliance with focus on Mexican law. 5. Physical presence of the Bidder’s office in Mexico. | |
| **LOT 2**   1. Bidder must have 5+ years of experience providing legal advice on employment law in Mexico and employers’ representation in CBAs. 2. Bidder must have experience providing legal services relevant to employment to at least three (3) major international oil companies in Mexico in the last three (3) years. 3. Bidder must have an office in Mexico-city from which legal services are rendered. 4. Physical presence of the Bidder’s office in Mexico. | |
| **LOT 3**   1. Bidders shall demonstrate industry ranking specified in the Legal 500 as Tier 1 to 2 in Oil, Gas and Natural Resources, or Energy and Natural Resources, or as Tier 1 to 5 Energy Transactions: Oil and Gas. 2. Bidder must have a 5+ years’ experience in legal services in the Oil and Gas industry in one or more projects. 3. Bidder must have a 5+ years’ experience in advising at least 3 major Oil and Gas companies. 4. Bidder must have experience in specific Oil & Gas agreements, such as JOAs, Farm-outs/ins, drilling, offshore drilling and/or seismic services. | |
| If the Bidder is represented by a consortium, then its compliance with the minimum qualification requirements shall be defined as follows: All Minimum Qualifications apply.  Subcontractors' qualifications are reviewed by summing up given the Bidder complies with the following: All Minimum Qualifications apply.  If the Bidder is a subsidiary or a part of a holding, the Bidder can confirm its qualification by providing the information about the parent company's qualification on the following condition:   * The Bidder provided evidence about the parent company's ownership and control (constituent documents); * The Bidder provided the parent company's guarantee (Form 8 of Appendix No. 3 to the Instruction). | |
| **III. Tender execution timeframe** | |
| Until 20.07.2022 | Receipt of the requests for the provision of the Tender documentation by the Tender Owner |
| Until 27.07.2022 | Sending the Tender documentation to Bidders based on received requests |
| Until 03.08.2022 | Bidders sending the requests for clarifications of the Tender documentation requirements |
| time 16:00 CST 24.08.2022 | Bid Submission Deadline |
| **IV. Address and contact information** | |
| 1. E-mail addresses for electronic communications | Byanca.Argumedo@fwm.mx  cc: Joel.Zuniga@fwm.mx |
| 1. Mailing address for written communications | Av. Paseo de las Palmas No.405, Piso 5, Suite 504  Col. Lomas de Chapultepec, Alcaldía. Miguel Hidalgo.  Ciudad de Mexico,11000,Mexico.  Attn.: Purchasing Manager, Joel Zuniga |
| **VI. Bid preparation** | |
| 1. Bid correspondence language | English |
| 1. Bid currency | USD |
| 1. Bid Validity | Bid shall be valid within 120 days following Bid submission deadline as specified in the ITB. |
| 1. Bid security timeframe | n/a |
| 1. The amount and currency of the Bid security | n/a |
| 1. Specifics of the taxation in the country of implementation of the project and incorporation of the Customer | According to Mexican legislation |
| **VII. Submission, opening and evaluation of bids** | |
| 1. Address and contact details for bid submission | Av. Paseo de las Palmas No.405, Piso 5, Suite 504  Col. Lomas de Chapultepec, Alcaldía. Miguel Hidalgo.  Ciudad de Mexico,11000, Mexico. Tel: 55 36020600  Attn.: Purchasing Manager, Joel Zuniga |
| 1. Bid opening place and time | TBD |
| 1. The possibility of bidders' representatives to attend the bid opening | No |
| 1. The possibility to submit comments to the draft contract | No |
| 1. Reverse Auction | No. Reverse auction process will be initiated for selection of the lowest price bid only in case two proposals are tied. |
| **VIII. Bid composition** | |
| **Envelope A (Technical Part with NO Price Indication):** | |
| 1. List of Documents in the Envelope A; Form 9 | |
| 1. Qualification Information; Form 1 | |
| 1. Cover letter to the Bid; Form 2 | |
| 1. Technical Proposal Preparation Requirements; Form 3 | |
| 1. Delivery / Work Execution / Service Rendering Schedule; Form 5 | |
| 1. Copy of the quotation (Form 7) **without specifying the price information** | |
| 1. Business Partner Questionnaire; Form 10 | |
| 1. Copies of certificates, permits and licenses necessary for the supply of goods / performance of work / provision of services, which are the subject of the Tender | |
| 1. Copy of Bidders' articles of association | |
| 1. Original power of attorney issued to the person who has signed the Title page (Form 6) authorizing such a person to assume obligations on behalf of the Bidder if the person is not authorized to do so according to the Bidder’s articles of association | |
| 1. Copy of the Bidder’s certificate of registration as a legal entity | |
| 1. Copy of the Bidder’s tax registration certificate | |
| 1. Copy of financial statements (in accordance with the IFRS or US GAAP) for the past 3 full years certified by the Bidder: balance sheet, profit and loss account, cash flow statement, audit opinion (or a written confirmation of the absence thereof) and the breakdown of accounts receivable and payable. | |
| 1. Copy of financial statements (in accordance with the IFRS or US GAAP) for the last reporting period of the current year (balance sheet, profit and loss account, cash flow statement) certified by the Bidder | |
| 1. Certificate issued by the servicing bank on the availability, details and state of the Bidder’s bank accounts | |
| 1. Electronic version of all documents in Envelope A in PDF, MS Word, Excel formats on a data storage device | |
| Notes:   1. When the Bidder is represented by a consortium, the abovementioned documents (except for items 3, 4, 5, 6, 8) shall be submitted for each partner separately. 2. A copy of the consortium agreement shall be provided according to article 11 of the Instruction. 3. The documents listed in items 3, 4, 5, 6, 8 shall be submitted by the Leading Partner on behalf of all Consortium members. | |
| **Envelope "Bid Security"** | |
| 1. Original Bid Bond; Form 4 – Not Applicable | |
| **Envelope B (Commercial Part)** | |
| 1. List of Documents in the Envelope B; Form 9 | |
| 1. Title Page of the Bid; Form 6 | |
| 1. Commercial (price) proposal; Form 7 | |
| 1. The electronic version of all documents in Envelope B in PDF, MS Word, Excel formats recorded to a flash card. | |