**Appendix No. 2**

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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/008/12-22 |
| 1. Tender subject
 | Translation 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. BIDDER shall have 10+ years of proven experience in translation.
 |
| 1. BIDDER shall have 5+ years of proven experience in oil & gas translation from both English and Spanish into Russian and vice versa.
 |
| 1. BIDDER shall be able to provide certification for its translations (according to Russian legislation)
 |
| 1. BIDDER shall provide at least 2 recommendations from leading oil & gas companies.
 |
| 1. BIDDER shall be able to provide under request translations into Russian and vice versa from other European languages (German, French, Dutch, etc.)
 |
| **LOT 2** |
| 1. BIDDER shall have 5+ years of proven experience in oil &gas translation from English into Spanish and vice versa
 |
| 1. BIDDER shall be able to provide certification for its translations (according to Mexican legislation)
 |
| 1. BIDDER shall have proven experience of working with leading international energy companies (at least 2 recommendations)
 |
| 1. BIDDER shall be able to provide under request translations into Spanish and vice versa from other European languages (German, French, Dutch, etc.)
 |
| If the Bidder is represented by a consortium, then its compliance with the minimum qualification requirements shall be defined as follows: The Lead Partner of a Consortium shall meet criteria 1, 2 and 3.If the Lead Partner of a Consortium fails to meet at least one of the Minimum qualification requirements listed in the paragraph above, the entire Consortium is disqualified.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).
* The Bidder must provide the Tender owner with information on the number of local goods, works and services as well as number of all local employed personnel involved in the implementation of the Bidder's obligations under this Bidding.
 |
| **III. Tender execution timeframe** |
| Until 19.12.2022 | Receipt of the requests for the provision of the Tender documentation by the Tender Organizer. |
| Until 19.12.2022 | Sending the Tender documentation to Bidders based on received requests  |
| Until 12.01.2023 | Bidders sending the requests for clarifications of the Tender documentation requirements  |
| time 16:00 CST 19.01.2023 | Bid Submission Deadline |
| **IV. Address and contact information** |
| 1. E-mail addresses for electronic communications
 | byanca.argumedo@fieldwood.mx cc: joel.zuniga@fieldwood.mx  |
| 1. Mailing address for written communications
 | Campos Eliseos 223, 7mo Piso, Miguel Hidalgo Ciudad de Mexico Ciudad de Mexico,11000,Mexico.Attn.: Purchasing Manager, Joel Zuniga |
| **VI. Bid preparation** |
| 1. Bid correspondence language
 | Bilingual English-Spanish |
| 1. Bid currency
 | USD |
| 1. Bid Validity
 | Bid shall be valid within 120 days following Bid submission deadline as specified in the section III Tender execution timeframe. |
| 1. Bid security timeframe
 | The Bid Bond expiry must be at least thirty (30) calendar days later than expiry of the Bid |
| 1. The amount and currency of the Bid security
 | Bid Bond for the amount of $10 000 should be in US dollars, but in case the Bidder is residing in the Unites States of Mexico are allowed to provide the Bid Bond in the national currency converted as per the current rate established by the Central Bank of the Mexico as of the tender deposit contribution day |
| 1. Specifics of the taxation in the country of implementation of the project and incorporation of the Customer
 | According to Mexican legislation |
| 1. Bid Security form
 | - a bank guarantee as per Appendix 3, Form 4 of the ITT package;- the Bidder's certified check to the Tender Owner's name mentioning that this check is provided as the Bid Bond under Tender with the Tender number and subject clearly indicated;- transfer of the Bid Bond amount from the Bidder's account to the Tender Owner's account indicating the payment purpose as the Bid Bond under Tender indicating Tender number and subject. Submission of the Bid Bond is confirmed by credit to the Tender Owner's bank account and supported by a copy of the payment order with the original stamp of the bank. The Bidders bears any costs related to the issue and return of this Bid Bond. |
| **VII. Submission, opening and evaluation of bids** |
| 1. Address and contact details for bid submission
 | Campos Eliseos 223, 7mo Piso, Miguel Hidalgo Ciudad de Mexico Ciudad de Mexico,11000,Mexico.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
 | As per Articles 6 and 7 of the Instruction to Bidders |
| 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, only USB FLASH DRIVE + original Cover letter):** |
| 1. List of Documents in the Envelope A; Form 9
 |
| 1. Qualification Information; Form 1
 |
| 1. Cover letter to the Bid; Form 2 **(the original)**
 |
| 1. Technical Proposal Preparation Requirements; Form 3
 |
| 1. Delivery / Work Execution / Service Rendering Schedule; Form 5 – **Not Applicable**
 |
| 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
 |
| 1. Bank details; Form 1
 |
| Notes:1. When the Bidder is represented by a consortium, the abovementioned documents (except for items 3, 4, 5, 6) shall be submitted for each partner separately.
2. A copy of the consortium agreement shall be provided according to article 9 of the Instruction.
3. The documents listed in items 3, 4, 5, 6 shall be submitted by the Leading Partner on behalf of all Consortium members.
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| **Envelope "Bid Security"**  |
| 1. Original Bid Bond; Form 4
 |
| **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
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| 1. The electronic version of all documents in Envelope B in PDF, MS Word, Excel formats recorded to a flash card.
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