**Appendix No. 2**

|  |  |
| --- | --- |
| INFORMATION ON THE TENDER | |
| **I. 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/031/03-23 |
| 1. Tender subject | Shipping Agency Services for Marine Vessels |
| 1. Type of tender | Single-stage dual-envelope tender |
| 1. Applicable Law | Mexican Law |
| 1. Contract Area | Mexico |
| **II. Minimum qualification requirements** | |
| 1. Bidder must have at least 3 Shipping Agency Services for marine vessels projects executed in the last 3 years with a value of each project not less than 50,000.00 US Dollars. | |
| 2. Bidder must provide Operations Manager with at least 7 (seven) years of experience within oil and gas industry and with proficiency of English at an advanced level. | |
| 3. Bidder must provide certificates, permits etc. to fulfill contractual obligations. | |
| 4. Unconditional acceptance of the Contract Draft | |
| 5. Bidder shall demonstrate providing shipping agency services for the Oil & Gas industry projects in Mexico. | |
| 6. Bidder shall have the capacity to provide shipping agency services at other ports in Mexico like Dos Bocas Port and Seybaplaya Port. | |
| 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 1and 2. If the Lead Partner of a Consortium fails to meet item 1 and 2 of the Minimum qualification requirements, 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** | |
| **First Stage (Technical Envelope + Bid Bond)** | |
| Until 04.04.2023 | Receipt of the requests for the provision of the Tender documentation by the Tender Owner |
| Until 04.04.2023 | Sending the Tender documentation to Bidders based on received requests |
| Until 25.04.2023 | Bidders sending the requests for clarifications of the Tender documentation requirements |
| CST 04.05.2023 | Bid Submission Deadline for Technical Proposals |
| **IV. Address and contact information** | |
| 1. E-mail addresses for electronic communications | [mariela.garcia@fieldwood.mx](mailto:mariela.garcia@fieldwood.mx)  cc: [Joel.Zuniga@fieldwood.mx](mailto:Joel.Zuniga@fieldwood.mx) |
| 1. Mailing address for written communications | Penthouse, Jaime Balmes número 8, Colonia Los Morales Polanco, Código Postal 11510, Alcaldía Miguel Hidalgo, en la Ciudad de México, México.  Attn.: Purchasing Manager, Joel Zuniga |
| **V. 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 |
| 1. Bid Security form | N/A |
| **VI. Submission, opening and evaluation of bids** | |
| 1. Address and contact details for bid submission | Penthouse, Jaime Balmes número 8, Colonia Los Morales Polanco, Código Postal 11510, Alcaldía Miguel Hidalgo, en la Ciudad de México, México.  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. The possibility to request for clarifications of Contract Draft Terms, Tender requirements | 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. |
| **VII. 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 | |
| 1. Copy of the quotation (Form 7) **without specifying the price information** | |
| 1. Business Partner Questionnaire; Form 10 | |
| 1. Documents confirming the relations between the Bidder and its subcontractors engaged for the performance of work / rendering of services / performing the deliveries, which are the subject of the Tender, including copies of licenses, certificates and other permitting documents of the subcontractors | |
| 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, and a list of permits and certificates that maybe outstanding. | |
| 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 (three) 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. Power of attorney or letter of authorization from the manufacturer in accordance with attached Form 13 of this Documentation. The Power of attorney/letter of authorization from the manufacturer must be exclusive for these Bids (For bidders who are not manufacturers) | |
| 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 1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 18) shall be submitted for each partner separately. 2. A copy of the consortium agreement shall be provided according to article 11 of the Instructions to Bidders. 3. The documents listed in items 1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 18 shall be submitted by the Leading Partner on behalf of all Consortium members. | |
| **Envelope "Bid Security"** NOT APPLICABLE | |
| 1. Original Bid Bond; Form 4 | |
| **Envelope B (Commercial Part) – only after the official request By Tender Owner** | |
| 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. | |