**Appendix No. 2**

|  |  |
| --- | --- |
| 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/014/01-23 |
| 1. Tender subject | Cementing slurry, chemicals, materials and associated services |
| 1. Type of tender | Single-stage dual-envelope tender |
| 1. Applicable Law | Mexican Law |
| 1. Contract Area | Mexico |
| **II. Minimum qualifications** | |
| **Cementing Slurry, Chemicals and Material Services** | |
| 1. BIDDER shall have global offshore experience by cementing services, including the provision of Cement Slurries at least 5 (five) years. | |
| 1. BIDDER must have a cement laboratory in Mexico for testing cement slurries in accordance with API standards. | |
| 1. Bidders shall have personnel with at least 3 (three) years of experience of similar cementing services during the last 5 (five) 2021 - 2017 years and with spoken and written Spanish and English at an advanced level. | |
| 1. Bidder shall have average annual turnover not less than 1 000 000 USD for the last 3 years | |
| 1. Availability & compliance of Bid Bond Bank Guarantee with the Tender Documentation requirements in the amount of $ 50,000.00 US Dollars | |
| 1. Unconditional acceptance of the Draft Contract | |
| 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.  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 Bidders 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 05.04.2023 | Receipt of the requests for the provision of the Tender documentation by the Tender Owner |
| Until 05.04.2023 | 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 05.05.2023 | Bid Submission Deadline |
| **IV. Address and contact information** | |
| 1. E-mail addresses for electronic communications | [alicia.sanchez@fieldwood.mx](mailto:alicia.sanchez@fieldwood.mx)  cc: [joel.zuniga@fielwood.mx](mailto:joel.zuniga@fielwood.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 |
| **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 | 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 $ 50 000 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 (can be issued in form of Fianza by local Mexican authorized institution); * 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 | 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. |
| **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 | |
| 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 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, 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 shall be submitted by the Leading Partner on behalf of all Consortium members. | |
| **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 | |
| 1. The electronic version of all documents in Envelope B in PDF, MS Word, Excel formats recorded to a flash card. | |