

Request for Information #17-2024

Multimedia Production Services

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ExxonMobil Guyana Limited (EMGL)

1. Objective

This Request for Information (RFI) seeks detailed technical information from suppliers for meeting EMGL's bid selection requirements for Multimedia Production Services in Georgetown, Guyana.

This RFI has several objectives:

First, we may use responses from you and the other participants to validate and further develop our team's recommendations for inclusion in the Request for Proposal (RFP) for Multimedia Production Services in Georgetown, Guyana. The RFI process allows us to seek your input and develop a list of qualified bidders before structured bid rules take effect.

Second, the RFI process provides you an opportunity to begin developing your responses to some of the potential requirements if you are selected for the RFP.

Finally, EMGL in its sole discretion, may divide the services described in this RFI and in a future RFP (Request for Proposal) into several enabling agreements that may be awarded to more than one bidder.

Please be aware that this RFI does not imply any commitment at this stage from EMGL to acquire goods or services from any supplier. All expenses or costs incurred by or for your firm as a result of your participation in the RFI and any subsequent RFP process shall be at your sole cost and expense. Your participation in the RFI process does not guarantee an invitation to participate in an RFP process.

2. Background

General

ExxonMobil Guyana Limited (EMGL) plans to put in place a service agreement for provision of Multimedia Production Services.

The scope of this Request for Information (RFI) is to identify and obtain information from suppliers who can provide Multimedia Production Services. This involves utilizing a combination of imagery, text, audio, video, animation and graphics to deliver a creative and engaging end-product that conveys Company-sponsored messages to the target audience for internal and external publication. The end-product will be broadcasted on Company sites and local television channels, placed in various newspapers, and/or posted on social media.

The scope of this Request for Information (RFI) is to identify suppliers who can provide Multimedia Production Services to the Company as follows:

- Contractor must be able to provide all types of multimedia production services including, but not limited to:
 - Pre-Production (budgeting, research, scripting, storyboarding, scouting for talent and locations for filming, casting, scheduling)
 - Production (setting up scenes, staging, photography, videography, interviewing, studio/booth recording, voiceovers, narrating)
 - Post-Production
 - Editing (cutting and assembling footage, sound engineering and effects, noise reduction, visual effects, colour correction, graphics and animations)
 - Drafting the end-product and making changes as requested by Company Representative
- Contractor must be capable of completing up to 45 projects per month that include images, shortened highlight videos, and full-length videos ranging from 1 to 10 minutes in length. Projects may require filming that extends beyond normal working hours, as well as other efforts to meet Company deadlines.
- Contractor must have access to all resources, personnel and licences/permits required to perform the above activities including:
 - Equipment (cameras and drones) and facilities such as studio space
 - Personnel including a producer, videographer, photographer, and host, if requested
- Contractor must work with Company Representative to coordinate and arrange all transportation and logistics associated with a project.
- Contractor must possess the ability to purchase rights to photos and access to video sharing sites.
- Contractor must also be able to source and acquire any other related equipment or props/materials requested by Company.

Enabling agreements are planned to be in place in Q1 2025.

3. Local Content Requirements

- 3.1 EMGL's local content strategy is important to our business. Its elements are integrated into our daily processes and procedures, and guide the way we work today and plan for tomorrow.
- 3.2 Using a multi-tiered approach, EMGL focuses on building workforce and supplier capabilities in conjunction with strategic investments in the local community.
- 3.3 During the bid process, all prospective EMGL contractors are required to demonstrate awareness of the Local Content Act (2021) and its potential application to their work under the scope.
- 3.4 Bidders are expected to include in their submission a preliminary local content strategy outlining how they will deliver on the local content expectations outlined below and those captured in the Act, and, upon award, implement an acceptable plan. Should the successful bidder be required to submit local content plans to the Government of Guyana under the Local Content Act (2021) they will also provide a copy of those plans to EMGL.
- 3.4 The following requirements apply to orders that will be performed, or with exercise of contractor's best efforts could be performed, wholly or in any part in Guyana (including without limitation the Guyana Exclusive Economic Zone) or with utilization of any Guyanese subcontractor, vendor, or similar Guyanese content.
- 3.5 The below requirements specific to EEGPL contractors are in addition to the Local Content Act (2021) issued by the Government of the Cooperative Republic of Guyana; in the event of a conflict between these requirements and those of the Government of Guyana explicit instruction must be sought by EMGL.

REQUIRED ACTIVITIES:

A. Contractor Procurement Activities:

To support EMGL's objectives of giving preference to qualified local suppliers from Guyana, a contractor shall:

- (a) Give fair and adequate opportunity and first consideration to the following:
 - (i) The purchase of Guyanese goods and materials, provided such goods and materials are available on a timely basis of the quality and in the quantity required by the contractor at competitive prices.

- (ii) Utilization of Guyanese contractors insofar as they are commercially competitive and satisfy the contractor's financial and technical requirements and meet the requirements of this section.
- (b) Establish appropriate tender procedures for the acquisition of goods, materials, and services, which shall ensure that Guyanese contractors are given fair and adequate opportunity to compete for the supply of goods and services.
- (c) Establish procedures to provide the contractor's Guyanese subcontractors feedback following contracting activities.
- (d) Ensure that the contractor's subcontractors comply with the requirements contained in this section.
- (e) Steward the contractor's, and its sub-contractors', local content development progress in accordance with these requirements and the contractor's local content plan.

B. Contractor's Employment Opportunities

To support EMGL's objectives of giving preference to qualified local personnel and suppliers from Guyana, a contractor shall:

1. Prepare and implement a program to give fair and adequate opportunity and first consideration for employment of Guyanese nationals having appropriate qualifications and necessary experience to perform job responsibilities commensurate with the contractor's scope of work.
2. Ensure that the contractor's subcontractors comply with the requirements contained in this Section.
3. Steward the contractor's and its sub-contractors' local content development progress in accordance with this guidance and the contractor's local content plan.

C. Contractor's Use of External Resources:

1. Centre for Local Business Development
 - a. To facilitate transparent local hiring and contracting, a contractor is encouraged to consider using the following capabilities provided by the Centre for Local Business Development (CLBD):
 - (i) Advertising upcoming vacancies and tenders with potential local content.
 - (ii) Publishing Vacancies/Expression of Interest/Tenders in the public domain for approximately two weeks via the Centre for Local Business Development Hub and CLBD Facebook/Website.
 - (iii) Utilize the Hub to augment any bid lists with Guyanese contractors that meet requirements.
 - (iv) Plan communications for announcements of tender award/hiring/training as appropriate.

- (v) Provide opportunities for feedback following Expression of Interests/Request for Information (RFI) and bids to Guyanese vendors.
- b. A contractor should also consider engaging, and actively collaborating with, the Centre for Local Business Development.
 - (i) The Centre's role is to facilitate communication between suppliers, contractors and subcontractors, with a goal to build the capacity of Guyanese small and medium enterprises. The Centre will maintain a Supplier Registration Portal and is able to provide a mechanism for advertising opportunities for Guyanese goods and services, for a contractor's use.
 - (ii) EMGL does not endorse or recommend any supplier listed on the Portal. As such, a contractor should perform appropriate due diligence on any supplier prior to use. The Centre is located in Georgetown at 253-254 South Road, Bourda on the top floor of the IPED Building. The website is: www.centreguyana.com
- 2. Online & Social Media – Publishing Vacancies/Expression of Interest/Tenders in the public domain for approximately two weeks via relevant online and social media sites (EMGL, Local Content Secretariat, contractor, and newspapers).

D. Contractor's Local Content Metrics Reporting

1. A contractor shall provide local content reporting metrics using an EMGL-provided template. The template may be updated by EMGL at any time.
2. Metric reporting requests will be sent at least twice annually to the contractor. EMGL reserves the right to change the frequency of metric requests to the contractor.
3. Should the contractor be required to submit metrics to the Government of Guyana under the Local Content Act (2021) they will provide a copy of those reports to EMGL.

4. RFI Instructions

Please complete Section 7 - Questionnaire, elaborating on each item as appropriate and keeping the following in mind:

- Please answer the questions as completely as possible and advise if you cannot answer a particular question.
- Please note the word limit for each section. Submitters should not exceed the word limit.
- Please submit your response in **electronic** form using any of the following electronic formats: Microsoft Word, Microsoft Excel, Adobe PDF, etc.
- Your e-mailed responses should be limited to a reasonable size (<5MB). If the response is >5MB, then multiple submissions <5MB are acceptable.
- **Please do not submit pricing or price proposal information at this stage.**
- Your submittal should not include information which you consider proprietary, trade secrets or confidential.
- **There will be no clarification meetings for this RFI. Please submit all questions to email address: EM.Guyana.Procurement@exxonmobil.com**

5. Due Date Schedule - Key Dates in the RFI Process

Schedule

July 8, 2024	RFI to be issued
July 26, 2024	Deadline for supplier to submit completed RFI
August 2024	Evaluation of RFI responses
September 2024	Potential Commencement of RFP invitations

6. Submission of RFI with all complete documents

- **All documents required to be submitted are due no later than 5:00 PM, July 26, 2024. No extensions will be granted.**

Contact for Questions please email: EM.Guyana.Procurement@exxonmobil.com

How to Submit:

1. Complete Required Documents and include in an email
 - a. Completed Questionnaire (Word document)
 - b. Completed PBAQ
 - c. Copy of the company's Articles of Incorporation (including the page with the Directors/Management and details of nationality)
 - d. Copy of the company's Certificate of Registration (company TIN) from the Guyana Revenue Authority
 - e. Copy of company's organizational chart with details on nationality of all personnel's.

2. Send Email with the following title format:

Your Company Name – RFI #17-2024 Multimedia Production Services– Final RFI Submission

3. Send email to: EM.Guyana.Procurement@exxonmobil.com

4. Kindly note it's not a requirement to register at the CLBD in order to respond to any of our RFI's as this request is open to all interested companies.

7. Questionnaire

GENERAL INFORMATION – PART 1	
1. Company Name:	
2. Company Mailing Address:	
3. Telephone Number:	
4. Number of Employees:	
5. Company Contact Name:	

6. Email Address:			
7. Website Address:			
8. Form of Business	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other _____
9. How many years has your company been in business under your present firm name?			
10. Do you operate in this country via an owned / affiliate legal entity? Yes (Y) or No (N)? Is your company registered to work in Guyana? Yes (Y) or No (N)			
11. In the context of Guyana’s Local Content Act, please indicate if your company has acquired a Local Content Certificate issued by the Local Content Secretariat? Yes (Y) or No (N). If Yes, please provide a copy of the Local Content Certificate. If No, please indicate if you intend to register and if so, what stage of the process you are in (i.e. documents submitted, requested to submit more information, rejected, etc.)			
12. Are there any judgments, claims, or suits pending or outstanding against your company > \$1M USD. (If yes, attach details.)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Currently, is your company recognized and approved as a qualified Multimedia Production Provider?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Does your company have a permit to operate drones in Guyana?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SERVICE OFFERING / CAPABILITY – PART 2

2.1. Please provide a list of your Top 5 relevant clients in Guyana for Multimedia Production Services.

Client Name	Industry Type	Length of Contract (years)

3.1. Based on the Multimedia Production Services you may provide to the Company, please describe the personnel that will perform the services outlined in the Background section of this document. In your response, please state your employees' responsibilities, years of experience, qualifications, certifications, and training programme/opportunities (if any). Please also provide a breakdown of your company's workforce by nationality. At this time, no copies to validate certifications and qualifications are required.

OPERATIONAL CAPABILITY & MANAGEMENT - PART 4

4.1. Production Process

(a) Please describe your end-to-end production process for short videos, full-length videos, and photography. In your response, please include the average notification period for each service call-out, with consideration for out-of-town travel. **Please limit to 500 words or less.**

(b) Please also indicate the normal response time for delivering a first draft of each project type (i.e. short videos, full-length videos, and photography). **Please limit to 250 words or less.**

(c) Please describe your process for obtaining feedback and making changes as requested by Company. **Please limit to 250 words or less.**

4.2. Facilities and Equipment

(a) Please describe the facilities and equipment your company has to meet the scope of work outlined in the background section of this document. Please indicate whether these facilities and equipment are company owned or leased, or provided by a third party. **Please limit to 500 words or less.**

(b) If a project requires the use of equipment that is not listed above, how will these be sourced and how will this affect the cost for the project? **Please limit to 250 words or less.**

4.3. Capability

(a) Discuss your company's capability to undertake up to 45 projects per month, each with varying complexities. **Please limit to 250 words or less.**

(b) Will there be flexibility to working overtime (if necessary) in order to meet Company deadlines? **Please limit to 250 words or less.**

4.4. During the initial planning stages, there will be multiple discussions with the Company that may involve the transfer of creative direction. Please describe how your company prefers to handle these discussions, via face-to-face meetings, email correspondences, and/or telephone calls. **Please limit to 250 words or less.**

4.5. Please describe how your company manages large scale projects. What processes are in place to guarantee a timely delivery of the final product? **Please limit to 250 words or less.**

4.6. Please describe how your company would handle rushed/urgent requests during and outside of normal working hours. **Please limit your response to 250 words or less.**

4.7. Please describe your company's quality assurance and originality policies. What processes/steps are in place to manage any issues that may result in rework? **Please limit your response to 250 words or less.**

4.8. Please describe how your company stays up to date on guidelines, standards, and technologies relevant to your industry and work activities. **Please limit to 250 words or less.**

4.9. Please describe your company's safety, security and health program. Please limit your response to 250 words or less.

4.10. Please describe your company's employee background check program. Please limit to 250 words or less.

4.11. Please describe your company's drug and alcohol testing program. Please limit to 250 words or less.