

**EXPRESSION OF INTEREST (including Pre-Qualification Requirements)**

**Supply of Video Filming and Production and Photography Services**

Reference: Project #007692

BIDS Categories: 9437

Issue Date: March 13, 2020

Closing Date: March 30, 2020

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**Overview:**

- ExxonMobil Canada Properties, by its managing partner ExxonMobil Canada Ltd. (EMCP) and Hibernia Management and Development Company Ltd. (HMDC) and/or ExxonMobil Canada Ltd. (EMCL), are in the process of pre-qualifying companies who can supply video and filming production and photography services for their onshore and offshore Newfoundland and Labrador requirements.
- Supplier shall provide all management, personnel, processes, materials, tools, equipment, applicable certifications and facilities as may be required to ensure all equipment covered by this pending Agreement shall be fabricated and supplied to meet all statutory requirements, codes of practice and applicable specifications.
- The intention is to have this scope of work cover the requirements of the Hibernia Project\*and the Hebron Project. For clarity, the scope of work includes not only the foregoing, but may include at EMCP and/or HMDC’s discretion, future work related to minor changes to the scope of work described herein, in which EMCP and/or HMDC may engage onshore or offshore Newfoundland and Labrador, for oil and gas facilities as well as exploration or subsea related activities
- While not planned, it should be noted that the resulting RFP and Agreement may require inclusion of and/or extension to other operators in the area, project co-venturers, suppliers and/or affiliated companies.
- For work related to the Hibernia Project\*, HMDC supports providing opportunities to Canadian, and, in particular, Newfoundland and Labrador companies and individuals, on a commercially competitive basis. Suppliers expressing interest in providing services or materials, if they are selected to bid, will be required to complete a Canada-Newfoundland and Labrador Benefits Questionnaire at the bid stage.
- For work related to the Hebron Project, EMCP supports providing opportunities to Canadian, and, in particular, Newfoundland and Labrador companies and individuals, on a commercially competitive basis. Suppliers expressing interest in providing services or materials, if they are selected to bid, will be required to complete a Canada-Newfoundland and Labrador Benefits Questionnaire at the bid stage.
- For exploration work, or exploration related to Hibernia Project and/or the Hebron Project , EMCL supports providing opportunities to Canadian, and, in particular, Newfoundland and Labrador companies and individuals, on a commercially competitive basis. Suppliers expressing interest in providing services or materials, if they are selected to bid, will be required to complete a Canada-Newfoundland and Labrador Benefits Questionnaire at the bid stage.
- Hibernia Management and Development Company Ltd. (HMDC) and/or ExxonMobil Canada Properties, by its managing partner ExxonMobil Canada Ltd. (EMCP), and/or ExxonMobil Canada Ltd. (EMCL) encourage(s) the participation of members of designated groups (women; Indigenous Peoples; persons with disabilities; and members of visible minorities) and corporations or cooperatives owned by them, in the supply of goods and services.

**Supplier Diversity**

**Diverse Ownership (Completion of this section is voluntary)**

A Diverse supplier is a business that is at least 51 % owned and controlled by a member(s) of one or more of the four designated groups identified in Canadian employment equity legislation. Please indicate which of the following designated group(s) are applicable to your business:

- Women
- Indigenous Peoples
- Visible Minorities
- Persons with disabilities

**Certification for Diverse Businesses**

There are currently national certifying organizations that cover certification for businesses owned by:

- Indigenous Peoples
- Visible Minorities
- Women

The Projects will continue to look for organizations that can provide certification support to businesses owned by persons with disabilities.

If you indicated that your business is owned by a member of a designated group, are you currently certified as a diverse-owned business?

Yes  No

Through which certifying organization is your business certified? \_\_\_\_\_

If you are a NL registered business and are not currently certified, would you be interested in learning more about certification?  Yes  No

The Hebron Project has a vendor database that is used to identify possible suppliers and contractors to participate in the project. Suppliers and contractors are encouraged to register.

ExxonMobil Canada Properties by its managing partner ExxonMobil Canada Ltd., operator of the Hebron Project, sees value in expanding use of the database to the Hibernia and Hibernia Southern Extension projects, exploration, subsea activities and project co-venturers should they request information. The increased visibility to across projects and other noted industry participants may be of value to your organization as it has the potential to increase future procurement opportunities.

DISCLAIMER: By registering your company in the vendor database, you are consenting to making your information available to the parties noted above.

**NOTE:**

Registration in the database does not imply that a supplier is approved as a qualified supplier, nor does it indicate that a vendor is included on any Non-Binding Request for Proposal (NRFP) or bid list for the supply of goods or services for which it has registered.

**Scope of Work Overview:**

The scope of work/supply includes, but is not limited to:

- Film and produce high quality videos of project work, project milestones and conduct film interviews with project personnel. All video/sound work should be produced showcasing top production values. All video footage should be in HD-1080p, 4k, as well as uncompressed – for possible use on TV, websites, social media and at events
- Have relevant certification (or ability to attain) to travel Offshore
- Ability to make judgements and adjustments to add impactful storytelling elements, including scouting for appropriate locations
- Take highly professional digital photographs of project work, events and subjects relating to the project for use in video, print publications and websites. The contractor must deliver photographs in JPEG format in high resolution (+300dpi). All photos should contain metadata that will assist with the organization of files
- Attain a signed waiver (provided by client) from all individuals appearing in any video or photography
- Add graphical and animated elements to the video footage in a compelling way
- Integrate previously captured media as needed
- Perform all post production work and editing (both sound and video) in a timely manner

- Supplier will sign over all ownership and copyright of all digital media and content filmed and created to EMCP, HMDC and/or EMCL
- Develop scripts and storyboards to guide the process. The development of all videos, photography, scripts and storyboards, will occur in under the guidance of EMCP, HMDC, and/or EMCL

Additionally, the selected supplier will be required to meet all technical and Safety, Security, Health, and Environmental (SSHE) specifications and safe work practices of EMCP, HMDC, EMCL and their affiliates as appropriate.

### **Minimum Technical Requirements**

- Supplier must have a minimum of 5 years' demonstrated experience in film development work in the oil and gas or heavy industrial sector
- Supplier must be able to supply and maintain all required equipment, hardware and software.
- Supplier must be able to provide qualified personnel to assist with filming, photography, animation, and editing and all post production

### **Submission Requirements**

Supplier submissions in response to this Expression of Interest (including pre-qualification) **must** include the aforementioned reference number, as well as the following information:

1. Completed EMCP / EMCL / HMDC SSHE pre-qualification questionnaire. (Available through BIDS – see contact information below.)
2. Completed EMCP / EMCL / HMDC QA/QC pre-qualification questionnaire. (Available through BIDS-see contact information below.)
3. Information demonstrating qualification for the Scope of Work detailed above, including samples of work (video and animation)
4. Information demonstrating vendor can meet minimum technical requirements detailed above.
5. Completed technical questionnaire. (Available through BIDS – see contact information below.)
6. Describe your experience operating under and familiarity with, the benefits provisions of the Canada-Newfoundland and Labrador Atlantic Accord Implementation Act, and your experience with any similar regimes in other parts of Canada or internationally. At the NRFP/ITT stage, bidders will be required to indicate how they comply with the above.
7. Please acknowledge that responsible management personnel have read, understand and will support requirements to comply with the following where applicable
  - i. Section 45 of the Canada-Newfoundland and Labrador Atlantic Accord Implementation Act
  - ii. The Hebron Benefits Agreement and Hebron Benefits Plan
  - iii. The Hibernia Benefits Plan, the HSE Benefits Agreement and HSE Benefits Plan
  - iv. The Exploration Benefits Plan
1. Submitted information is to be provided in separate PDF (or native file) submissions and not submitted as one combined file. Please be aware that Company is limited to a 10MB file size for receiving e-mail. Should the file size exceed 10MB, please contact the Contracts Manager identified below to have FileShare setup for your use.
2. EOI / NRFP contact details for respondent, including the following:
  - i. Full legal company name
  - ii. Mailing address and physical address (if different)
  - iii. Contact name, position, email and phone number

The data submitted in response to the aforementioned questionnaires will be used to evaluate your company's ability (and those of your preferred sub-contractors / suppliers where applicable) to perform these services or provide these materials.

It will focus primarily on:

- Past safety performance
- Applicable experiences
- Project execution skills
- Project management skills & integration skills
- Available technologies with proven performance
- Current capability
- Work-load
- Personnel qualifications
- Financial capacity

We will evaluate this data and develop a final list of suppliers who will be asked to submit formal competitive bids. We reserve the right to make the final determination of which suppliers will receive the Non-Binding Request for Proposals (NRFP) or Invitation to Tender (ITT) and which suppliers will be awarded the final agreement.

This Expression of Interest (including pre-qualification) is not a pre-qualification of suppliers for other EMCP / EMCL / HMDC work, but is limited to the scope aforementioned. In addition, participation in this Expression of Interest (including pre-qualification), including any statements whether oral or written between EMCP / EMCL / HMDC and your company, shall not create or be deemed to create any binding legal relationship or contract, or be construed to do so between EMCP / EMCL / HMDC and your company. All costs associated with the preparation of your response to this expression of interest shall be at your expense.

This Expression of Interest (including pre-qualification) may or may not result in the issuance of an RFP/ITT and may or may not result in the award of an agreement. If you respond to this Expression of Interest (including pre-qualification) and your company is selected to be on the bidders' list, your company name, your designated company representative's name and business contact information may be posted on public websites. Similarly, if you are selected for award, the same information may also be posted, indicating that the work has been awarded to your company.

\* It should be assumed that the Hibernia Project includes, but is not limited to, current and planned Hibernia and Hibernia Southern Extension operations as well as future development on behalf of Hibernia (operated by Hibernia Management and Development Company Ltd.) and/or Hibernia Southern Extension participants (operated by ExxonMobil Canada Properties).

**Responses must be submitted electronically by the closing date to all of the EMCP and/or EMCL and/or HMDC e-mail addresses noted below:**

Hibernia Project  
Hibernia Management & Development Company Ltd. (HMDC)  
Attention: Katie Jones,  
Katie.l.jones@exxonmobil.com  
Phone: (709) 273-1612

Hebron Project  
ExxonMobil Canada Properties  
Attention: Katie Jones,  
Katie.l.jones@exxonmobil.com  
Phone: (709) 273-1612

Finally, potential suppliers, if they have not already done so, should register with BIDS using the following contact information:

Phone: 1-800-270-4611  
E-mail: [jayde.mcconchie@bids.ca](mailto:jayde.mcconchie@bids.ca)  
<https://bidsalert.com/canada/home>