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|  | **HESS EXPLORATION AND PRODUCTION MALAYSIA B.V.**  Level 14, Menara 3 PETRONAS,  Kuala Lumpur City Centre,  50088 Kuala Lumpur, Malaysia |

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| **X** | | *Urgent* | |  | **X** | *Confidential* | |  | |  | *Routine* |
| Date: | | February 2021 | | | | Pages: | | X pages | | | |
| To: | | All Bidders | | | | From: | | Tender Secretary | | | |
| Attention: | |  | | | | Email: | | [TenderSecretaryProjects2@hess.com](mailto:TenderSecretaryProjects2@hess.com) | | | |

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| **Umbrella Contract Title.** | **:** | **Umbrella Contract for Provision of Environmental, Health and Safety (EHS) Consultancy Services** |
| **Umbrella Contract No.** | **:** | **HESS/2017/099** |
| **Work Order Request No.** | **:** | **HESS/2017/099/017** |
| **Work Order Title** | **:** | **Provision of Two (2) EHS Site Safety Inspector**  **Provision of One (1) Senior Technical Safety Consultant** |
| **Subject** | **:** | **Request for Work Order Proposal # 017** |

HESS Exploration and Production Malaysia B.V. are pleased to inform that we have a requirement for FFD EHS Consultancy Support. The requirement for 6 months duration shall be as follows.

1. Two (2) Site Safety Inspector (Offshore)
2. One (1) Senior Technical Safety Consultant (Offshore Interface Engineer)

This will be on a full-time basis to ensure COMPANY EHS expectations are met for Phase 3 Project offshore early work campaign

The successful candidate is required to commence work in **March 2021** and will report directly to the EHS Team lead. An interview is required to assess the candidates.

The Bidder is to propose a candidate(s) for the position based on the criteria as per **Scope of Work** in **Attachment A**.

The successful candidates will be required to work at the offshore field and any other sites as required to fulfil the position responsibilities. The hours of work will be as per the standard for offshore site as per the requirement and instruction.

The submission must include candidate CVs and commercial proposal. Please see attached WOR for commercial proposal.

Bidder shall ensure that the bid proposal submissions to COMPANY are properly labelled and that the title of each folder is clearly marked in bold letters with the following wordings:

“**TECHNICAL PROPOSAL**” or “**PRICED COMMERCIAL PROPOSAL**”

Bidder must complete and return the following documents:

1. Invitation to Bid Acknowledgement Form *(allowable to submit directly to Tender Secretary’s email)*
2. Attachment A – Scope of Work / Role Description *(via MoveIt)*
3. Attachment B – Commercial Proposal *(via MoveIT)*

The contract is based on a monthly/daily rate as per bid requirements originally in the ITB and it will be strictly managed via sign off of all timesheets by the EHS Team lead or delegate. This tender will be awarded to the technically acceptable and commercially lowest bidder.

**INSTRUCTIONS**

1. Bidder shall submit its Bid Proposals in **two (2) separate files for Technical and Commercial proposal** and all its relevant documents via email to MoveIT,
2. Price quoted shall be based on the Hess’s service terms and conditions. In the event, the quoted price is higher than the ceiling rate, Bidder shall be disqualified. Bidder's quotations shall include all applicable taxes and duties.
3. Bidder shall ensure that the Bid Proposal submissions to Hess are appropriately separated and that the email title of each package is clearly marked with Bidder's name and proposal type of the following wordings:

* " **TECHNICAL & UNPRICED COMMERCIAL PROPOSAL**"
* "**PRICED COMMERCIAL PROPOSAL**”

1. **TECHNICAL & UNPRICED COMMERCIAL PROPOSAL** must have below items:

* Attachment A - Key personnel Requirements (please see Attachment A for the template - *In case for large files, Bidder MUST upload and email in batches and properly labeled the email title*.

1. **PRICED COMMERCIAL PROPOSAL** must have below item:

* Attachment B- Schedule of Prices and Rates (please see Attachment B for the template)

1. Bidder must refer to the submission process via MoveIT as per Attachment (Instruction for Bidder to Upload files).
   * + - 1. Bidder shall receive email containing a dedicated username & password, and an upload link; to allow access to any documents submitted for the purpose to this tender from the following email address: - [moveitnotify@hess.com](mailto:moveitnotify@hess.com)
         2. **Important:** Bidder must login to the link using the ID/Password within **6 days** after receiving the email, or else the ID/Password will expire. After login, the Bidder can logout and Bidder can login again when submission is ready. Bidder must remember the ID and password to login again.
2. All queries or clarification requests concerning the Bid Proposal shall be directed to the Tender Secretary via email address [TenderSecretaryProjects2@hess.com](mailto:TenderSecretaryProjects2@hess.com) . DO NOT USE this email address for bid submission, otherwise it shall be subject to bid disqualification.
3. As this is an urgent requirement, Bidder's quotation must be submitted vis MoveIT strictly as per follows.

* Technical & Unpriced Commercial Proposal – on or before 1200 HRS on Friday, 5 February 2021
* Priced Commercial Proposal - **shall be on a later date and shall be advised by company**

**LATE BIDS WILL NOT BE ENTERTAINED.**

1. Hess requires all bids to be valid **60 DAYS** from the closing date i.e. valid until. Bidder can assume that it has not been successful if no notification is received within the bid validity period.
2. All costs involved in the preparation of this enquiry/quotation shall be borne by bidder. Company reserves the right at any time during this Tender to amend, modify, revise, add, delete, omit or cancel (in whole or part) this Tender as it deems fit without any claims whatsoever from Bidder.
3. Hess reserves the right to accept **ALL, PARTIAL** or **NONE** of bidder's quotation.
4. All the attachments mentioned above are attached in the e-mail sent to the respective Bidder’s email address under the Provision of Environmental, Health and Safety (EHS) Consultancy Services (EHS) Umbrella Contract.

We are looking forward to receiving a favourable reply from your COMPANY.

Regards,

**Tender SecretaryINVITATION TO BID ACKNOWLEDGEMENT FORM**

To: Hess Exploration And Production Malaysia B.V.

Level 14, Menara 3 PETRONAS,

Kuala Lumpur City Centre,

50088 Kuala Lumpur, Malaysia

Attn: Tender Secretary

Email: [TenderSecretaryProjects2@hess.com](mailto:TenderSecretaryProjects2@hess.com)

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| **Work Order Request No.** | **:** | **HESS/2017/099/017** |
| **Work Order Title** | **:** | **Provision of Two (2) EHS Site Safety Inspector**  **Provision of One (1) Senior Technical Safety Consultant** |

1. We acknowledge receipt of your Work Order Request (WOR) for the Mini Bid of the above, and with reference to the obligation regarding confidentiality contained therein, we confirm agreement to maintain confidentiality in regard to the WOR and the contents thereof. We shall maintain Proprietary Information in strict confidence and shall not use it except for the purpose intended in this bidding exercise.
2. We confirm (\* delete whichever not applicable) that:

\* either: we received a complete WOR.

\* or: we have identified some missing documents. Refer to attached list.

1. We confirm (\* delete whichever not applicable) that:

\* either: we intend to submit a bona fide Bid by the Bid Closing Date.

\* or: we do not intend to submit a Bid due to the following reasons:

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Name of Bidder : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Stamp : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT A – SCOPE OF WORK / ROLE DESCRIPTION**

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| **Role Description** | Role 1: Two (2) EHS Site Safety Inspector |
| **Location** | Offshore field, North Malay Basin |
| **Grade** | N/A |
| **Report to** | * Directly report to the EHS Team Lead/Drilling EHS Specialist |
| **Team** | EHS TEAM |
| **Start Date** |  |
| **Number of Direct Reports** | NA |
| **SCOPE OF WORK:**  The purpose is to engage consultants to support EHS site execution activities at our various locations to support the North Malay Basin (NMB) project as a whole. The key responsibilities are to support the EHS Site Safety Lead, to deliver facilities safely without any recordable injuries on time and within budget. The roles will be placed on Phase 3 project.  The hours of work will be as per the standard hours of work at the relevant work location. The incumbent shall be mobile and could be re located as per COMPANY’s instruction on a days’ notice.  Responsibilities include:   * Assigned to construction yard or offshore as EHS Site Inspector and manage EHS matters for site team and reports back to EHS Site Safety Lead * To ensure CONTRACTOR’s EHS contract requirement are aligned to Schedule-5 EHS requirement. * To provide support on EHS matters to project team during Procurement, Fabrication, Installation, Hook-Up & Commissioning and Start-up process * To provide EHS advice on aspect of legislation and DOSH requirements, * Act as focal point for EHS queries arising both from Company and Contractors. * To assist the lead in managing the Contractor’s EHS programs such as inspections, audits, meetings, drills, etc as per plan. * To ensure each JSA and Risk Assessment are carried out on activities such as Lifting & Hoisting, Work at Height, Confined Space Entry, Hot Work, etc. This recommendation shall be clearly communicated, documented and tracked for closing action at work area. * Assist in incident investigations, including near misses, property damage, injuries, occupational illness and spills/loss of containment. * To promote “HESS Rules” and to embed in the project * Provide independent oversight review on the implementation of the Permit to Work (PTW) system * Assist Contractor with the EHS Incentives such as EHS Celebrations, Campaigns, Rewards, etc as per Company requirement throughout the project duration. * Conducts regular EHS inspections/audits, of work area and tools/equipment. * Participates in incident control during accidents or emergencies including fire drill, rescue work at height, medical evacuation drill, etc. * Act as safety culture coaches (Hess World Class Safety Culture) and mentor (Short Service Employee) for the crew offshore. * Conduct EHS inspections/ audits, of work vessels and tool/ equipment prior mobilization. * Ensure PTW , JSA is adhered to (including but not limited to JSA enforcement, After Action Review improvement etc as per Contactor and Hess processes). * Review and ensure validity and suitability of the crew certificates/ qualifications, including but not limited to medical, offshore BOSIET, DOSH certificates.   Requirements for the position are as follows:   * **At least 10 years’ experience in managing EHS in an Oil and Gas project specifically in Fabrication (Jacket & Topside) at the yard AND Offshore Transport and Installation, Hook-Up Commissioning (HUC) and Start-Up activities**. * **Minimum a Diploma with Certification includes having Professional Certificate in Safety & Health Officer from NIOSH Malaysia, NEBOSH U.K OR DOSH recognized institution or a Registered Safety and Health Officer (SHO) Green Book with DOSH**. * Medical and Sea survival pre-requisites for working Offshore. * Ability to interpret Company EHS specifications and standards. * Experience working in offshore environment overseeing EHS for Transportation & Installation (T&I), Hook-Up Commissioning (HUC) campaigns e.g.   + to work with multi-discipline team across disciplines and varied interest groups.   + SIMOPS operation with multiple activities such as Marine Vessel, Hook-Up Commissioning and Drilling.   + Major offshore campaign on a live producing platform. * Provide support to projects in developing, reviewing and implementing project specific EHS related documents. * Experience as safety culture coaches and mentor for new/ temporary crew. * Experience in **electronic** PTW planning and implementation. * Experience in offshore vessel/ equipment inspection. * Experience in MySDS system and ability to perform crew EHS/ Medical/ Competency check. * Experience and familiarity with welding work on a live platform (habitat specification, SIMOPS, etc.) would be added bonus. * Good communication and interpersonal skills. * Ability to write reports and produce Incident Report, EHS Presentation, etc. * Have attended some of the following trainings:   + Authorized Gas Tester   + Confined Space Entry & Rescue   + Basic Fire Fighting Course   + Accident/ Incident Investigation Method (Taproot, Tripod Beta or equivalent)   + First Aider   + BOSIET + EBS (OPITO 5906)   + Planning & Managing OSH for Construction Activities   + Hydrogen Sulphide Training (H2S)   + Rigging and Slinging | |

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| **Role Description** | Role 2: Senior Technical Safety Consultant (i.e Interface Engineer) |
| **Location** | Offshore field, North Malay Basin |
| **Grade** | N/A |
| **Report to** | * Directly report to the EHS Team Lead/Drilling EHS Specialist |
| **Team** | EHS TEAM |
| **Start Date** |  |
| **Number of Direct Reports** | NA |
| **SCOPE OF WORK:**  The applicant requires a firm background in technical safety but will also require other skill as delineated below. Applicant who do don meet the below requirements/responsibilities are advised not to apply just based on their technical safety background. The purpose of this contract is to engage one consultant to provide **Offshore planning** and support for all activities that requires EHS involvement. The consultant will be on Phase 3 project. It is imperative that consultant has experience interfacing with Operational team offshore and CONTRACTORS  The position shall report to the COMPANY EHS Project Lead for NMB FFD and will be based in various locations as required by the EHS project lead  Key Requirements/Responsibilities of the position are as follows   * Leading and managing specialist parties offshore at all stage. The incumbent will assist offshore to ensure all work packs, closed CRA actions , PTW go as per planned and work with EHS site safety personnel to ensure EHS requirements are prioritised throughout the offshore campaign * Verify and execute preparation of the SIMOPS plans involving multiple parties i.e. Operations, CONTRACTOR’s Hook up and commissioning (HUC) and Transport and Installation (T&I). It would require the incumbent to engage CONTRACTOR’s and key COMPANY leads to arrive at a SIMOPS plan accepted by the key Operation group * Ensure all JSA are updated as per COMPANY EHS requirements and verify with EHS Site lead on the applicability * Ensure a SIMOPS ERP strategy for Escape Evacuation and Rescue (EER), based on Phase 3 Project requirement at differing stages of the project (i.e. shutdown, pre shutdown and post shutdown). * Coordinate and be the custodian of all bridging documents required during SIMOPS period. * To ensure submission of all ePTW permit using work packs prior to start of any offshore campaign * To supervise installation of all additional lifesaving equipment e.g. life rafts, life jackets at a suitable primary and secondary mustering points * To closely monitor and manage mobbing of offshore crew considering COVID-19 related requirement and to ensure bridging between regulatory, operational and Company/Contractor requirements. * Provide offshore support, and lead and organize any offshore ad-hoc risk assessments as the need arises. * Act as project EHS interface to the operational group. * Develop site Management of Change (MOC); from identification, tracking the approval process, maintaining and implementation up to closure of the MOC. * Lead and organize all EHS onboarding (including bridging to Hess World Class Safety Culture) for the crew * Review CONTRACTOR’s offshore campaign (HUC/ T&I) workpacks and attend CRAs   Requirements for the position are as follows:   * Senior Consultant with a qualification possessing a Masters/ Degree preferably in engineering from a recognised institution. * **At least ten (10) years** in a PAC / PETRONAS / Malaysian Oil & Gas/Service COMPANY; Experience shall comprise of:  1. Technical Safety and Interfacing experience, which includes knowledge in loss prevention, Safety Studies and completed SIMOPS plan. Must be familiar with CRA and closing out actions related to CRA and RA and must be able to demonstrate as such during the interview  * **Approximately 2 years or there about** of working directly in the Operator (PAC or PETRONAS only) environment and has overall at least 2 years total of yard secondment (fabrication) and offshore experience. Experience shall encompass the following offshore hook-up, commissioning activities or Transport and Installation and directly involved with the EHS aspect of these campaigns. Examples of this work include development of SIMOPS plans, ERPs, lead for CRA, RA etc. Must be able to demonstrate capacity to influence and worked with Operations during the interview.   + Familiar with PPGUA requirements   + Medical and Sea survival (TBOSIET) is a pre-requisite for working Offshore   + Prepared to be on a full-time basis, and clock in additional working hours with no overtime pay, when required.   + Ability to work independently as well as part of a team with good interpersonal, influencing and stakeholder management skills, with effective oral and written communication to both internal and external audiences.   + Should possess analytical skills to manipulate data spread sheets along with highly developed computer literacy.   + Good general presentation with a high standard of spoken and written English.   + Experience in offshore campaign during SIMOPS operation with multiple activities such as Production, Complex lifting, Marine Vessel Operation, Hook-Up Commissioning and Transportation & Installation.   + Experience in MySDS system and ability to perform crew EHS/ Medical/ Competency check.   + Ability to facilitate risk assessment/ JSA.   + Experience in electronic PTW planning and implementation.   + Experience in development and implementation of bridging EHS Procedures for a live platform (e.g. SIMOPS procedure, bridging ERP, bridging EHS requirements).   + Experience with offshore work packs review and development.   + Experience in COVID-19 swab test and quarantine processes.   + Experience in developing MOCs and implementation. Ability to advise the suitable process (e.g. temporary MOC, permanent MOC, Project MOC, NOPRAS, etc.) based on COMPANY requirements. | |
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**ATTACHMENT B – Scheduled of Prices and Rates**

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| **Item** | **Position** | **Location** | **Effective Date** | **Qty (day)** | **Daily Offshore Rates (RM)** | **Total Price (RM)** |
| 1 | Site Safety Inspector 1 | Offshore | Early March 2021 | 156 |  |  |
| 2 | Site Safety Inspector 2 | Offshore | Early March 2021 | 156 |  |  |
| **Item** | **Position** | **Location** | **Effective Date** | **Qty (month)** | **Monthly Offshore Rates (RM)** | **Total Price (RM)** |
| 3 | Senior Technical Safety Consultant | Offshore | Early March 2021 | 6 |  |  |

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| ***Notes: -*** |  |
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| * *Yard or Offshore based assignments or travel, Mob/ Demob costs, Logistics, Accommodation, Provision of equipment (e.g. PPE, etc), Training and/or per-diems (where applicable) will be reimbursable.* | |
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