

## **Section D - FORMS**

### **HIRE OF PASSENGER CARS WITHOUT DRIVER**

## Content

<b>PART D - BID SUBMISSION FORMS .....</b>	<b>3</b>
Form D.1 Bidding Letter.....	3
Form D.2 Prospective Business Associates Questionnaire (PBAQ).....	5
Form D.3 Average Specific Turnover .....	19
Form D.5 Similar Experience .....	20
Form D.6 Technical Proposal .....	21

**PART D - BID SUBMISSION FORMS**

Bidder's/Association Partner's Legal Name: *[insert full name]*

Bidder's Party Legal Name: *[insert full name]*

**Form D.1                      Bidding Letter**

Date: *[insert day, month, year]*

Bid No. and title: *[insert number and title]*

**To: EXXONMOBIL EXPLORATION AND PRODUCTION ROMANIA LIMITED NASSAU (BAHAMAS) BUCHAREST BRANCH**

After examining the Bidding Documents and after developing a full understanding of the Contract requirements, we the undersigned undertake to commence, execute and complete the Contract in accordance with the Bidding Documents and our attached Technical Proposal at the prices specified below, as stated in our Financial Proposal.

We, the undersigned, after developing a full understanding of the Contract scope, undertake to sign and to perform the Contract in accordance with the requirements specified in the Scope of Works, for the price of *[currency and amount in figures and words]* net of VAT, as detailed in our Financial Proposal.

Our bid is submitted on behalf of the following\*:

Description	Name(s) of Bidder(s)
Leader	
Member of association 2*	
Member of association 3 *	
.....	

\* add/delete additional lines for partners as appropriate. Note that the subcontractors are not considered as partners for the purposes of this bidding procedure. If this bid is being submitted by an individual Bidder, the name of the Bidder should be entered as '**leader**' (and all other lines should be deleted)

Contact person for the purpose of this bidding procedure shall be:

Name	
Address	
Telephone	

\* **Note:** All blank fields must be completed by the Bidder or by the Bidder's Representative.

Fax	
E-mail	

We, the undersigned, hereby declare that:

- i. We have examined the content of the Bidding Documents for *“Hire of Passenger Cars without Driver”* and fully accept them in their entirety, without reservation or restriction.
- ii. We offer to deliver, in accordance with the terms of the Bidding Documents the following:
- iii. We agree that our present Bid shall be valid for a period, from the bids submission date, for a period equal to that stated in Art. 18 *“Period of Validity of Bids”* of Part A, Section A.1 of the Bidding Documents that shall bind us and that it may be accepted at any time prior to the expiry of the said period.

Should our offer be accepted, we undertake to commence the execution of the Contract/Agreement as stipulated in the Contract/Agreement Conditions.

We understand that:

- a) EMEPRL is not bound to proceed with this bidding process and that it reserves the right to cancel the procedure, or to award only part of the contract. It will incur no liability towards us should it do so;
- b) EMEPRL is not bound to accept the lowest price offer, nor any of received bids.

Signature of Bidder or  
of Bidder’s Representative  
Name of signatory  
Capacity of signatory

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bidder's/Association Partner's Legal Name: *[insert full name]*

Bidder's Party Legal Name: *[insert full name]*

**Form D.2 Prospective Business Associates Questionnaire (PBAQ)**

Candidate's legal name: *[insert full name]*

Date: *[insert day, month, year]*

Contract notice No: *[insert Contract notice number]*

Framework Agreement name: *[insert title]*

Background: Exxon Mobil Corporation and its Affiliates<sup>1</sup> operating anywhere in the world (the "Company") are committed to compliance with all laws that apply to its operations.

To ensure that we comply with all applicable laws, we gather information from prospective business associates. The analysis with regard to a particular prospective business associate will depend on a number of factors which the Company will carefully evaluate. Therefore, we appreciate your assistance in completely and accurately responding to the following questions. Please provide complete and accurate answers to all of the questions below.

Please attach all requested additional documentation. **Please note that the form requests information for yourself (if you are the contracting party), your company, and any person, company, or other entity owning an interest in your company or its parent, directly or indirectly, including your ultimate parent company or individual beneficial owners.** The form will be treated as incomplete unless all relevant information is provided. Failure to provide complete and accurate information may result in the Company terminating further review.

We inform you that the personal data that you provided through this online PBAQ, will be processed by ExxonMobil in accordance with its [Privacy Statement](#). We recommend that you carefully read the [Privacy Statement](#).

By marking this box, I declare that:

- I have the proper authority to disclose the relevant information and I confirm that I give permission to ExxonMobil to Process the Personal Data for the purposes stated in the terms of the [Privacy Statement](#). I have received the permission of the person(s) mentioned in this PBAQ other than

---

<sup>1</sup> ExxonMobil and/or ExxonMobil Affiliates mean (a) Exxon Mobil Corporation or any parent of Exxon Mobil Corporation, (b) any company or partnership in which Exxon Mobil Corporation or any parent of Exxon Mobil Corporation now or hereafter, directly or indirectly (1) owns or (2) controls, more than fifty percent (50%) of the ownership interest having the right to vote or appoint its directors or functional equivalents ("Affiliated Company"), and (c) any joint venture in which Exxon Mobil Corporation, any parent of Exxon Mobil Corporation, or an Affiliated Company has day to day operational control.

myself, to provide to ExxonMobil the personal data for processing in accordance with the [Privacy Statement](#).

---

**SECTION A: IDENTIFYING INFORMATION**

1. Full legal name of company or individual ("Prospective Business Associate" or "PBA"):  
\_\_\_\_\_
2. "Doing Business As" name or trade/marketing name used by Prospective Business Associate (if applicable):  
\_\_\_\_\_
3. Has the business, company, or individual name changed within the previous five (5) years? Yes:  No:   
If "Yes," please provide previous full legal name(s):  
\_\_\_\_\_
4. Address for communication from ExxonMobil affiliate, if different from the principal place of business:  
\_\_\_\_\_
5. Primary Contact person's full legal name:  
\_\_\_\_\_
6. Primary Contact Title/Position:  
\_\_\_\_\_
7. Primary Contact Telephone:  
\_\_\_\_\_
8. Primary Contact E-mail address:  
\_\_\_\_\_

**SECTION B: COMPANY BACKGROUND**

1. Business type: Corp:  Partnership  Sole Proprietors :

Other: \_\_\_\_\_

If "Other," please describe: \_\_\_\_\_

2. Date and country of entity formation (please attach copies of, or a link to, formation documents):

If Prospective Business Associate is an individual, the number of years in business: \_\_\_\_\_

Has Prospective Business Associate had any previous contracts with, or provided services to, Exxon Mobil Corporation or its Affiliates. If yes, please provide details. \_\_\_\_\_

3. Number of employees (FT and PT):  0 – 10     11 – 50     51 – 200  
 201 - 500     501 – 1000     1000+

4. Principal place of business: \_\_\_\_\_

5. Other countries in which Prospective Business Associate conducts business: \_\_\_\_\_

6. Please describe the categories of goods and/or services to be provided by Prospective Business Associate under the prospective contract.

<b>Goods or Services:</b>	<b>Will goods or service providers cross international borders under the prospective contract?</b>

7. Does the business in which the company or individual is engaged require any particular license or registration to Yes:  No:

do business in the applicable country?

If "Yes," please provide a copy and complete the information below:

<b>Registration Number:</b>	<b>Beginning Date (mm/dd/yyyy)</b>	<b>Ending Date (mm/dd/yyyy)</b>	<b>Gov't Office of Registration</b>	<b>City</b>	<b>Country</b>

**SECTION C: OWNERSHIP AND MANAGEMENT**

**Note: The PBAQ will be returned as incomplete unless all ownership information is included.**

1. If any shares of the Prospective Business Associate are PUBLICLY TRADED, please attach a copy of your most recent public filing (or provide a link to same) showing the company's shareholders. If this filing does not list major (>5%) shareholders, to the best of your knowledge please identify below any major



shareholders of your company.

Individual Shareholder Name:	Citizenship:	Address:	Ownership %	Identify Stock Exchange

Entity Shareholder Name:	Country or U.S. State of Incorporation:	Ownership %	Identify Stock Exchange

2. Please complete the ownership information below for all non-publicly traded ownership interest.

**Individuals with an ownership interest in the PBA. Response to this question should include ultimate beneficial owner(s):**

Name:	Citizenship:	Address:	Ownership %

**Entities with an ownership interest in the PBA. Response to this question should include the names of individual owners (including ultimate beneficial owners) of the listed entities:**

---

	<b>Name:</b>	<b>Country or U.S. State of Incorporation:</b>	<b>Address:</b>	<b>Ownership %</b>

3. **Identify full name of Officers, Directors and Key Managers of Prospective Business Associate:**

- A. **Chairman/President:** \_\_\_\_\_
- B. **Managing Director:** \_\_\_\_\_
- C. **Other Directors:** \_\_\_\_\_
- D. **Officers:** \_\_\_\_\_
- E. **Key Managers:** \_\_\_\_\_

4. Please complete the information below for any individual, company, or entity that: Will have any of the following business relationships with the PBA related to, or performing work under, the proposed contract: affiliate, consortium, partnership, joint venture, or alliance. This question does not request information on subcontractors of the PBA.

<b>Individual / Entity Name:</b>	<b>Citizenship / Country or U.S. State of Incorporation:</b>	<b>Address:</b>	<b>Reason for Payment:</b>

5. Please complete the information below for all entities or individuals who directly or indirectly have an ownership interest in any company or entity listed in question C.4. above.

<b>Individual/ Entity listed in C.4</b>	<b>Individual / Entity Name:</b>	<b>Citizenship / Country or U.S. State of Incorporation:</b>	<b>Address:</b>	<b>Ownership %</b>


**SECTION D: COMPLIANCE INFORMATION**

For this Section D, “**Affiliate**” includes:

- (i) any parent of your company;
- (ii) any company or partnership in which your company or any parent of your company, directly or indirectly owns or controls, fifty percent (50%) or more of the ownership interest – having the right to vote or appoint its directors or functional equivalents; and
- (iii) any joint venture in which your company, any parent of your company, or a company meeting the requirements above has day-to-day operational control.

1. Is Prospective Business Associate or any of its Affiliates organized, existing, incorporated, or operating under the laws of a jurisdiction sanctioned by the United States (including, but not limited to, Crimea, North Korea, Syria, Cuba, or Iran)? Yes:  No:
2. Is Prospective Business Associate, or any of its Affiliates, owners, officers, or directors, a Specially Designated National (“SDN”) as identified by the U.S. Office of Foreign Assets Control or identified on the Commerce Department’s Denied Persons and Entity List? Yes:  No:
3. If the answer to either D.1. or D.2. is “Yes,” please complete the information below.

**Individuals:**

Name:	Citizenship:	Address:	Ownership %

**Entities:**

Name:	Country or U.S. State of Incorporation:	Address:	Ownership %

--	--	--	--

4.a In the past **[5]** years, has Prospective Business Associate, or any of its shareholders who is (i) an entity with an ownership interest in PBA or its, Affiliates, or (ii) any other entity listed in response to Sections C.4 or C.5 (collectively, “Entity”): (1) been charged with or investigated (either criminal or civil) by an enforcement or regulatory agency; or (2) been a defendant in private litigation, related to any of the following:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> bribery/corruption                   | <input type="checkbox"/> Fraud  | <input type="checkbox"/> antiboycott violations                   |
| <input type="checkbox"/> money laundering                     | <input type="checkbox"/> sanctions violations                                   | <input type="checkbox"/> other financial or ethics-related charge |
| <input type="checkbox"/> import/export controls violations    | <input type="checkbox"/> in their capacity as shareholders, any criminal matter | <input type="checkbox"/> human trafficking                        |
| <input type="checkbox"/> competition/antitrust law violations | <input type="checkbox"/> tax law violations                                     | <input type="checkbox"/> organized crime                          |

4.b In the past **[5]** years, has any of PBA’s shareholders who is (i) an individual with an ownership interest in PBA, or (ii) any other individual listed in response to Sections C.3, C.4 or C.5 (collectively, “Individual”): (1) been charged with or investigated (either criminal or civil) by an enforcement or regulatory agency; or (2) been a defendant in private litigation, related to any of the following **in their capacity as owners, officers, directors, or key managers of PBA :**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> bribery/corruption                   | <input type="checkbox"/> Fraud   | <input type="checkbox"/> antiboycott violations                   |
| <input type="checkbox"/> money laundering                     | <input type="checkbox"/> sanctions violations                                      | <input type="checkbox"/> other financial or ethics-related charge |
| <input type="checkbox"/> import/export controls violations    | <input type="checkbox"/> any criminal matter (other than minor traffic violations) | <input type="checkbox"/> human trafficking                        |
| <input type="checkbox"/> competition/antitrust law violations | <input type="checkbox"/> tax law violations  | <input type="checkbox"/> organized crime                          |

5.a (Entities) If any boxes are checked in response to D.4.a, please provide details for such **Entities:**

---

5.b (Individuals) If any boxes are checked in response to D.4.b, please provide details for such **Individuals**:

**IMPORTANT: Do not provide details for such Individuals if:**

- the box is checked with respect to question D.4.b(1), i.e. “been charged with or investigated (either criminal or civil) by an enforcement or regulatory agency...”, AND
- the individual has his/her residence in the European Region\*, the activity has been committed in the European Region, or the proceeding/ investigation is carried out in the European Region.

\* **European Region: European Economic Area (EEA), UK and Switzerland,**

6. **If an entity, does the Prospective Business Associate have a compliance program?** Yes:  No:

If “Yes,” please indicate which of the following elements comprise part of your compliance program.

- written ethics policy or Code of Conduct
- written antiboycott policy/procedures
- written anti-corruption compliance policy / procedures
- anti-corruption due diligence on third parties
- written antitrust compliance policy / procedures
- Restricted Party Screening
- written trade sanctions compliance policy
- employee antiboycott training
- employee anti-corruption training
- employee antitrust training
- employee sanctions training

- / procedures
- written export controls policy / procedures
- employee export controls training
- policy / procedures for gifts and hospitality of government officials
- financial controls
- a hotline or other formal process to report suspected compliance violations.
- other: \_\_\_\_\_

7. Is a Power of Attorney from an ExxonMobil affiliate required by law or regulation for the work requested by Exxon Mobil Corporation or its affiliates? Yes:  No:

If "Yes," please cite the relevant law or regulation: \_\_\_\_\_

8. If the answer to D.7. is "Yes," please complete the information below for each company, entity, or individual (if other than the PBA) to whom a Power of Attorney will be granted and attach a completed PBAQ for that company, entity, or individual.

Company, Entity, or Person to whom the POA will be granted:	Address:

9. Will Prospective Business Associate use any agents or other representative who receive a commission or percentage based fee related to the proposed agreement or work thereunder?

Yes:  No:

If so, provide additional information:

--	--

10. Are you aware of any business or payment arrangements between any employee, officer or director of Prospective Business Associate acting in their individual capacity, and any ExxonMobil Affiliate?

Yes:  No:

If so, provide additional information:

--

11. Please provide any additional information that may be useful or relevant to the work under the proposed agreement with ExxonMobil, or which may be relevant to ExxonMobil's due diligence review. Please also use this opportunity to clarify or elaborate on any of your responses in the preceding sections.

--

**SECTION E: RELATIONSHIPS WITH GOVERNMENT OFFICIALS  
AND PUBLIC INTERNATIONAL ORGANIZATIONS**

For this Section E, “**Official**” means and includes:

- (i) any agent, officer, director, or employee (elected, appointed, or career) of:
  - a. a government (whether central, national, federal, regional, state, or local); or
  - b. any department, agency, ministry, body, or instrumentality thereof whether legislative, administrative, or judicial ; or
  - c. any person acting in an official capacity on behalf of any such government, department, agency, ministry, body, or instrumentality; or
  - d. any legal entity or commercial enterprise owned or controlled by the government;
- (ii) any official of a political party;
- (iii) any candidate for political office; or
- (iv) any officer or employee of a Public International Organization (an organization so designated by the President of the United States by Executive order, or whose members are (a) countries or territories; (b) governments of countries or territories; (c) other public international organizations; (d) a mixture of any of the above, or (e.g., United Nations, IMF, World Bank).

For this Section E, “**Close Family Member**” of an Official means and includes the Official's spouse; the Official's and the spouse's grandparents, parents, siblings, and children; the spouse of any of these people; and any other individuals who share the same household.

1. Within the past 5 years, has Prospective Business Associate or any of its Affiliates or owners been an Official as defined above

Yes:  No:

If “Yes,” please provide the relevant information in E.3.

2. Within the past 5 years, have any of the persons listed in the responses in Section C or D been:

Officials

former Officials

Close Family Members of Officials

Involved in any business relationship, including acting as an agent or consultant for, or holding common ownership of any business enterprise or partnership with, any Official or Close Family Member of an Official



3. If the answer to E.1 is “yes” or any of the categories under E.2. are checked, please provide the following details for each such person:

<b>Legal Name and Former Name(s) and any Aliases:</b>	<b>If Official or Former Official, title(s) and Responsibilities as an Official:</b>	<b>If Official or Former Official, date(s) of Service as an Official:</b>	<b>Description of business or personal relationship with Official or Close Family Member of Official:</b>	<b>Description of participation, if any, in Services to be provided by PBA:</b>

4. Will Prospective Business Associate or any of its officers, directors, employees, agents, Affiliates or others acting on its behalf potentially interact with Officials while performing services for Exxon Mobil Corporation or its affiliates? Yes:  No:

If “Yes,” please complete the information below for any such PBA officer, director, employee, agent, Affiliate or other individual acting on behalf of Prospective Business Associate:

<b>Country of Services:</b>	<b>Scope / Nature of Interactions with Officials:</b>	<b>Method of Payment to Official, If Any:</b>

**SECTION F: CERTIFICATION**

**I certify that the information provided is, to the best of my knowledge and belief, accurate, current, and**

**complete, and that I am authorized to provide the information and certify that the foregoing information is true and accurate.**

Signature:

---

Printed Name:

---

**Name of Prospective Business**

**Associate (if entity):**

---

Title:

---

Date:

---

Bidder's/Association Partner's Legal Name: [insert full name]

Bidder's Party Legal Name: [insert full name]

**Form D.3 Average Specific Turnover**

Date: [insert day, month, year]

Bid No. and title: [insert number and title]

Annual turnover data (specific only)		
Year	Amount and Currency	USD equivalent
[indicate year]	[insert amount and indicate currency]	[Insert amount in USD equiv.]
Average Annual Specific Turnover *		

Average annual specific turnover calculated as total certified payments received for activities in progress or completed, divided by the number of years specified in *Part A, Section A.2 - "Selection and Evaluation Process Requirements and Assessment"*.

Signature

[a person or persons authorized to sign on behalf of the Bidder]

Bidder's/Association Partner's Legal Name: [insert full name]

**Form D.5 Similar Experience**

Date: [insert day, month, year]

Bid No. and title: [insert bid number and title]

[The following table shall be filled in for contracts performed by the Bidder, each partner of an Association]

<b>Similar Contract No.</b> [insert number of similar contract]	<b>Information</b>		
Contract Identification	[insert contract name and number, if applicable]		
Award date	[insert day, month, year, i. e., 15 June, 2015]		
Completion date	[insert day, month, year, i.e., 03 October, 2017]		
Total Contract Amount	[insert total contract amount in local currency]		USD [insert total contract amount in USD equivalent]
If partner in an association, specify participation in total contract amount	[insert a percentage amount]	[insert total contract amount in local currency]	[insert total contract amount in USD equivalent]
Beneficiary's Name:	[insert full name]		
Address:	[indicate street / number / town or city / country]		
Telephone/fax number	[insert telephone/fax numbers, including country and city area codes]		
E-mail:	[insert email address]		
<b>Description of the similarity</b>			
Description of SoW performed	[insert description of activities]		

Attachment [where existing]:

Certificates from the following beneficiaries:

1. ....
2. ....
3. ....

Signature

[a person or persons authorized to sign on behalf of the Bidder]

Bidder's/Association Partner's Legal Name: [insert full name]

## Form D.6 Technical Proposal

Date: [insert day, month, year]

Bid No. and title: [insert bid number and title]

[Comments in brackets [ ] provide guidance to the Bidders for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

The Technical Proposal must consist of the following sections:

1. Bidder's Organization and Experience
2. Description of the methodology for performing the tasks required in the SoW and of the manner in which the requirements are fulfilled
3. Arrangements proposed by Bidder for communication with EMEPRL during contract performance

### 1. Bidder's Organization

[Provide here a brief description of the background and organization of your /entity and each associate for this contract – if so the case-, highlighting the experience in performing similar tasks as the one included in the Scope of Work]

### 2. Description of the methodology for performing the tasks required in the SoW and of the manner in which the requirements are fulfilled

[Provide here information about the manner in which minimum requirements included in the Scope of Work are fulfilled, structuring the information under the following headlines:

- a. Minimum requirements included in the SoW, with details presentation on the flow and timing of all activities between the Contractor and EMEPRL, with emphasize on the replacement of car activity, in response to para "Replacement of vehicle" from the SoW
- b. Flow of information and activity for addressing requests from EMEPRL during contract performance
- c. Description of activities for collecting the data, processing the data and reporting the data related to KPIs included under chapter 4, SoW
- d. Minimum requirements for vehicles requested in the SoW

Use the following table to provide information about the vehicles:

Details of <b>proposed</b> vehicles – <i>add lines as needed</i>									
no	Registration Number	Model (Year)	Date of Registration	Vehicle Owner's / Name	Vehicle Type (Please specify)	Validity Details			
						Permit	Fitness	Road Tax	Insurance
1									
2									
3									
4									

The details as above furnished are correct and true. I undertake to produce original documents of the above said vehicles for verification as and when called for.

**3. Organization and other arrangements for communication with EMEPRL during contract performance**

*[Provide here information about the manner in which minimum requirements included in the Scope of Work are fulfilled, structuring the information under the following headlines:*

- a. present information about person/persons in charge with communication with EMEPRL during contract performance*
- b. present information about form and flow of activities used for documenting the performance under the contract for monitoring the specified KPIs: forms for collecting the data, forms for aggregating the data, form for communicating the information to EMEPRL so that the KPIs included in the SoW are monitored during contract performance.*

Signature

*[a person or persons authorized to sign on behalf of the Bidder]*

Bidder's/Association Partner's Legal Name: [insert full name]

Form D.7 Financial Proposal

Date: [insert day, month, year]

Bid No. and title: [insert number and title]

### FIN 1: Financial Proposal

#### Total Price – Financial Proposal

Item	Total
Price of Financial Proposal	USD ...*

\*The total price to be included shall represent the price for the 2 vehicles required on a full-time basis.

#### Breakdown of Price by category of vehicle

[This Form must be filled for the whole contract. The sum of the relevant Subtotals of all filed in Forms must be the same with the Total Price of Financial Proposal]

Vehicles on a full-time basis					
Type of vehicle	No of vehicles	Price/unit/month	No of months	Total price (USD)	Total price (USD - VAT included)
Medium SUV	1				
Van/bus 8+1	1				
<b>Total</b>				USD ...	USD ...

\*including the price for all services as described within *Bidding Documents Part B Instruction to Bidders, chapter 5. Price and validity of the contract.*

Vehicle on as needed basis						
Type of vehicle	No of vehicles	Price / day (USD)	Price / week (USD)	Discount (%) for each additional week up to 4 weeks	Price / month (USD)	Discount (%) for each additional month up to 12 months
Medium SUV	1					
Compact car	1					
Van/bus 8+1	1					

\*including the price for all services as described within *Bidding Documents Part B Instruction to Bidders.*

Signature

[a person or persons authorized to sign on behalf of the Bidder]

Bidder's/Association Partner's Legal Name: [insert full name]

**FIN 2: Commitment regarding the commercial conditions – Part C of the Bidding Documents**

Date: [insert day, month, year]

Bid No. and title: [insert number and title]

The undersigned [insert the name of the authorized representative], duly authorized representative of [insert name/address of the Bidder], I declare on my own responsibility that we have assimilated the form and the content of the Contract/Agreement included in the Bidding Documents, published by EMEPRL and we hereby demonstrate our full acceptance and commitment to the terms and conditions of the respective documents **without any kind of objections.**

The name of the signatory .....

The capacity of the signatory .....

The signature .....

[person or persons authorized to sign on behalf of the Bidder]