

# Shell Canada Limited

## Shelburne Basin Exploration Drilling Project

### EXPRESSION OF INTEREST (EOI): Freight Forwarding and Customs Brokerage

**Bids Category: 9200; 9432**

**Package number: Shell 20**

**Issue date: May 15, 2014**

**Closing date: June 2, 2014 1:00 pm AT**

### GENERAL

In association with the acquisition of Exploration Licenses 2423, 2424; 2425, 2426, 2429 and 2430 located 350 km south of Halifax offshore, Shell Canada Limited (Shell) has committed to carrying out an exploration drilling program within an initial 6-year exploration period commencing on 1 March 2012. It is Shell's current intention to drill up to 3 exploration wells in these exploration blocks commencing approximately May 2015.

Shell is committed to ensuring that full and fair opportunity is provided to Nova Scotia and Canadian companies through employment, procurement and contracting.

As part of the Project, Shell requires the services of an international Freight Forwarder and Custom Broker. The services will be required from approximately November 2014 to May 2016.

### SCOPE OF WORK

Shell is seeking qualified contractors to provide comprehensive and professional international Freight Forwarding and Custom Brokerage Services, including but not limited to:

1. Main Carriage
  - a. Containerized sea-freight services
  - b. Break bulk or out-of-gauge sea-freight services
  - c. Airfreight services
  - d. Rail and road services
  - e. Freight planning
2. In Country Logistics
  - a. At Origin country, coordination/collection of cargo from Suppliers on undelivered Incoterms
  - b. At Destination country, Customs clearance including pre-payment of import duties and document archival
  - c. At Destination country, safe discharge of cargo from port(s) to onshore worksite(s)
3. Other Value-add Services
  - a. Expediting, calling forward and coordination with suppliers
  - b. Cargo consolidation (incl. Identifying such points) to optimize cost and schedule
  - c. Adhoc services such as packing, marking, unloading, temporary storage, security, goods receipt, insurance support, etc.

4. Management and Administration
  - a. Performance obligations
  - b. Freight control tower structures to support specific Purchase Contracts.
  - c. Shipment booking and tracking with interfacing capabilities with Company, project contractors or Suppliers
  - d. Global spend and activity reporting by geography, mode, Project and Purchase Contract(s)
5. Customs Brokerage
  - a. Customs Brokerage and clearance activities

The origin points, details and specifications of material(s)/good(s), and exact timeline of the Project are not yet final, however, the intent of the project is to procure the majority of materials under the FCA Incoterm.

## **EXPRESSION OF INTEREST REQUIREMENTS**

Interested companies are requested to demonstrate their capabilities and previous experience on similarly scoped projects via a formal response to this EOI. Shell will select qualified bidders from respondents to this EOI.

As a minimum, companies submitting an expression of interest are asked to provide information on the following:

- Summary of ability and experience in providing offshore Freight Forwarding/Third-Party Logistics services in supporting drilling operations in Canada, including customs brokerage experience and existing relationships
- Confirmation that Contractor organization has documented operational, maintenance and HSE management systems incorporated into daily work practices
- Location of organization, general corporate information and contact information

Included in the qualification process is a Safety Assessment: All companies providing a formal response to this EOI must be registered with ISNetworld (ISN) (<http://www.isnetworld.com/>) to enable Shell to assess safety management systems and help pre-qualify potential suppliers. Please note that there is a registration cost involved, dependent upon company size.

Due to the risk and anticipated spend of this contract, an additional on-site assessment of interested companies' safety management system will occur as part of Shell's pre-qualification process.

Pre-qualified companies will be required to complete a Contractor Local Implementation Plan, and demonstrate their commitment to and compliance with Shell requirements regarding Canada–Nova Scotia Benefits, during the tender process.

## **BID SCHEDULE**

Expressions of Interest must be received on or before June 2, 2014 1:00 pm AT

A Request for Proposal (RFP) will be issued to a list of qualified bidders chosen from the responses to this EOI. Issue of the RFP is expected around June 24, 2014 and award of contract around July 22, 2014.

All inquires and Expressions of Interest (electronic format only) must be clearly marked with the EOI reference number and should be directed to:

**Shell Canada Limited**

1701 Hollis Street, Suite 900  
Halifax, NS B3J 3M8

Attention: Janice D. Frost  
Local Benefits Manager  
Email: [Janice.Frost@Shell.com](mailto:Janice.Frost@Shell.com)

*In addition:*

*Potential suppliers for this Project, if they have not already done so, are encouraged to register their companies with BIDS at:*

*Phone: 1-800-397-0393*

*Email: [distribution@bids.ca](mailto:distribution@bids.ca)*