

## **Request for Proposals – e-Learning System**

December 17th, 2008

Technical Strategy and Planning Department  
Oil & Gas Upstream Technology Unit  
Japan Oil, Gas and Metals National Corporation

Japan Oil, Gas and Metals National Corporation (“JOGMEC”) invites proposals for e-Learning system for oil and gas exploration and development technologies. Contractors who wish to apply to this request for proposals (“RFP”) shall submit proposals in accordance with the following instructions.

### **1. Title**

e-Learning System for oil and gas exploration and development technologies (“System”)

### **2. Objective of introducing System**

The objective of introducing System is to allow young engineers and geoscientists to complement or increase their skills and knowledge relating to the exploration and development technologies of oil and gas by providing useful desktop learning system. The system is intended for JOGMEC’s employees and also for its training programs conducted on its premises for employees of Japanese oil companies and students of Japanese universities.

### **3. System Requirements & Specifications**

- (1) e-Learning system for oil and gas exploration and development technologies
- (2) Number of users: 30 users or more
- (3) Target user: Fresh graduates to 10 years experienced employees and university students
- (4) Contents of technology areas:
  - ① Geology
  - ② Geophysics
  - ③ Drilling and Completion
  - ④ Reservoir Engineering
  - ⑤ Production Engineering.
  - ⑥ Facilities
  - ⑦ Other Petroleum Engineering Topics
- (5) Other Requirements
  - ① Self-learning function
  - ② Supervising function
  - ③ Generic competency models
  - ④ Mentoring Function

- ⑤ Search data base capability
- ⑥ Administrative reporting options

#### **4. Proposal Requirements**

Contractors shall prepare the proposals in accordance with this RFP. Proposals shall include and satisfy at least the following items:

- (1) System overview
- (2) Proposals for the each item listed in the Requirements & Specifications
- (3) Contents of technology areas covered in the proposed system
- (4) Contents of user manuals
- (5) Supporting program including implementation Program
- (6) System requirements
- (7) Service Fees (Annual fee for the 1<sup>st</sup> year and the following year)  
※The annual cost including an introduction program must be below 5 million Yen (cf. approximately US\$52,600 @¥95/\$ at the end of November, 2008 ).
- (8) Client list
- (9) Any significant changes proposed to a sample Agreement of JOGMEC with explanations

Proposals shall be submitted in Microsoft Word or PDF format and JOGMEC will use the above items solely for the purpose of the Contractor's selection process.

#### **5. Submission of Proposals**

- (1) This is an electronic-only submission process. Therefore, Contractors shall submit their proposals by e-mail and by the Deadline (see sub-paragraph (2) below) to the Contact Person (see sub-paragraph (3) below). Proposals shall be sent in one electronic file or in a zipped electronic file and copied to the person detailed at sub-paragraph (3) below. Any proposals submitted other than by e-mail shall not be accepted or reviewed.
- (2) The Deadline shall be 17:00 on January 13, 2009 (Japan Standard Time).
- (3) Contact Person:

Mr. Hideyuki Shimizu, Project Director  
Planning & Coordination Division  
Technical Strategy and Planning Department  
Oil & Gas Upstream Technology Unit  
Japan Oil, Gas and Metals National Corporation (JOGMEC)  
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TEL: +81-43-276-9216

#### **6. Evaluation of Proposals**

The qualified proposals submitted in response to this RFP by the deadline shall be evaluated with a focus on the following criteria:

- (1) Consistency with the requirements and specifications
- (2) User Friendliness
- (3) Sufficiency of supporting plan
- (4) Track record in the industry
- (5) Cost performance

(Although the limit is 5 million Yen, the proposed amount is to be evaluated.)

### **7. Contract Procedure**

After the evaluation of proposals, JOGMEC will discuss with the candidate contractor the details of the contract based on the sample agreement attached here and it will be finalized after mutual agreement.

### **8. Inquiries**

All questions regarding this RFP shall be directed to the Contact Person by e-mail by 17:00 on January 9, 2009 (Japan Standard Time). Contractors are kindly requested to understand that any inquiries about the evaluation process shall not be accepted. For your reference, our office will be closed from December 27, 2008 to January 4, 2009.

### **9. Confidentiality**

The provisions of the draft agreement dated December 17, 2008 shall apply to this RFP as if set out in full herein and as if references therein to "this Agreement" were references to "this RFP" and as if references to a "Party" or the "Parties" therein were references to either JOGMEC or the Contractor or both, as applicable.

**Attachment 1: "Proposal form Example"**

**Attachment 2: "Agreement"**

**End of "Request for Proposals"**