

**REQUEST FOR INFORMATION (RFI)**  
ON BEHALF OF GUYANA DEEP WATER OPERATIONS INC. (GDO)

**GDO-SCM-052**

**Cleaning Service for Port Mourant Training Center**



## 1. BACKGROUND

**Guyana Deep Water Operations Inc. (GDO)**, hereinafter referred to as the "Company", a subsidiary of SBM Offshore, is the operator of the Liza Destiny, Liza Unity and Prosperity Floating Production, Storage and Offloading (FPSO) vessels. SBM Offshore provides floating production solutions to the offshore energy industry, over the full product life cycle. The Company is market-leading in leased floating production systems with multiple units currently in operation and has unrivalled operational experience in this field. The Company's main activities are the design, supply, installation, operation and the life extension of Floating Production, Storage and Offloading vessels. These are either owned and operated by SBM Offshore and leased to its clients or supplied on a turnkey sale basis.

## 2. GUYANESE CONTENT

Local content development is the key factor to the success of our operation. We are committed to establishing Guyanese partnerships and developing Guyanese content. Thus, at technical and commercial similarities between bidders, we will consider the following preference:

1. Guyanese Company (*as per definition in ACT No. 18 of 2021, LOCAL CONTENT ACT 2021*)
2. Guyanese-owned, registered in Guyana.

It is our commitment for long-term sustainability to create social and commercial benefits for Guyana whenever possible without jeopardizing the HSSE and Quality of the products and services to be delivered, as well as for our crew and facilities. Companies answering the RFI will have to present their involvement in the Guyana community and/or any involvement in sustainability projects or development in Guyana.

## 3. OBJECTIVES

This request for information (RFI) seeks technical and operational information from suppliers for meeting the Company's bid selection requirements for a cleaning service provider.

This RFI has several objectives:

1. We may use responses from you and the other participants to validate and further develop the Company's recommendations for the Request for Quotation (RFQ) for Cleaning Services. The RFI process allows us to seek your input and develop a list of qualified bidders before structured bid rules take effect.
2. Second, the RFI process provides you an opportunity to begin developing your responses to some of the potential requirements if you are selected for the RFQ.
3. Finally, depending on responses from you and the other participants, the Company may unbundle the services described in this RFI, and in a future Request for Quotation (RFQ), into several enabling agreements that may be awarded to more than one bidder.

## 4. SCOPE OF SUPPLY

### a. Description

The objective of this scope is to provide and manage the housekeepers to carry out cleaning duties daily at a location in Port Mourant, Berbice; to arrange for Garbage disposal and Sanitary services at the said location and provide cleaning supplies.

#### **Cleaning Services:**

Supplier shall provide Full time Housekeepers and One (1) Handyman for Training Center located in Port Mourant

- Housekeepers and handy man to provide service for 5 days a week, every Monday to Friday standard 8 Hours per day and Saturdays on rotation for half day.

Supplier to provide trained housekeeping personnel with at least 2 years' experience in the same field.

Supplier to report to our team all replacements in the event someone is on Annual or Sick leave; for Annual Leave 48hrs in advance and Sick leave at least 2hrs in Advance.

#### **Support Services:**

- Supplier to provide in-office support which includes bi-weekly inspections, provision of housekeeping checklist (as per the Client's list of duties), manage, and implement schedules for the housekeepers in all locations.
- Supplier must have supervision of their own personnel; the PURCHASER will not supervise any personnel or quality of their work.
- Supplier's supervisors are expected to visit the office to monitor quality of service provided by their personnel and organize meetings on same.
- Supplier shall arrange weekly Garbage disposal services and Bi-Weekly Sanitary services for the training center.
- Supplier shall provide and manage all cleaning supplies tools/equipment for the training center; Weekly checks on cleaning supplies should be done to avoid shortages, these supplies must cover the month.

- Supplier must provide their source for cleaning supplies (Store, Supermarket) for pre-approval before purchasing and this expense shall be reimbursed at a cost-plus service fee. It is mandatory to submit the detailed receipts from the store/supermarket to avoid any delay of payments.

**Commercial consideration:**

- Supplier must demonstrate previous experience of management of cleaning services for different clients.
- Supplier must agree to provide full documentation and proof of payment of employee's taxes and NIS contributions.
- Supplier must provide proof of GRA and NIS compliance.
- Transportation should be considered in the scope of supplier as the PURCHASER has no responsibility to transport housekeeping personnel.
- Supplier must provide uniforms and the necessary PPE to conduct the service to all their personnel.

**Requirements of bidder:**

Supplier will be audited on Human Rights practices:

- No child and forced labor (including no human trafficking),
- Ethical recruitment practices,
- Fair working hours & wages according to the labor rights Union and laws of Guyana,
- Fair working conditions.
- The Supplier must take entire responsibility for safety of their personnel and how they execute their work.

## 5. TIMETABLE

TIMETABLE		
Bid Package Identification	RFI Issuance date	RFI Due Date (5pm GYT)
	October 19, 2023	November 2, 2023

\*Bid package opportunities may subject to change at the discretion of GDO without prior notice.

Please be informed that if you don't reply to our Request for Information (RFI) within the expected timeframe, or you miss the deadline to provide the required documentation, your company may not be considered for this supply.

## 6. RFI INSTRUCTIONS

Bidder shall not contact any other employee of GDO who are in any way related to this RFI process during this RFI process, unless otherwise specifically instructed.

### 6.1. Deliverables

- 6.1.1. Bidder shall fill and return the **COMPANY INFORMATION** document provided.
- 6.1.2. Bidder shall sign and return the **NON-DISCLOSURE AGREEMENT** document provided.
- 6.1.3. Bidder shall provide the **SCOPE OF SUPPLY REQUIREMENTS'** documents, under 4. SCOPE OF SUPPLY, if mentioned.
- 6.1.4. Bidder shall provide additional information using prescribed forms or templates when specifically instructed.

### 6.2. Registrations

- 6.2.1. Bidder shall register with the **Centre for Local Business Development (CLBD)** in Guyana

## 7. DELIVERY

- 7.1. All documents required shall be delivered at the following email addresses before the RFI Due Date, November 2, 2023, COB (Close of Business, 17:00 hrs.) No delay or extension will be granted.

[Nelly.hoodith@sbmoffshore.com](mailto:Nelly.hoodith@sbmoffshore.com)

[GuyanaProcurement.SharedServices@sbmoffshore.com](mailto:GuyanaProcurement.SharedServices@sbmoffshore.com)

- 7.2. The email title format must respect as follow: **GDO-SCM-052 – Cleaning Service – Your Company Name — Final RFI Submission**
- 7.3. Your e-mailed responses should be limited to a reasonable size (<15MB). If the response is >15MB, then multiple submissions (<15MB) are acceptable.

## 8. FOLLOW-UP PROCESS

Upon screening of your company details with the Centre of Local Business Development (CLBD) portal, you will receive pre-qualification questionnaires from GDO. It is within your responsibility to meet the necessary deadline to go further for consideration. During this time, you may still receive Request for Quotations (RFQs), but final award will ONLY be to qualified companies.

## 9. DISCLAIMER

This RFI is not an invitation to tender for the described Scope of Supply. GDO has no commitment or obligation, implied or otherwise, to issue a tender or enter a contract related to the described Scope of Supply. Participation in this RFI exercise does not construe or imply any commitment to any party or entitle any party to any indemnity or any form of payment from GDO.

Sincerely,

**GUYANA DEEP WATER OPERATIONS INC.**