



Request for Information (RFI)

Facilities Maintenance Services

1. Introduction

CNOOC Petroleum Guyana Limited (CPGL) is seeking information from qualified service providers capable of delivering facilities maintenance services on an as-needed basis across our facilities. This Request for Information (RFI) is intended to gather market information, contractor capabilities, service offerings, resource availability, response times, and commercial approaches for facilities maintenance support.

This RFI is not a commitment to issue a Request for Proposal (RFP) or award a contract. Information received may be used to develop a future sourcing strategy and procurement process.

Please see below for further information on the RFI package which includes details concerning the scope of work as well as submission instructions and requirements.

2. Project Overview

CPGL requires reliable facilities maintenance support to ensure safe, efficient, and uninterrupted operations.

The objective of this RFI is to:

- Identify qualified and experienced facilities maintenance contractors
- Understand contractor capabilities and service coverage
- Assess contractor response times and service delivery models
- Obtain information on preventative and corrective maintenance practices
- Understand commercial structures for ad-hoc and call-out services
- Evaluate HSE, quality, and technical competencies
- Gather recommendations and best practices for facilities maintenance management

3. Scope of Work

The contractor may be requested to provide facilities maintenance services on an ad-hoc / as-needed basis, including preventative and corrective maintenance services.

The scope may include, but is not limited to, the following service categories:

3.1. HVAC Maintenance

- Quarterly preventative maintenance, cleaning, and servicing of AC units
- Repairs and troubleshooting
- Regas services
- Replacement of defective components and units
- Inspection and performance testing
- Technical recommendations and reporting

3.2. Electrical Services

- Lighting maintenance and replacement
- Earthing, lightning, and surge protection systems
- UPS and backup battery maintenance
- Maintenance of panel boards and power distribution units

- Thermal imaging of enclosed switches and circuit breakers
- Periodic inspection and adjustment of electrical components
- Maintenance of extractor fans
- Electrical hot water system maintenance
- General electrical installations and inspections

3.3. Generator Services

- Refueling support
- Quarterly preventative maintenance
- Troubleshooting and repairs
- Inspection and testing

3.4 Fire Suppression and Fire Protection Systems

- Quarterly inspection, testing, and maintenance of fire systems
- Inspection and maintenance of tanks, pumps, valves, and fittings
- Ad-hoc corrective maintenance
- Server room fire suppression system support

3.5 Plumbing and Water Systems

- General plumbing services on request
- Monthly filter backwash
- Quarterly pump preventative maintenance
- Annual media change and filter servicing
- Maintenance of water pumps, tanks, and filters

3.6 General Building Maintenance

Inspection and repair of cracks, gaps, and water ingress points

* Roof and gutter cleaning services

- Inspection and repair of building structural elements
- Broken glass replacement where required
- Monthly external window cleaning
- Inspection and maintenance of doors, shutters, and door closers
- Inspection and reporting of walls, ceilings, flooring, carpets, stairwells, and handrails
- Minor repairs and corrective maintenance
- General facilities maintenance support

3.7 Additional Services

- Monthly facility walkthrough inspections
- Emergency call-out services
- Any other facilities-related maintenance services as requested by the Company

4. Service Delivery Expectations

Respondents should provide information on the following:

- Availability for emergency and routine callouts
- Standard response times
- Coverage areas and locations serviced
- Preventative maintenance capabilities
- Resource availability and staffing structure
- Availability of specialized technicians
- Spare parts sourcing capabilities
- Reporting and work order management processes
- Health, Safety, Security, and Environmental (HSSE) practices
- Quality assurance procedures

5. RFI Submission Requirements

Your RFI package must include:

5.1. Completed Pre-Qualification Questionnaire (PQQ) and Supporting Documentation

- Accurately completed (submit in excel format) with relevant supporting documents.

5.2. Vendor Registration



- Self-registration in the Supply Chain Digitization Platform (COIBID). Vendors must also register on CPGL's Supply Chain Digitization Platform (COIBID) using the link <https://slp.coibid.com/#/register> as part of the qualification process.

5.3. Company Profile

Please provide the following information in your response:

- Company name
- Office location(s)
- Year established
- Ownership structure
- Number of employees
- Relevant certifications and licenses
- Organization chart

5.3.1 Relevant Experience

Provide details of similar facilities maintenance projects completed within the last five (5) years. Include:

- Client name
- Scope of services
- Contract duration
- Location
- Reference contact information

5.3.2 Technical Capability

Provide information on:

- Technical personnel and qualifications
- Specialized tools and equipment
- Maintenance management systems utilized
- Emergency response capability
- Subcontracting approach (if applicable)

5.3.3 HSSE and Quality

Provide:

- HSSE policies and procedures



- Incident statistics (if available)
- Quality management policies and procedures
- Risk management practices

5.3.4 Commercial Approach

Please describe your preferred commercial structure for as-needed maintenance services. Examples may include:

- Call-out rates
- Hourly labor rates
- Scheduled maintenance pricing
- Standby or retainer models
- Material mark-up structure
- Emergency response rates

5.3.5 Value-Added Services

Please provide details of any additional services, technologies, innovations, or recommendations that may improve facilities maintenance performance and efficiency.

6. Evaluation Criteria

The Company will use the following criteria to evaluate the information provided by respondents. These criteria are intended to guide the shortlisting process and determine which vendors may be invited to participate in a subsequent Request for Proposal (RFP) phase.

Evaluation Criteria	Description	Priority Level
Company Experience and Past Performance	Relevant experience providing facilities maintenance services of similar scope and complexity	High
Technical Capability	Availability of qualified personnel, technical expertise, tools, equipment, and maintenance systems	High
Service Delivery and Response Capability	Ability to provide timely call-out support, emergency response, mobilization, and geographic coverage	High



Evaluation Criteria	Description	Priority Level
HSSE and Quality Management	Health, Safety, Security, Environmental, and Quality management systems, procedures, certifications, and performance	High
Commercial Approach	Competitiveness and flexibility of proposed pricing structure, rates, and commercial model for as-needed services	Medium
Value-Added Services and Innovation	Additional services, technology, reporting tools, preventative maintenance recommendations, and operational improvements	Medium

7. Contact Information

For any questions or clarifications, please contact:

Ms. Danita Cato

Email: CPGL.Procurement@intl.cnooltd.com

8. Disclaimers

- This Request for Information (RFI) is issued solely for information and planning purposes. It does not constitute a solicitation or a promise to issue a contract.
- Submission of information does not guarantee selection or award of a contract.
- Any pricing or cost information provided during the RFI stage is for informational purposes only and will not be binding.
- Any costs incurred by respondents in preparing or submitting the RFI package shall be the sole responsibility of the respondent.
- The final contract terms and conditions will be negotiated during the RFP or subsequent procurement phases.

9. RFI Submission Instructions

Submit your RFI package electronically to:

CPGL.Procurement@intl.cnooltd.com

*The email title format must be as follows: **CPGL-SCM-RFI –Facilities Maintenance Services– Your Company Name — Final Submission***



All responses must be kept under 15MB. If the response exceeds 15MB, it should be split into multiple submissions, each under 15MB.

- Submission deadline: **June 5th, 2026, at 5 pm** (Guyana Time)
- Late or incomplete submissions will not be considered.

Thank you for your interest in partnering with CPGL.