

REQUEST FOR INFORMATION (RFI)
ON BEHALF OF GUYANA DEEP WATER OPERATIONS INCORPORATED (GDO)

Payroll System



1. BACKGROUND

Guyana Deep Water Operations Incorporated (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 life extension of FPSO 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

Guyanese 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 to long-term sustainability to create social and commercial benefits back to Guyana whenever possible without jeopardising the HSSE & 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 to meet the Company's bid selection requirements for a comprehensive payroll system.

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 assurance service. 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 with an opportunity to begin developing your responses to some of the potential requirements if you are selected for the RFQ.

Finally, depending on responses from you and the other participants, the Company may unbundle the services described in this RFI and in a future RFQ (Request for Quotation) into several enabling agreements that may be awarded to more than one bidder.

4. SCOPE OF SUPPLY

a. Description

The objective of the following payroll system scope is provide a comprehensive system that can meet our organisation's requirements to process payroll in-house. The system must support seamless payroll processing, integration with existing HR tools, compliance with local regulations, and the flexibility to scale with our growing workforce.

b. Scope of supply requirements:

The scope is defined by the following areas:

- **Capacity for a Minimum of 1,000 Employees:** The system must be capable of handling the payroll and associated processes for a minimum of 1,000 employees, ensuring scalability as the workforce grows.
- **Synchronisation with HR Tools (LUCY/API Interface):** The payroll system must integrate seamlessly with our HR tools, specifically LUCY, via an API interface to automatically update:
 - **Personal Information:** Including bank details and other personal data for all employees.
 - **New Joiners:** Automatically capturing information of new employees.
 - **Leavers:** Promptly removing data for employees who leave the organisation.
 - **Position Changes/Transfers:** Updating payroll according to changes in employee positions or transfers.
 - **Salary Increases:** Reflecting any adjustments in salary promptly and accurately.
- **Prorata Calculations:** The system must be capable of accurately calculating prorated salaries based on start dates, end of contract/termination dates, or other factors affecting pay.
- **Calculations of Statutory Deductions and Payroll Deductions:** The system should ensure precise calculations of all statutory and payroll deductions, including taxes, insurance, and other relevant deductions.
- **Flexibility for Last-Minute Adjustments:** The system should allow authorised personnel to make urgent payroll adjustments with minimal disruption.

- **Workflow Approvals:** Integrated approval processes for payroll-related actions, ensuring all changes are reviewed and approved by the appropriate personnel.
- **Generation of Payroll Summaries:** The ability to generate comprehensive payroll summaries for review and audit purposes.
- **Generation of Payroll Journals:** Automated creation of payroll journals to streamline financial reporting and accounting.
- **Generation of Bank Reports:** Generating detailed bank reports that facilitate the transfer of funds for payroll disbursements.
- **Generation of Electronic Pay Slips:** Securely providing employees with electronic pay slips, ensuring confidentiality and ease of access.
- **Generation of Statutory Reports:** Automated generation of statutory reports required by local regulatory authorities.
- **Generation of Monthly Variance Reports:** Providing detailed variance reports that compare payroll data month-over-month for analysis and audit purposes.
- **Generation of Headcount Variation Reports:** Reports tracking changes in headcount, useful for workforce planning and budgeting.
- **Generation of Overtime Reports:** Automated calculation and reporting of overtime worked by employees.
- **Generation of Benefits Report – Meals, etc.:** Detailed reports on employee benefits, such as meal allowances, and other benefits.
- **Generation of Annualised Tax Reports and 7B Forms:** Preparing year-end tax reports and necessary 7B forms for regulatory compliance.
- **Generate Payment Files:** Creating payment files compatible with internal systems and banking requirements.
- **Audit Log for Changes:** Maintaining a detailed audit log that tracks all changes made within the payroll system, ensuring transparency and accountability.
- **Tax Reconciliation (Bi-Annual or Annual):** Automated reconciliation of taxes on a bi-annual or annual basis to ensure accuracy and compliance.
- **Payroll Adjustments/Corrections:** The ability to easily make corrections or adjustments to payroll as needed.
- **Adding/Deleting Benefits:** Flexibility to add or remove employee benefits in response to organisational changes.
- **Fields for One-Time Payments:** Capability to create custom fields for one-time payments, such as bonuses or special allowances.
- **Synchronisation with Time Management Tools:** Integration with time management systems like LUCY Time On, including clocking systems for accurate tracking of work hours.
- **Optimisation of Offshore Time Management:** Workflow approvals and time stamps for offshore teams, including the possibility of using electronic timesheets.
- **Security Settings (Password and Encryption):** Advanced security features, including password protection and encryption for pay slips and user profiles.
- **Secure Backup and Recovery Systems:** Reliable backup and recovery systems to protect against data loss.
- **End-to-End Encryption:** Ensuring that all data transmitted within the system is securely encrypted from start to finish.
- **Minimal Turnaround Time for System Updates:** The system should allow for quick updates to minimise downtime and ensure continuous operation.
- **Access to Pay Slips and Payroll History:** Employees should be able to securely access their pay slips and payroll history through the system.
- **Proper Segregation of Duties:** The system must enforce segregation of duties to prevent conflicts of interest and enhance security.
- **Compliance with Local Regulatory Requirements:** The system must be compliant with all relevant local regulations, including labour laws and tax codes.
- **Timely Updates of Local Regulations:** The system should be updated promptly with any changes to local regulations, such as tax adjustments.
- **Management of Work-Study Attachments:** The system should accommodate the management of work-study programs, including tracking and reporting.
- **Data Privacy and Management Regulations:** Ensuring that all data is handled in accordance with data privacy regulations and best practices.

5. TIMETABLE

TIMETABLE		
Bid Package Identification	RFI Issuance date	RFI Due Date (17:00hrs GYT)
	August 16, 2024	September 13, 2024

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

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

6. RFI INSTRUCTIONS

The bidder shall not contact any other employee of the company who is in any way related to this RFI process during this RFI process unless otherwise specifically instructed.

6.1. Deliverables

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

6.2. Registration

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

7. DELIVERY

- 7.1. All documents required shall be delivered to the following email addresses before the RFI Due Date, September 13, 2024 COB (Close of Business, 17:00hrs). No delay or extension will be granted.

Nelly.Hoodith@sbmoffshore.com
GuyanaProcurement.SharedServices@sbmoffshore.com

- 7.2. The email title format must respect as follows: **GDO-SCM-076 – Payroll System – 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 for Local Business Development (CLBD) portal, you will receive pre-qualification questionnaires from the company. It is your responsibility to meet the necessary deadline to go further for consideration. During this time, you may still receive Request for Quotations (RFQs), but the final award will ONLY be to qualified companies

9. DISCLAIMER

This RFI is not an invitation to tender for the described Scope of Supply. The Company 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 the company.

Sincerely,

GUYANA DEEP WATER OPERATIONS INCORPORATED.