

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

OFFSHORE CATERING SERVICE



A Subsidiary of



1. BACKGROUND

Guyana Deep Water Operations Inc. (GDO), hereinafter referred to as the "PURCHASER", a subsidiary of SBM Offshore is the operator of the Liza FPSOs'. SBM Offshore provides floating production solutions to the offshore energy industry, over the full product life cycle. The PURCHASER is market leading in leased floating production systems with multiple units currently in operation and has unrivalled operational experience in this field. The PURCHASER's main activities are the design, supply, installation, operation and the life extension of Floating Production, Storage and Offloading (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 in establishing Guyanese partnerships and develop Guyanese content. Thus, at technical and commercial similarities between bidders, we will consider the following preference:

1. Guyanese Company (*as per definition in BILL No. 21 of 2021, LOCAL CONTENT BILL 2021*)
2. Guyanese-owned, registered in Guyana
3. CARICOM-owned, registered in Guyana
4. CARICOM-owned, not registered in Guyana
5. International company

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

3. OBJECTIVES

This request for information (RFI) seeks technical and operational information from COMPANIES for meeting the PURCHASER's bid selection requirements for Offshore Catering Service.

This RFI has several objectives:

1. We may use responses from you and the other participants to validate and further develop PURCHASER's recommendations for the Request for Proposal (RFP) for Offshore Catering 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 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 PURCHASER may unbundle the services described in this RFI and in a future RFP (Request For Proposal) into several enabling agreements that may be awarded to more than one bidder.

4. SCOPE OF SUPPLY

A. Scope of supply: Objectives

Objective of the following Offshore catering service scope is to provide healthy and quality meals whilst managing additional catering services for offshore functions.

The COMPANY shall provide a full catering and stewarding service in accordance with the define scope in this RFI for three (3) floating production storage and offloading (FPSO) units based in Guyana.

The COMPANY shall provide the requested service according to the below timeline:

- **FPSO PROSPERITY** – from July 2023
- **FPSO LIZA DESTINY & FPSO LIZA UNITY** – from July 2024

COMPANY shall provide sufficient meals, personnel, materials, small equipment, and foodstuffs on board the VESSEL to provide a full catering and laundry service for the intended number of personnel to be accommodated on board. PURCHSER POB can vary according to the below tab:

People on board (POB)	50-75	76-89	90-110	>110
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B. Scope of supply: Technical Requirements

1. Food supply

COMPANY shall on its own account select and purchase all products, foodstuffs, beverages etc. required to satisfactorily provide the service and to comply with all obligations and shall also deal with all procurement/logistic aspects. The meals shall respect the requirements for energy intake as well as nutritional equilibrium.

To prevent those periodic local shortages, cause any disruption of the SERVICE on board the VESSEL, COMPANY undertakes to always maintain on board the VESSEL a minimum stock of all products, food, beverages and catering consumable materials corresponding to 15 days of consumption (or maximum storage capacity up to 21 days respecting minimum of 15 days).

- **Meals provisions**

The COMPANY shall know there are European, Asian, North American, Brazilian, and South African nationals onboard the VESSEL and shall ensure each meal shall have a choice of dishes to satisfy all tastes. Every effort must be made to ensure that all dishes satisfy all tastes and be prepared to an international standard.

The COMPANY shall prepare, cook, and serve to all personnel on board the VESSEL 4 (four) hot meals per day (Breakfast-Lunch-Dinner-Supper).

The COMPANY shall include in its proposal: Menu sample with its meal nutrition distribution. It is mandatory to offer 500g of protein/head/day at each meal (lunch, dinner, and supper). Range and variety proposed should be of high standard.

The COMPANY shall provide in its proposal a "SAMPLE MENUS" following the below typical menu:

- ❖ Breakfast
- ❖ Lunch, Dinner, Supper
 - Starter
 - Main Course
 - Desserts
- ❖ Snacks

COMPANY shall provide coffee, tea and other hot beverages as required, milk, soft drinks and one or more types of pastries, biscuits, sweet rolls etc. for service between meals.

- ❖ Events

COMPANY will offer a calendar of events that will be much noticed and appraised by the offshore population.

- **Mineral Water and soft drinks**

COMPANY shall provide mineral water. COMPANY shall provide different types of soft drinks per day.

- **Food procurement**

COMPANY shall submit in its proposal all its food procurement and storage plan.

2. Personnel

COMPANY shall provide continuously on the VESSEL all personnel necessary to prepare and serve meals for all personnel on board, and to maintain all accommodation areas, offices, corridors, toilets, other quarters, including any portable accommodation units where applicable, galley, food storage areas and all equipment therein in a clean and hygienic condition whilst the VESSEL is in operation over twenty-four (24) hours per day and with personnel working two (2) twelve (12) hour shifts per day.

COMPANY shall provide CVs of main positions (Camp Boss, Cook, Stewards at least). All key personnel shall be fluent in English.

COMPANY staff working offshore shall be trained in the following basic safety training concerns:

- **Firefighting (1st level)**
- **Offshore survival**
- **HUET**
- **First aid**
- **Safety Awareness**

3. Health, Safety, Security, Environment (HSSE)

The PURCHASER places prime importance on Health, Safety, Security and Environment (HSSE) issues and requires that the COMPANY subscribes to and actively pursues the highest standards of HSSE performance. The COMPANY shall take full responsibility for the adequacy, stability and safety of its operations and methods necessary for the performance of the SERVICE. The COMPANY shall exercise all reasonable diligence to conduct the SERVICE in a safe manner that will prevent pollution and other environmental damage and minimize impacts to the local environment in accordance with legal requirements.

4. Accommodation Management

COMPANY shall ensure that all accommodation areas including mess room, recreation areas, crew quarters, offices, corridors, toilets, and other quarters are maintained in a clean, tidy, and sanitary condition.

Following are general indication on how the COMPANY should take care of ACCOMODATION.

- **Cabins**

Once a day at times, COMPANY shall make all beds and thoroughly clean all cabins, including the cabin toilet and shower equipment. Sheets and towels shall be changed each time the occupant changes. In addition, sheets shall be changed at least once per week and towels shall be changed daily.

- **Galley/Storerooms**

COMPANY shall ensure that the galley, the food storage areas, and all equipment contained therein are cleaned and maintained in perfect condition of hygiene, in accordance with all current applicable rules and regulations.

- **Gymnasium / Recreational Facilities**

COMPANY shall ensure the Gymnasium and Recreational facilities and all equipment contained therein are cleaned and maintained in perfect condition.

- **Laundry**

COMPANY shall operate the laundry and wash all personnel's clothes, overalls, and underclothes, as well as towels, bed linen and dining room linen. COMPANY will provide the replacement of laundry bags.

5. Logistic

COMPANY shall deliver to the dock or loading site, as designated by PURCHASER, all food, provisions, laundry and materials supplies, and equipment required to be furnished by COMPANY Shore Facilities.

COMPANY in its PRESENTATION should include a logistic plan from procurement to delivery on board.

6. Management tools

COMPANY shall provide proof of a management software tool gathering menus, food procurement, logistic, personnel information.

7. Insurances

The COMPANY shall be covered by the following policies of insurance as a minimum, prior engaging in any contract with PURCHASER:

SUPPLIER shall ensure that it purchases all insurance required by law in the relevant countries of operation to protect its personnel, assets, and liabilities; in particular:

- a) General in amount not less than five million U.S dollars (USD 5,000,000) per occurrence;
- b) Employer's Liability and/or (where the jurisdiction of the SERVICE is to be performed or under which the employees employed requires the same) Workmen's Compensation insurance, to a minimum level of the greater of either the applicable statutory requirement or one million U.S dollars (USD 1,000,000) per occurrence;
- c) Automobile liability;
- d) Medial/Repartition insurance; plus
- e) Those types of insurance ordinary purchased by companies conducting the business of SUPPLIER.

PURCHASER shall have the right to request, that PURCHASER be named as additional assured/co-assured on any insurance, and documentary evidence of any such insurance. SUPPLIER shall provide that its insurers waive rights of subrogation against PURCHASER GROUP.

8. Sustainability

All sustainability/CSR initiatives will be appreciated during the bid evaluation.

C. SCOPE OF SUPPLY: Requirements

1. COMPANY administrative Submissions shall include:

- Company registration information;
- Company presentation (pdf/ppt format) with brief description of how company manages today items 1 to 7, listed above;
- Demonstrate previous experience of similar project and size (current clients, past projects, etc.);
- Reference/Performance letters if any;
- Certifications section should at least includes :
 - ISO 22000 : Food Safety Management System Certificate;
 - BRC Food : Food Safety System Certificate;
 - ISO 9001 : Quality Management System Certificate.

2. Local Content Capacity Plan shall include:

A brief description of current or intended activities in country related to the investment and capacity development in country

The COMPANY is expected to present a corporate social responsibility plan which is pertinent to the local social development.

IMPORTANT NOTE: COMPANY shall demonstrate proof of all previous mentioned requirements.

5. TIMETABLE

TIMETABLE		
Bid Package Identification	RFI Issuance date	RFI Due Date (5pm GYT)
	29 th September, 2022	14 th October, 2022

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

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

6. RFI INSTRUCTIONS

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

6.2. Registrations

- 6.2.1. COMPANY shall register in 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, **14th October, 2022**, COB (Close Of Business, 5:00 PM). No delay or extension will be granted.

maissa.oueslati@ext.sbmoffshore.com
GuyanaDeepwaterOperationsInc@SBMOffshore.com

- 7.2. The email title format must respect as follow: **GDO Offshore Catering Service RFI – 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 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.