

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

CREWING SERVICES
GDO-SC-037



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 FPSO. 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 (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 ACT No. 18 of 2021, LOCAL CONTENT ACT 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. Company 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 suppliers for meeting the Company's bid selection requirements for Crewing services.

This RFI has several objectives:

1. we may use responses from you and the other participants to validate and further develop Company's recommendations for the Request for Quotation (RFQ) for Crewing 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.

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 & requirement(s)

4.a.1. Crew Management

The SUPPLIER shall provide suitably qualified CREW MEMBERS who shall comply with the requirements of marine standard STCW95, flag requirements, the ISM Code and ISPS Code (in both cases when applicable) and the SBM Training Matrix. Crew members provided by the SUPPLIER GROUP shall be referred to collectively as "CREW" or individually as a "CREW MEMBER" for the purposes of this AGREEMENT and shall form part of SUPPLIER GROUP.

- Selecting, engaging and providing for the administration of the CREW including, as applicable, payroll arrangements, tax, social security contributions and other mandatory rules dues related to their employment payable in each CREW MEMBER's country of domicile;
- Providing for the payment and administration of the CREW MEMBERS wages and taxes in the WORK COUNTRY;
- Ensuring that the applicable requirements of the law of the Flag State (see the NEW PROJECT NOTICE) with respect to qualification and certification of the Crew are complied with where appropriate;
- Ensuring that all the CREW MEMBERS have passed a medical examination with a qualified doctor certifying that they are fit for the duties for which they are engaged and are in possession of valid medical certificates issued in accordance with appropriate Flag State requirements or such higher standard of medical examination as may be agreed with the PURCHASER;
- Ensuring that the CREW MEMBERS shall have a command of the English language of a sufficient

standard to enable them to perform their duties safely;

- Obtain all documentation necessary for the CREW MEMBERS' employment, including but not limited to medical and vaccination certificates, passports, visas, seaman's books and licenses;
- Ensuring the CREW MEMBERS obey all reasonable orders of the PURCHASER, including, but not limited to orders in connection with safety and navigation, avoidance of pollution and protection of the environment;
- Conduct union negotiations with the CREW MEMBERS when necessary;
- Ensuring compliance with the PURCHASER's HSSE policy

4.a.2. *Joining travel*

The SUPPLIER shall arrange the transportation of the CREW to and from the WORKSITE including flight ticket, hotel expenses, food, etc.

4.a.3. *Training*

The SUPPLIER shall ensure that all the CREW MEMBERS have passed the necessary trainings as per Training Matrix (International Legal Requirements and IMO1079 Recommendations)

The SUPPLIER shall, at the PURCHASER's request, ensure that the CREW MEMBERS undertake and pass any additional PURCHASER specific training.

The SUPPLIER shall ensure that all CREW are familiar with SBM's Policies

The SUPPLIER will be responsible for arranging the logistics for the Training Travel of the necessary trainings

Item	Title	Description
T001	Vendor Organization	Vendor will present his internal organization in charge to manage the contract SBM including: - office location, - organization chart, - contract administrator CV.
T002	Vendor documentation	Vendor will present his registration and certificate to manage the contract SBM as follows 1. <u>Local Content certificate</u> : <i>Certificate of Registration from the Secretariat confirming that the Company is a "Guyanese" company for the purpose of counting the provision of goods and services in petroleum operations , towards meeting the Minimum local content levels set out in the first schedule of the LCA of 2021 in petroleum operations</i> 2. <u>MLC Certificate</u> : <i>Certificate of authorization to operate a seafarer recruitment & placement service, to comply with ILO's Maritime Labour Convention (MLC) 2006 Regulation 1.4.</i>
T003	Offshore references	Vendor will provide the key figures of his offshore activity including: - number of FPSOs / Platform managed, - location of the unit, - name of the client, - contract duration, - list of Marine* position with number of crew, - list of Top Side* position with number of crew.
T004	Turnover	Vendor will provide the annual employees turnover 2020, 2021, 2022: - Cargo position - Maintenance positions - Top Side position. (ref 4.a.5 Clarification)
T005	Employment contract	Vendor will provide an example of the employment contract proposed and will confirm the standard employment contract duration.
T006	Client references	Vendor will provide 3 Client references in the Oil & Gas industry or in other industry if not available.
T007	Employee CVs	Vendor will provide 2 new CVs per position mentioned here below: - production Technician, minimum seniority 4 years, - CRO, minimum seniority 4 years, - electrical technician, minimum seniority 2 years, - maintenance operator, minimum seniority 4 years, - instrument technician, minimum seniority 3 years.

		<p>- ER Supervisor, minimum seniority 4 years</p> <p>The job descriptions are available in the document <i>SBM Offshore Operations - Fleet Job Description.pdf</i> (To be made available at RFQ stage)</p>
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4.a.4. SUPPLIER Contract Manager

The SUPPLIER shall provide a Contract Manager who shall act as the focal point of contact for the PURCHASER in relation to this service.

4.a.5. Conditions Precedent to Commencement of Services at a WORKSITE

It is a condition precedent prior to the commencement by the SUPPLIER of any activities of the SERVICE to be provided at the WORKSITE that the SUPPLIER shall:

- have in place valid Insurance Policies
- have ensured that its personnel have undergone a local PURCHASER (or PURCHASER AFFILIATE) Health and Safety Office Induction at the WORKSITE and are familiar with local emergency procedures.

Clarification

List of Marine / Top Side positions

Cargo positions:

- Cargo Operator
- Cargo Supervisor
- Crane Operator
- GP Foreman
- GP Operator
- Operations Technician
- Radio Operator
- Safety Officer
- Store Keeper

Top Side positions:

- Ass Maint Supv
- CRO
- Laboratory Technician
- Prod Technician

Maintenance positions:

- Ass Maint Supv
- Electrical Technician
- ER Supervisor
- Instrument Technician
- Maintenance Operator
- Maintenance Supervisor
- Mechanical Technician

5. TIMETABLE

TIMETABLE		
Bid Package Identification	RFI Issuance date	RFI Due Date (5pm GYT)
	26 th April 2023	19 th May 2023

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

Please be informed if you don't reply 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

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 in the **Centre For Local Business Development (CLBD)** and with the **Local Content Secretariat** in Guyana

7. DELIVERY

- 7.1. All documents required shall be delivered at the following email addresses before the RFI Due Date, 19th May 2023 COB (Close Of Business, 5:00 PM). No delay or extension will be granted.

Gary.debaets@sbmoffshore.com

GuyanaDeepwaterOperationsInc@SBMOffshore.com

- 7.2. The email title format must respect as follow: **GDO-SC-037- CREWING 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.