

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

**VISA AND IMMIGRATION SERVICES**



## 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 FPSOs'. 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 BILL No. 21 of 2021, LOCAL CONTENT BILL 2021*)
2. Guyanese-owned, registered in Guyana

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 suppliers for meeting the Company's bid selection requirements for Visa and Immigration 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 Visa and Immigration 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

Visa and Immigration Services, the objective of this scope is to ensure safe arrival and transfer of personnel arriving in Guyana in preparation to support, operate and execute work offshore as well as the processing of Visa applications.

### b. Scope of Supply Requirement(s)

This scope is divided into Four (4) sectors, please see below with a brief overview:

#### 1. Meet and Greet Services:

- Supplier shall arrange for a meet and greet agent to be present at the Airports (Cheddi Jagan Intl or Eugene Correia Int) for the arrival of GDO's employees to aid in the immigration and customs process; the supplier is required to provide transport for their agents upon each request.
- Supplier should ensure all agents are professionally trained with at least 2 years' experience in the tourism Industry.
- Supplier shall support GDO's offshore pass implementation i.e., to have an agent present at the heliport (Ogle) to assist with embarkation of passengers. (Tablets and training provided by GDO)

#### 2. Preparation and Processing of Visa Applications:

- Supplier shall prepare and process visas in relation to the formal immigration process for personnel and issue approved letters seven (7) days prior to arriving in Guyana on their planned date.
- Supplier shall provide an agent for in office support and ground liaisons with agencies in relation to visa processing.

- Visas for processing range but mostly include Visa/Landing Permissions, Work Visas, Visitor Visas, etc. – this is not limited as requests will vary (Full List will be provided in the RFQ).

### 3. Miscellaneous Services

- Supplier is required to support any administrative services required; this includes consultation services about the immigration process on exceptional basis, to keep GDO updated on all changes in relation to the process etc.

### 4. Reporting

- Supplier is required to have an online immigration platform.
- Please provide proof of same in your submission, the link or presentation of the platform.

### Additional Supplier Requirements for your submissions as per the below:

- Please provide a description of your prior relevant experience with similar entities in the Oil and Gas Sector.
- Please provide past references of where you have performed similar services.
- Please give a brief explanation as to why you believe your experience, background and capabilities would make your company qualified to support this service.

## 5. TIMETABLE

| TIMETABLE                  |                              |                              |
|----------------------------|------------------------------|------------------------------|
| Bid Package Identification | RFI Issuance date            | RFI Due Date (5pm GYT)       |
|                            | 15 <sup>th</sup> March, 2022 | 30 <sup>th</sup> March, 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

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)** in Guyana

## 7. DELIVERY

- 7.1. All documents required shall be delivered at the following email addresses before the RFI Due Date, 30<sup>th</sup> March 2022 COB (Close Of Business, 5:00 PM). No delay or extension will be granted.

[Kristie.Salaru@sbmoffshore.com](mailto:Kristie.Salaru@sbmoffshore.com)

[GuyanaDeepwaterOperationsInc@SBMOffshore.com](mailto:GuyanaDeepwaterOperationsInc@SBMOffshore.com)

- 7.2. The email title format must respect as follow: **GDO-SCM-004 – Visa and Immigration Services – 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.**