

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

GDO-SCM-113
Recruitment & Crewing Services



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, Prosperity and One Guyana 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 jeopardizing 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 building and maintenance services.

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 (RFI) for recruitment and 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 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 into several enabling agreements that may be awarded to more than one bidder.

4. SCOPE OF SUPPLY

a. Description

The objective of this scope is to seek technical and operational information from suppliers capable of recruiting and providing crewing services.

Scope of supply requirements:

The Supplier must be able to provide Technical Assistance Services, ensuring full compliance with the Labor Contract Law, local municipal regulations, tax requirements (including Individual Income Tax – IIT), and mandatory social insurance and housing fund obligations as applicable in the city of assignment.

The Supplier must be an expert provider of Technical Assistance Services and have the capacity to provide contingent workforce resources for areas such as Information Technology, Supply Chain, HSSE, Engineering, Construction and Human Resources, to support the Company's operations.

The selected Supplier will be responsible for the following:

- Recruitment and selection of contractor profiles according to specified requirements for the relevant services.
- The agency will support by posting the vacancies on their sites, manage applicant tracking, conduct initial interviews and share feedback with the Company.
- Present shortlisted candidates and facilitate communication between candidates and the Company regarding technical interviews, job offers, etc.
- Complete background checks and medicals for all contractors hired.
- Ensuring compliance with all legal requirements throughout the entire recruitment process, including (without limitation) work permits, insurance, and data privacy.
- Management of contracts and administrative processes for the services supplied.
- Provision of regular performance and status reporting as requested by the Company.

Key Objectives

- Ensure timely and efficient delivery of services for onshore positions.
- Maintain strict compliance with Labor Laws of Guyana and all relevant regulations.

- Support the Company’s strategic goals of operational excellence.

Additional requirements for your submissions as per the following are needed:

- A description of prior relevant experience for this service.
- References for similar services executed.
- A brief explanation on 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 (17:00hrs GYT)
	May 29, 2026	June 29, 2026

*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. We recommend that the bidder registers with the **Centre for Local Business Development (CLBD)** in Guyana to access clarification sessions on this and future RFIs.

7. DELIVERY

- 7.1. All documents required shall be delivered to the following email addresses before the RFI Due Date June 29, 2026, COB (Close of Business, 17:00hrs). **No delay or extension will be granted.**

Shanova.Fraser@sbmoffshore
Nelly.Hoodith@sbmoffshore.com
Indirect.procurement.guyana@sbmoffshore.com

- 7.2. The email title format must respect as follows: **GDO-SCM-113 – Recruitment & Crewing 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 your company details with the 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 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.