

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

GDO-SCM-119

IT Hardware Equipment Disposal



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 for 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 IT Hardware Equipment Disposal.

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 IT Hardware Equipment Disposal. 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 RFI is to identify qualified service providers capable of delivering secure, environmentally responsible, and auditable collection, handling, recycling, refurbishment, and disposal services for GDO's end-of-life IT hardware and related equipment. The selected vendor shall demonstrate compliance with applicable environmental regulations, industry's best practices, and responsible waste management standards.

b. Scope of Supply Requirements

The Supplier shall provide IT hardware equipment disposal services which includes:

- Collection and transportation of obsolete IT assets.
- Environmentally responsible disposal or recycling of equipment which includes but is not limited to Compliance with applicable environmental laws and regulations, proper management of hazardous material and electronic waste, prevention of unauthorized dumping, landfilling, or export of electronic waste in violation of applicable regulation and ability to provide evidence of environmentally responsible processing and recycling methods.
- Full chain of custody tracking from collection through final disposition which includes but is not limited to record and track equipment serial numbers, maintain transfer and handling records for all assets received, provide signed collection receipts.
- Issuance of all required reports, collection receipts, certificates and audit records.

The Supplier shall be capable of accepting, processing, and disposing of the following equipment categories:

- Computing Equipment – Laptops, Desktop Computers & Servers
- Mobile Devices – Smartphones, Tablets and other mobile devices
- Storage Medias- Hard Disk Drives (HDDs) and Solid-State Drives (SSDs)
- Network Equipment- Switches, Routers, Firewalls, wireless access points and related networking hardware
- Printing Equipment – Printers, Toner Cartridges & Drums
- IT Peripherals & Accessories- Monitors, Monitor stands, Keyboards, Mice, Headset/Headphones, Docking stations and other IT accessories and peripherals.

Vendor response requirement:

- Company Profile
- Description of disposal, recycling, refurbishment, and recovery processes
- Sample reports and certificates



- Details of chain of custody and asset tracking procedures.
- Confirmation of ability to support all listed device categories
- References
- Environmental certificates

5. TIMETABLE

TIMETABLE		
Bid Package Identification	RFI Issuance date	RFI Due Date (17:00hrs GYT)
GDO-SCM-119	August 26, 2026	September 23, 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 **September 23, 2026, COB** (Close of Business, 17:00hrs). No delays or extensions will be granted.

Tikeda.Roland@sbmoffshore.com
indirect.procurement.guyana@sbmoffshore.com

- 7.2. The email subject line must follow the format below: **GDO-SCM-119 – IT Hardware Equipment Disposal – 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.