

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

Catering Services for Offices



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 and Prosperity 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 jeopardising the HSSE & Quality of the products and services to be delivered as well as for our crew and facilities. Companies answering the Request for Information (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 RFI seeks technical and operational information from suppliers for meeting the Company's bid selection requirements for Office Meal Provision and Coffee Station 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 (RFQ) for Office Meal Provision and Coffee Station 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 provide healthy and quality meals whilst managing additional catering services for onshore functions.

The scope of service includes the following main points:

Catering/Meals Service:

- Supplier shall provide lunches from Mondays – Fridays respectively. This includes but is not limited to salads, sandwiches, hot meals both within the international and local cuisine and vegetarian meal options; keeping in mind that all meals provided should include nutritional value.
- Supplier shall provide office employees with morning snacks and afternoon snacks from Mondays – Fridays respectively through catering or vending machines.
- Supplier shall provide employees with payment options via cash or point-of-sale (POS) terminals with acceptance of being both Visa and Mastercard.
- Supplier shall ensure all meals are prepared prior and delivered in a timely manner, which means the supplier should have a

fully functional kitchen at their premises as this will not be prepared at the PURCHASER'S premises.

- Supplier shall ensure beverages are included with each meal; a provision of a functioning beverage dispenser is required (Natural Juices preferred).
- Supplier shall provide a functioning coffee & tea station, fully equipped with all consumables required.
- Supplier is required to provide all kitchen equipment needed to store daily meals/beverages on the premises.
- Supplier is also required to provide two (2) vending machines.
- The supplier will be required to cater for functions as requested by the PUCHASER.

Administrative requirements:

- Supplier shall provide a user-friendly Application (Mobile App) for employees to view daily menus and place orders, kindly provide proof of same.
- Supplier is expected to provide monthly menus for review before publishing.

HSE requirements:

- The catering company shall answer to the traceability conditions of products and provide the required certificates.
- The catering company shall ensure and maintain a sanitary and healthy facility for food preparation.
- The packaging of food should be in accordance with food hygiene rules in effect with reusable or recyclable containers.

Important to Note:

If you are interested in submitting an RFI, the company is expected to have a corporate social responsibility plan which is pertinent the local social development, this shall be discussed during the Request for Proposal (RFP) stage.

b. Scope of Supply Requirement(s)

The supplier must demonstrate the capability to fulfill the HSE requirements.

5. TIMETABLE

TIMETABLE		
Bid Package Identification	RFI Issuance date	RFI Due Date (17:00hrs GYT)
	September 11, 2024	October 15, 2024

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

Please be informed if you don't reply to our 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

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. 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.

7. DELIVERY

- 7.1. All documents required shall be delivered to the following email addresses before the RFI Due Date, October 15, 2024 COB (Close of Business, 17:00hrs). No delay or extension will be granted.

Daniel.Pinaventura@sbmoffshore.com

Leticia.Ferreira@sbmoffshore.com

GuyanaDeepwaterOperationsInc@SBMOffshore.com

- 7.2. The email title format must respect as follows: **GDO-SCM-077 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 the Centre for Local Business Development (CLBD) portal, you will receive pre-qualification questionnaires from the Company. 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 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