



**REQUEST FOR PROPOSAL**

**DATE: October 30, 2023**  
GUYANA DEEP WATER OPERATIONS INC.  
A Subsidiary of SBM OFFSHORE  
GDO-SCM-056

**REQUEST FOR PROPOSAL (RFP)**  
**ON BEHALF OF GUYANA DEEP WATER OPERATIONS INC. (GDO)**

**GDO-SCM-056**  
**Warehouse Storage Space**



GUYANA DEEP WATER OPERATIONS INC.

A Subsidiary of



## **SECTION 1 – INSTRUCTIONS TO SUPPLIERS**

### **1.1. GENERAL**

The PURCHASER has the right to refuse any proposal that does not duly meet the requirements detailed in this document.

The SUPPLIER shall restrict the communication to the Focal Point informed by the PURCHASER on the cover page of this document. Except in cases when there is prior written consent by the PURCHASER's focal point, any other kind of contact will be considered as a breach of trust, and it may result in the SUPPLIER's disqualification.

The PURCHASER shall not be charged for any cost/expense incurred by SUPPLIER during the bidding process. Documents, specifications, proposals, or any other information, hereinafter simply referred to as proposals, shall be delivered entirely free of charge at the sole risk and expense of the SUPPLIER, in accordance with the following instructions.

### **1.2. SUBMITTING BID DATE**

The proposal shall be sent to the focal point e-mail by **November 13, 2023**.

Unless previously approved in writing by the focal point, any proposal delivered after the stipulated date or outside the instructions given in this RFP shall not be considered.

### **1.3. LIMIT DATE OF THE PROPOSAL**

The proposal must be valid, firm, binding and irrevocable for a minimum period of ninety (90) days of the RFP deadline.

### **1.4. PROPOSAL CURRENCY**

The proposal shall be sent in Guyanese Dollar (GYD) currency.

### **1.5. COMMERCIAL AND TECHNICAL PROPOSAL MUST INCLUDE**

- Price Table
- Prices presented shall be fixed and non-adjustable for the period of the service.
- Company details: Legal name, address, and Contact details (e-mail, telephone numbers)
- Payment Term: Following receipt of a correctly submitted invoice, PURCHASER shall pay the amount due within thirty (30) days to SUPPLIER.
- Taxes: Include in the prices all applicable taxes and mention all the taxes considered, in accordance with the type of services offered in the proposal.
  - Bank Details
  - Company Services and Products Portfolio, and Offices location

- Similar services performed for the past (five) 5 years.
- How long the company has been working in this market.
- Company organogram

## **1.6. BID EVALUATION**

The PURCHASER grants equality of opportunities to the SUPPLIERS.

The Proposal will not be opened in public, and content will not be divulged by the PURCHASER.

The PURCHASER reserves the right to grant, at its sole discretion, any part of this RFP and not its entirety. The SUPPLIER shall indicate clearly in the proposal whether and to what extent a partial contracting would affect the conditions presented.

The PURCHASER reserves the right to grant, at its sole discretion, any proposal other than one of lower value, in whole or in part, with or without notification of the reasons or decide to perform the scope of this RFP in any other way elected by the PURCHASER which may include the complete cancellation of this BID.

## **1.7. COMPLIANCE**

PURCHASER maintains a solid Compliance programme and strict rules of qualification and monitoring of its suppliers, as well as contractual clauses and / or terms and conditions inserted in our contracts and purchase orders. By submitting your Letter of Acceptance and Proposal, you and the SUPPLIER Company you represent attest that both of you agree to such rules and conditions.

The information regarding the PURCHASER's Code of Conduct and Anti-Corruption Policy and Compliance Guide can be found on our website at <https://www.sbloffshore.com/who-we-are/our-ethics/anti-corruption/>. Additional information regarding the rules and conditions of our Compliance Program may be requested directly to the focal point of the PURCHASER responsible for this BID process.

## **1.8. LIABILITY INSURANCE**

Liability insurance in force shall be forwarded together with the Technical and Commercial Proposal by e-mail on **November 13, 2023**.

## **1.9. VENDOR QUALIFICATION.**

Please note that it is necessary for your company to be qualified as a supplier in the PURCHASER's System if it is selected for the execution of the services outlined in this RFP.

Be aware that it is a requirement to complete the qualification process prior to commencement of services and contract signing. The PURCHASER will follow the beginning of the qualification process only with the winning SUPPLIER. The general documentation will be valid for a maximum of three (3) years (unless specified in the document). If you have already uploaded the required documentation in the past but it has expired, an update is required.

Remember that the PURCHASER will only be allowed to qualify the vendor with the correct set of documents attached to the order.



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**1.10. RFP INSTRUCTIONS**

All documents required shall be delivered at the following email addresses before the RFP Due Date – November 13, 2023, COB (Close of Business, 17:00hrs).  
No delay or extension will be granted.

[Nelly.Hoodith@sbmoffshore.com](mailto:Nelly.Hoodith@sbmoffshore.com)

[GuyanaProcurement.SharedServices@sbmoffshore.com](mailto:GuyanaProcurement.SharedServices@sbmoffshore.com)

The email title format must respect as follows: **GDO-SCM-056 – Warehouse Storage Space – Your Company Name**  
— **Final RFP Submission**

## **SECTION 2 – SCOPE OF SUPPLY**

### **2.1. OBJECTIVE OF SERVICE**

The objective of this scope is to enter into a lease agreement for the provision of a safe and secure warehouse space within proximity of Georgetown. The facility is expected to have a facility that is at least 2,000 square feet with a designated area for temperature-controlled storage.

The scope of supply is to identify suppliers who can provide the below:

#### **Facility**

- Location of facility must have direct road access, free of obstacles and appropriate surface for parking.
- Facility should include security features such as, fencing, lighting, security bars for windows and doors, and security hut with washroom facility.
- Facility should include safety features such as emergency egress, fire extinguishers, alarm system, CCTV system and smoke detection alarms.
- Facility should include a stand-by electricity generator with automatic changeover switch. Routine maintenance and emergency repairs of the generator should also be included.
- Facility must have air-conditioning and ventilation to maintain comfortable air temperature at designated area.
- Facility should include water system with filtration tanks. Water system should be pressurized for indoor and outdoor use. Hence, an adequately sized pressure pump should be in place to allow for effective circulation. Bulk storage tanks/reservoirs should be in place.
- Facility should have container unstuffing bay to facilitate any discharge of items.
- Weekly garbage disposal service should be included.
- Facility maintenance must be included but not limited to, ground maintenance and upkeep of all utility service line. Service lines would include but are not limited to main power to the building and main water supply to the facility.

#### **Commercial consideration**

- The Supplier must demonstrate previous project experience of similar scale and size.

#### **Requirements of bidder:**

- The supplier must provide all proof of ownership for the property in your submission.

### **2.2. PRICES**

For the performance of the services outlined in the Contract, the PURCHASER shall pay the SUPPLIER the prices and rates and they shall be firm, fixed, and non-adjustable from the effective date until the completion date of the contract. The measurement for services may occur at the end of the activity execution detailed in the PO.