



**REQUEST FOR PROPOSAL**

**DATE: April 25, 2025**

GUYANA DEEP WATER OPERATIONS INC.

A Subsidiary of SBM OFFSHORE

GDO-SCM-082 – Extension

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

**GDO-SCM-082**  
**Legal Service**



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 focal point, any other kind of contact will be considered as a breach of trust, and it may cause the SUPPLIER's disqualification.

The PURCHASER shall not be charged for any cost/expense incurred by the 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 **May 11, 2025.**

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. THE COMMERCIAL AND TECHNICAL PROPOSAL MUST INCLUDE:**

- Appendix A
- 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, the PURCHASER shall pay the amount due within forty-five (45) days to the 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, product portfolio and office locations

- Similar services performed for the past five (5) years
- How long has the company 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**

The 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, Anti-Corruption Policy and Compliance Guide can be found on our website at <https://www.sbmoffshore.com/who-we-are/our-ethics/anti-corruption/>. Additional information regarding the rules and conditions of our Compliance Programme may be requested directly from 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 **May 11, 2025**.

## **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.



**REQUEST FOR PROPOSAL**

**DATE: April 25, 2025**

GUYANA DEEP WATER OPERATIONS INC.

A Subsidiary of SBM OFFSHORE

GDO-SCM-082 – Extension

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

**1.10. RFP INSTRUCTIONS**

All documents required shall be delivered to the following email addresses before the RFP Due Date – **May 11, 2025**, COB (Close of Business, 17:00hrs).

No delay or extension will be granted.

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

[filipe.campos@sbmoffshore.com](mailto:filipe.campos@sbmoffshore.com)

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

The email title format must respect as follows: **GDO-SCM-082 – Legal Service – Your Company Name – Final RFP Submission**

## **SECTION 2 – SCOPE OF SUPPLY**

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

The objective of this scope is to establish a panel of preferred law firms to provide high-quality, efficient, and cost-effective legal services across SBM Offshore's global operations. The selected law firms will support SBM Offshore in addressing a wide range of legal needs, ensuring compliance, and enhancing internal knowledge and corporate memory.

The scope of services to be provided includes the following key areas:

#### **1. Corporate, Commercial and Regulatory:**

- **General Advisory:** Providing day-to-day legal advice on corporate and commercial matters, including contract review and negotiation, corporate governance matters, mergers and acquisitions, and joint ventures.
- **Contractual Support:** Drafting, reviewing, and negotiating a wide variety of contracts, including procurement, sales, service, and employment agreements.
- **Regulatory Compliance:** Advising on compliance with local, regional, and international regulations affecting SBM Offshore's business operations.

#### **2. Litigation and Dispute Resolution:**

- **Dispute Management:** Advising on and managing disputes, including mediation, arbitration, and litigation, in jurisdictions where SBM Offshore operates and other jurisdictions as may be applicable.
- **Representation:** Representing SBM Offshore in legal proceedings and negotiations to resolve disputes efficiently.

#### **3. Employment and Labor Law:**

- **Employment Matters:** Providing advice on employment-related issues, including employee contracts, workplace policies, and compliance with labor laws.
- **Dispute Resolution:** Handling employment-related disputes, including those related to discrimination, wrongful termination, and employee grievances.

#### **4. Intellectual Property (IP) Law:**

- **IP Protection:** Advising on the protection and enforcement of intellectual property rights, including patents, trademarks, copyrights, and trade secrets.
- **IP Disputes:** Representing SBM Offshore in IP-related disputes and litigation.

#### **5. Compliance and Ethics:**

- **Anti-Corruption and Bribery:** Advising on compliance with anti-corruption and anti-bribery regulations, including due diligence and internal investigations.
- **Ethics and Code of Conduct:** Supporting the development and implementation of ethics and compliance programs, including training and policy development.

#### **6. Specialized Legal Support:**

- **Tax and Financial Law:** Providing advice on tax compliance, tax structuring, and financial regulations as applicable to SBM Offshore's operations.
- **Maritime and Energy Law:** Advising on legal matters specific to the maritime and energy sectors, including offshore regulations and licensing.

#### **7. Additional Services:**

- **Knowledge Sharing and Training:** Conducting workshops and training sessions for SBM Offshore's legal and cross-functional teams to enhance internal knowledge and understanding of relevant legal issues.
- **Pre-Contracting Support:** Assisting in the establishment of pre-agreed commercial terms and conditions to streamline the contracting process for future engagements.

#### **8. Professional Judgment and Expertise:**

- Using professional judgment in resolving specific matters, providing proactive advice, and supporting SBM Offshore's management with expert legal opinions and strategies.

#### **Additional consideration:**

- Local Content Certificate is required.

#### **Commercial Consideration**

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

### **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.