



REQUEST FOR PROPOSAL

DATE: December 9, 2025

GUYANA DEEP WATER OPERATIONS INC.

A Subsidiary of SBM OFFSHORE

GDO-SCM-098

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

GDO-SCM-0098
Background Checks - Extension



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 **January 12, 2026**.

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 before 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:

- Local Content Certificate
- Prices presented shall be fixed and non-adjustable for the period of **12 months**.
- 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 in its entirety. The SUPPLIER shall indicate clearly in the proposal whether and to what extent a partial contract 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 **January 12, 2026**.

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.



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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 – **January 12, 2025**, COB (Close of Business, 17:00hrs).

No delay or extension will be granted.

Shanova.Fraser@sbmoffshore.com

indirect.procurement.guyana@sbmoffshore.com

The email title format must respect as follows: **GDO-SCM-098 – Background Checks – Your Company Name – Final RFP Submission**

SECTION 2 – SCOPE OF SUPPLY

2.1. OBJECTIVE OF SERVICE

The objective of this scope is to conduct screenings to evaluate both National and International candidates for career opportunities at GDO Inc. These services must be delivered in accordance with the following technical and commercial considerations:

Scope of Requirements:

- Basic Background Check
 - o Government issued identification verification
 - o Criminal records check. Records should be requested as far back as permitted by law, a minimum of 7 years.
 - o Media search
 - o Position qualification checks
 - Employment (5 year review)
 - Education or equivalent experience
 - Professional accreditation or certifications
 - o Sex offender's registry check
 - o Driver history record check

- High Exposure Background Check
 - o Government issued identification verification
 - o Criminal records check. Records should be requested as far back as permitted by law, a minimum of 7 years.
 - o Global sanctions list: Terrorist watch lists, OFAC, designated nationals list, Interpol wanted list, denied entry list, etc.
 - o Media Search
 - o Sex offender's registry check
 - o Driver history record check
 - o Position qualification checks
 - Employment (5 years review)
 - Education or equivalent experience

- Professional accreditation or certifications

Please include in your bid:

- Estimated time for conclusion of checks
- Willingness to provide sample report

Commercial Consideration

- The supplier must demonstrate previous project experience of a 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.



Appendix A – Price Table

BACKGROUND CHECK	Nationals (Guyana)	Internationals (Outside Guyana)
Description	Rates (GYD)	Rates (GYD)
Basic Background Check		
Delivery time for the report (business days)		
Higher Exposure Background Check		
Delivery time for the report (business days)		