



REQUEST FOR PROPOSAL
DATE: September 17, 2026
GUYANA DEEP WATER OPERATIONS
INC.
A Subsidiary of SBM OFFSHORE
GDO-SCM-122

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

GDO-SCM-122
Defensive Driving Training



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 **October 15, 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
- Company details: Legal name, address, and contact details (e-mail, telephone numbers)
- Payment Terms: Following receipt of a correctly submitted invoice, the PURCHASER shall pay the amount due to the SUPPLIER within forty-five (45) days.
- Taxes: Prices must include all applicable taxes. The proposal must identify all taxes considered, in accordance with the type of services offered.

- Bank Details
- Company services, product portfolio and office locations
 - Similar services performed for the past five (5) years
- The length of time the company has been operating in this market
 - Company organogram

Prices presented shall be fixed and non-adjustable for a period of 12 months.

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 program 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 **October 15, 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 begin 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.

1.10. RFP INSTRUCTIONS

All documents required shall be delivered to the following email addresses before the RFP Due Date – October 15, 2026, COB (Close of Business, 17:00hrs).

No delay or extension will be granted.

Shanova.Fraser@sbmoffshore.com
Nelly.Hoodith@sbmoffshore.com
indirect.procurement.guyana@sbmoffshore.com

The email title format must respect as follows: **GDO-SCM-122 – Defensive Driving Training – Your Company Name — Final RFP Submission**

SECTION 2 – SCOPE OF SUPPLY

2.1. OBJECTIVE OF SERVICE

The objective of this scope is to seek proposals from qualified vendors for design, development and delivery of a comprehensive training program aligned with IOGP Report 365 for defensive driving. The objective is to enhance workforce competency, safety awareness, and compliance with industry best practices.

Scope of Service Requirements:

The proposal shall include a training program for defensive driving aligned with IOGP Report 365. The scope of the service requirement is defined as per the following:

1. Training Requirements

Training must consist of the following

- **Theoretical Training**
 - Theoretical training, delivered in a classroom or through e-learning, should be four (4) hours in duration.
 - Include content on defensive-driving principles, human factors, vehicle safety systems and vehicle set-up.
 - Include training on country-specific legal requirements, including local traffic laws, regulatory requirements and speed limits.
 - Include risk awareness, including environmental conditions, interaction with other road users and driving culture.
 - Include incident response, including actions to take in the event of a breakdown, local emergency numbers and de-escalation techniques.
- **Practical Defensive Driving Training**
 - Practical defensive-driving training should be two to three hours in duration.
 - Include a pre-trip inspection including but not limited to vehicle condition; tires and wheel inspection; braking systems; vehicle warnings; and emergency and safety equipment.
 - Training should include commentary driving, driving in real conditions, speed and space management, manoeuvring, hazard identification, behavioural coaching, fatigue recognition and the use of technology, where applicable.
- **Practical Assessment**
 - The practical assessment must be integrated into the defensive-driving training and completed during the training period.
 - The evaluation must be formal and based on the criteria set out above, and the outcome must be documented.

2. Instructors Qualifications

The instructor of the course must have the following competences

- Demonstrated driving competency and experience with the vehicle category used in the training.
- Knowledge of local traffic laws, road conditions and driving risks.
- Formal trainer or assessor skills, or equivalent demonstrable experience.
- Ability to conduct observed driving assessments.
- Ability to objectively determine and document driver's competency.
- Knowledge of the IOGP Land Transportation Expectations and working knowledge of IOGP Report 365.
- Current knowledge and competency, professional credibility, and demonstrated professional assessment practices.

3. 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.



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Appendix A – Price Table

Type of Service	Cost Price (GYD)
Individual Training (Per Person)	
Group Training (For Two or More Participants)	