

# GUYANA. GEORGETOWN

## SCOPE OF WORK

The term of the contract shall be as follows:

Type: Assessment	Scope of application: GUYANA. Georgetown.	Code:
Owner: DSC		Revision:

### 1. Objective

To provide a Security Services to the REPSOL Project in GUYANA.

### 2. Background

REPSOL intends to operate in the following manner:

- Majority of personnel accommodated in a hotel in Georgetown (GT).
- Some staff accommodated in other areas (TBD).
- Alternative offices
- A permanent office in GT.
- A port logistics base outside of GT (Shorebase).
- Offshore operations.

Personnel will move between the international airport(s), their accommodation, the office and the logistics base<sup>1</sup>.

### 3. Scope of Work

General Scope of Work (SOW) shall be to supply all labor, materials, equipment and incidentals necessary to provide Security Services to the REPSOL Project. The Project comprises all the buildings, accommodation, offices, shore base or any other location rented by the COMPANY throughout the country. The services are described below, and comprise both ongoing and continuous services as well as on-call services that REPSOL may choose to call off.

The CONTRACTOR will observe the policies of REPSOL regarding ethical conduct and its commitment with the human rights, acting in a lawful manner and following the applicable international guidelines, including the Human Rights Universal Declaration, the UN Codes and Principles regarding the use of force and firearms, as well as the Voluntary Principles on Security and Human Rights. CONTRACTOR shall comply at all times with all of REPSOL's applicable Safety and Environment policies.

#### 3.1. Security Provider Services

General

- The Security Provider will report to the Repsol Security Manager (RSM) and work closely with the Guyana Country Manager and Project Management Team.

Roles, Responsibilities and Deliverables

1. Initial and continuous documented Risk Assessments for existing locations, including recommendations.
  - a) To include the following existing locations:
    - i) Marriot Hotel (*Block Alpha, Battery Road, Kingston, Georgetown, Guyana*)
    - ii) Pegasus Hotel/Office (*Seawall Road, Georgetown, Guyana*)
    - iii) Shorebase (*Within Region 4*)
    - iv) Residences (*TBD*)
    - v) Storage areas (*Within Region 4*)
  - b) Risk Assessments are subject to review and approval by the RSM prior to acceptance.
  - c) Initial Risk Assessments are due 4 weeks after project start. Subsequent Risk Assessments are due 4 weeks after requested.
2. Weekly contact hours (onsite/offsite) by way of visits to assess the active/passive security measures employed at the Office, Shore Base and residences (lighting, fences, ingress, egress, existing guard

<sup>1</sup> The exact locations will be confirmed on Contract award.

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posts, etc.). For each site the number of weekly visits should be at least 3 initially and increased if the need arises.

- a) A Field Security Report is to be completed for each visit and submitted on the day to the RSM.
3. Daily situation monitoring and advice in the event of a change in the threat environment.
    - a) A weekly report is to be submitted to the RSM, format to be agreed. A draft of a weekly report shall be included by CONTRACTOR as part of tender documentation.
  4. Be ready to scale up if required for escorts, transportation of VIPs and other essential personnel, emergency evacuation, emergency tactical response, investigations and background checks as required.
    - a) Para 3.2 below refers.
    - b) Each service detailed in section 3.2 of this document will be called off individually, and terms and conditions agreed in writing prior to commencement with either the RSM or the Guyana Country Manager.
    - c) Upon completion of each service, a written report is to be submitted within two days.
  5. Brief on threats and risks for all visitors upon arrival within the local environment.
    - a) CONTRACTOR is to prepare verbal and written briefings and submit to RSM for approval.
    - b) CONTRACTOR is to maintain a written record of briefings and submit regularly to the RSM.
  6. Comprehensive monthly reports, which will include local intelligence reports and an assessment of the current threat level, will be delivered to RSM. A draft of a weekly report shall be included by CONTRACTOR as part of the tender documentation.
    - a) All reports are to be submitted in editable document format to the RSM for approval and distribution.
  7. Prepare the following documents
    - a) Evacuation Plan
    - b) Standard security procedures
  8. Management of security systems (cameras and access card control system) installed in offices shall be carried out by CONTRACTOR.

### 3.2. Call Out Services

Call-out services can include, but are not limited to the following:

1. Law Enforcement Liaison.
2. Background checks of new personnel to be contracted or subcontracted.
3. Daily transport for work force
4. VIP Transport (special VIP vehicle plus security driver)
5. Close Protection and Escort Services
6. Emergency Response. CONTRACTOR shall facilitate to COMPANY employees in Georgetown a telephone number available 24 hours / 7 days per week, to be reached in case of Emergency. CONTRACTOR shall provide assistance in terms of transport and accompanying if needed. COMPANY shall provide required insurances to COMPANY employees.