

REQUEST FOR INFORMATION (RFI)
ON BEHALF OF GUYANA DEEP WATER OPERATIONS INCORPORATED (GDO)

Tax Service



1. BACKGROUND

Guyana Deep Water Operations Incorporated (GDO), hereinafter referred to as the "Company", a subsidiary of SBM Offshore is the operator of the Liza Destiny, Liza Unity and Prosperity Floating Production, Storage and Offloading (FPSO) vessels. SBM Offshore provides floating production solutions to the offshore energy industry, over the full product life cycle. The Company is market-leading in leased floating production systems with multiple units currently in operation and has unrivalled operational experience in this field. The Company's main activities are the design, supply, installation, operation, and life extension of FPSO vessels. These are either owned and operated by SBM Offshore and leased to its clients or supplied on a turnkey sale basis.

2. GUYANESE CONTENT

Guyanese content development is the key factor to the success of our operation. We are committed to establishing Guyanese partnerships and developing Guyanese content. Thus, at technical and commercial similarities between bidders, we will consider the following preference:

1. Guyanese Company (*as per definition in Act No. 18 of 2021, LOCAL CONTENT ACT 2021*).
2. Guyanese-owned, registered in Guyana.

It is our commitment to long-term sustainability to create social and commercial benefits back to Guyana whenever possible without jeopardising the HSSE & Quality of the products and services to be delivered as well as for our crew and facilities. Companies answering the RFI will have to present their involvement in the Guyana community and/or any involvement in sustainability projects or development in Guyana.

3. OBJECTIVES

This Request for Information (RFI) seeks technical and operational information from suppliers to meet the Company's bid selection requirements for tax service.

This RFI has several objectives:

1. We may use responses from you and the other participants to validate and further develop the Company's recommendations for the Request for Quotation (RFQ) for Tax Service. The RFI process allows us to seek your input and develop a list of qualified bidders before structured bid rules take effect.
2. Second, the RFI process provides you with an opportunity to begin developing your responses to some of the potential requirements if you are selected for the RFQ.

Finally, depending on responses from you and the other participants, the Company may unbundle the services described in this RFI and in a future RFQ (Request for Quotation) into several enabling agreements that may be awarded to more than one bidder.

4. SCOPE OF SUPPLY

a. Description

The objective of the following tax and audit scope is to ensure the accurate and timely completion and submission of all required taxes and returns for the company, executed by qualified professionals holding the necessary practicing certificates.

Scope of Supply Requirement(s)

The scope of services to be provided are:

Tax Compliance Service:

- **Preparation and Completion:** Completion of the Corporation Tax and Property Tax Returns using the information contained in the financial statements, as well as other information, explanations, and schedules provided by management of SBM Offshore.
- **Review and Submission:** Submission of the Returns, along with supporting schedules, to SBM Offshore for review, approval, and signature. Following approval and signature, submission of the signed Returns to the Guyana Revenue Authority.
- **Professional Judgment:** Use of professional judgment as required in resolving specific matters and advising management as appropriate on these specific matters.
- **Timely Reminders:** Issuing timely reminders of the dates by which the company should make quarterly prepayments of Corporation Tax.

Preparation of Withholding Tax (WHT) Returns

- **Review of Information:** Review the required information supplied for the purpose of computing the Withholding Tax liability for the respective Withholding Tax periods, as applicable.
- **Preparation of Returns:** Prepare the periodic WHT Returns based on the information and explanations provided by SBM Offshore, ensuring compliance with the relevant legislation.
- **Review and Submission:** Submit the WHT Returns to SBM Offshore for review, approval, and signature. Following approval and signature, submit the signed WHT Returns to the Guyana Revenue Authority.
- **Professional Judgment:** Use of professional judgment as required in resolving specific matters and advising management as appropriate on these specific matters.

Additional services within this scope:

- **Determination of Quarterly Prepayments:** Calculate the quarterly prepayments required for Corporation Tax purposes, ensuring compliance with relevant tax regulations.
- **Application for Compliance Certificates:** Assist in the application process for tax compliance certificates. Also, assist in obtaining National Insurance compliance certificates, ensuring all necessary documentation and requirements are met.
- **Responding to Queries:** Assist in responding to queries from the Guyana Revenue Authority regarding filed Returns. Also, provide necessary information and clarification to resolve any issues or discrepancies identified by the tax authorities.

5. TIMETABLE

TIMETABLE		
Bid Package Identification	RFI Issuance date	RFI Due Date (17:00hrs GYT)
	June 18, 2024	July 3, 2024

*Bid package opportunities may be subject to change at the discretion of the company without prior notice.

Please be informed if you don't reply to our Request for Information (RFI) within the expected time frame, or you do not provide the required documentation, your company may not be considered for this supply.

6. RFI INSTRUCTIONS

The bidder shall not contact any other employee of the company who is in any way related to this RFI process during this RFI process unless otherwise specifically instructed.

6.1. Deliverables

- 6.1.1. The bidder shall fill and return the **COMPANY INFORMATION** document provided.
- 6.1.2. The bidder shall sign and return the **NON-DISCLOSURE AGREEMENT** document provided.
- 6.1.3. The bidder shall provide the **SCOPE OF SUPPLY REQUIREMENTS'** documents, under 4. SCOPE OF SUPPLY, if mentioned.
- 6.1.4. The bidder shall provide additional information using prescribed forms or templates when specifically instructed.

6.2. Registration

- 6.2.1. The bidder shall register with the **Centre for Local Business Development (CLBD)** in Guyana.

7. DELIVERY

- 7.1. All documents required shall be delivered to the following email addresses before the RFI Due Date, July 3, 2024, COB (Close of Business, 17:00hrs). No delay or extension will be granted.

Nelly.Hoodith@sbmoffshore.com
GuyanaProcurement.SharedServices@sbmoffshore.com

- 7.2. The email title format must respect as follows: **GDO-SCM-072 – Tax Service – Your Company Name — Final RFI Submission.**
- 7.3. Your e-mailed responses should be limited to a reasonable size (<15MB). If the response is >15MB, then multiple submissions <15MB are acceptable.

8. FOLLOW-UP PROCESS

Upon screening of your company details with the Centre for Local Business Development (CLBD) portal, you will receive pre-qualification questionnaires from the company. It is your responsibility to meet the necessary deadline to go further for consideration. During this time, you may still receive Request for Quotations (RFQs), but the final award will ONLY be to qualified companies

9. DISCLAIMER

This RFI is not an invitation to tender for the described Scope of Supply. The Company has no commitment or obligation, implied or otherwise, to issue a tender or enter a contract related to the described Scope of Supply. Participation in this RFI exercise does not construe or imply any commitment to any party or entitle any party to any indemnity or any form of payment from the company.

Sincerely,

GUYANA DEEP WATER OPERATIONS INCORPORATED.