

Request for Information # UT-C-2026

Catering Services for GTTCl operations – Port Mourant, Berbice

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Requested information to be submitted by: 15th September 2026

Response Requested by: Shaagul Hameeth

Uniteam Marine (Guyana) Inc.

1. Introduction

This Request for Information (RFI), issued by **Uniteam Marine (Guyana) Inc.** seeks detailed information from suppliers for meeting GTTCI's bid selection requirements for **catering services** in and around Port Mourant, Berbice, Guyana.

This RFI has several objectives:

- Your response to this RFI may be used to inform, validate, and further refine our team's recommendations for the upcoming Request for Proposal (RFP). The RFI process enables us to gather market insights and identify qualified suppliers before formal bidding rules apply.
- 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 RFP.
- Uniteam Marine (Guyana) Inc., in its sole discretion, may divide or reallocate the services described in this RFI and in a future RFP into several enabling agreements that may be awarded to more than one bidder.
- Participation in this RFI does not constitute any commitment by Uniteam Marine (Guyana) Inc. to procure goods or services from any respondent. All costs incurred in the preparation or submission of responses to this RFI—and any related future RFP—are entirely the responsibility of the supplier.
- This RFI does not obligate Uniteam Marine (Guyana) Inc. to initiate an RFP or to award any contract arising from it.

2. Overview of GTTCI

The Guyana Technical Training College Inc. (GTTCI) is expected to be a world-class training facility to develop local talent in the oil & gas, tourism and hospitality industries among other areas.

In February 2026, GTTCI was officially commissioned. The facility houses classrooms, workshops, offices, dorms and dining areas for students and trainers.

ExxonMobil, the Government of Guyana, Uniteam Marine (Guyana) Inc. and other industry partners are working to establish and operate an Oil and Gas (O&G) Training Centre as part of GTTCI. The O&G Training Centre will offer an 18-month curriculum for Technician Training with the following goals:

- Guyana's first Oil & Gas training institute will train industry trainees to support offshore demand and nationalization of key O&M roles through 2030.

- Focus on the following disciplines: electrical, mechanical, instrumentation & controls, and process operations to support the Oil & Gas industry, as well as civil and building construction to support the broader economic growth of Guyana.

3. RFI Scope

The scope of this Request for Information (RFI) is to identify suppliers capable of providing comprehensive catering services as follows:

- Prepare and deliver a variety of nutritious meals, including breakfast, lunch, dinner, and snacks, for approximately 27 - 50 trainees at the following GTTCI facilities:
 - GTTCI, Port Mourant
 - Esplanade Campus, New Amsterdam
- The Supplier shall provide meals that are nutritionally balanced and suitable for individuals participating in full-time training programs, ensuring adequate caloric intake, protein, fruits, vegetables, and hydration options consistent with recognized dietary guidelines.
- The Supplier shall be capable of providing meals that accommodate special dietary, medical, religious, and cultural requirements, including but not limited to vegetarian, vegan, halal, gluten-free, low-sodium, diabetic-friendly, and food-allergy-sensitive meals, as requested by GTTCI.
- Provide catering services seven (7) days per week, including weekends and public holidays, in accordance with the agreed meal schedule.
- Prepare all meals at the Supplier's own licensed and fully equipped commercial kitchen and deliver the meals to the designated GTTCI facilities at the agreed times while maintaining the required food quality and temperature.
- Be solely responsible for providing all resources necessary to perform the catering services, including but not limited to:
 - Qualified kitchen and catering personnel;
 - Food ingredients and beverages;
 - Cooking equipment, utensils, and food preparation tools;
 - Packaging materials and insulated food transport containers;
 - Cleaning materials and sanitation supplies; and
 - Any other equipment or resources required to fulfil the catering services.
- Ensure that all meals are prepared, stored, transported, and delivered in accordance with all applicable food safety legislation, public health regulations, and recognised industry best practices.
- Delivery and quality expectations:
 - The Supplier shall deliver meals within agreed delivery windows and maintain food temperatures in accordance with applicable food safety requirements.
 - The Supplier shall establish service performance targets, including on-time deliveries, meal quality standards, and customer satisfaction measures.

The Supplier shall establish and maintain documented procedures covering, at a minimum:

- Personal hygiene requirements for all food handlers, including appropriate protective clothing, hand hygiene, and employee health monitoring.
- Safe food handling, preparation, cooking, cooling, reheating, storage, and transportation practices.
- Food Safety Management Systems based on recognised standards (e.g. HACCP principles or equivalent).
- Prevention of cross-contamination between raw and cooked foods and management of food allergens.
- Temperature monitoring and control throughout food preparation, storage, transport, and delivery using calibrated equipment.
- Cleaning and sanitisation of kitchen facilities, equipment, utensils, food containers, and delivery vehicles.
- Pest prevention and control programmes for kitchen and food storage areas.
- Waste management and disposal procedures that comply with environmental and public health requirements.
- Traceability of food ingredients and suppliers, including procedures for product recall where required.
- Investigation and reporting of food safety, hygiene, contamination, or quality incidents, together with implementation of corrective and preventive actions.
- Occupational health and safety procedures for kitchen personnel and food delivery operations.
- Deliver meals using clean, enclosed, and insulated food-grade containers and vehicles that maintain safe food temperatures and protect meals from contamination during transportation.
- Maintain adequate contingency arrangements, including backup equipment, personnel, and transportation resources, to ensure uninterrupted catering services.
- Develop local content through the employment of Guyanese personnel and engagement of local subcontractors and suppliers, where practical, and comply with all applicable Local Content legislation and requirements.

4. Role of Uniteam Marine (Guyana) Inc.

Uniteam Marine (Guyana) Inc. has been appointed as the **Facilities Management Company** for the GTTCI training facilities, including **FacTor, GTTCI Track-1, and the Esplanade Campus**. As part of its facilities management responsibilities, Uniteam Marine shall oversee and steward the catering services provided to trainees to ensure compliance with contractual requirements, food safety standards, hygiene regulations, and client expectations.

The Catering Coordinator is employed by Uniteam Marine (Guyana) Inc. and acts on behalf of the Facilities Management team to manage the day-to-day coordination, monitoring, and performance of the catering contractor.

a. Stewardship of the Catering Contractor

The catering contractor shall be **stewarded by Uniteam Marine (Guyana) Inc.** through its Facilities Management team. Stewardship includes monitoring contractor performance, ensuring compliance with contractual obligations, coordinating corrective actions, and driving continuous improvement in catering services.

While the catering contractor remains fully responsible for the preparation, quality, safety, hygiene, transportation, and delivery of meals, Uniteam Marine shall provide contract oversight and performance management to ensure the required service standards are consistently achieved.

b. Roles and Responsibilities

As the Facilities Management Company, Uniteam Marine (Guyana) Inc. shall:

b.1 Contract Management

- Administer and manage the catering contract.
- Ensure the contractor complies with all contractual obligations, service level requirements, and applicable food safety and hygiene regulations.
- Monitor contractor performance against agreed Key Performance Indicators (KPIs).
- Conduct periodic performance review meetings with the contractor.
- Issue corrective action requests, probation notices, warnings, or other contractual correspondence where necessary.
- Recommend contract renewal, suspension, or termination based on contractor performance.

b.2 Catering Stewardship

- Provide overall supervision and stewardship of the catering contractor.
- Ensure meals consistently meet the required standards of quality, hygiene, nutritional value, presentation, and quantity.
- Ensure compliance with the approved two-week rotating menu.
- Monitor contractor performance through routine inspections, trainee feedback, and service reviews.
- Verify that corrective actions are implemented effectively and that similar issues do not recur.

b.3 Food Safety and Hygiene Oversight

- Ensure all food safety, hygiene, and health-related complaints are investigated promptly.

- Require the contractor to conduct formal incident investigations and submit investigation reports with root cause analyses, corrective actions, and preventive measures.
- Review and verify the adequacy of investigation findings and corrective actions.
- Preserve and review evidence relating to food safety incidents where necessary.
- Escalate significant food safety concerns to GTTCI Management, SBM Offshore, ExxonMobil, or other relevant stakeholders as appropriate.

b.4 Performance Monitoring

- Monitor daily catering operations and overall service performance.
- Review trainee feedback, complaint trends, and recurring issues.
- Verify that service improvements are sustained.
- Maintain records of contractor performance and corrective actions.
- Monitor contractor compliance with contractual service standards.

b.5 Quality Assurance

- Conduct routine inspections and periodic audits of catering operations.
- Verify compliance with food handling, storage, transportation, hygiene, and sanitation requirements.
- Ensure deficiencies identified during inspections are corrected within agreed timeframes.
- Review inspection findings and monitor close-out of corrective actions.

b.6 Planning and Logistics Oversight

- Ensure the contractor receives accurate daily meal requirements in advance.
- Coordinate meal delivery arrangements for all GTTCI training locations, including FacTor, Track-1, and the Esplanade Campus.
- Monitor delivery schedules, meal quantities, and service reliability.

b.7 Stakeholder Management

- Act as the primary interface between GTTCI, the catering contractor, SBM Offshore, ExxonMobil, and other stakeholders regarding catering performance.
- Communicate stakeholder observations and concerns to the contractor.
- Monitor the contractor's response to stakeholder feedback.
- Provide regular catering performance updates to GTTCI Management and clients where required.

b.8 Continuous Improvement

- Promote continuous improvement through inspections, audits, trainee feedback, contractor performance reviews, and management meetings.
- Identify opportunities to improve menu quality, nutritional value, hygiene standards, customer satisfaction, and operational efficiency.
- Encourage collaboration between GTTCI Management, the contractor, and relevant stakeholders to continually enhance catering services.

c. Authority

Uniteam Marine (Guyana) Inc., in its role as the Facilities Management Company, is authorized to:

- Monitor and inspect catering operations.
- Require investigations into catering-related incidents.
- Request and verify corrective and preventive actions.
- Conduct contractor performance reviews.
- Issue corrective action requests, probation notices, and contractual warnings.
- Recommend suspension or termination of the catering contract where performance does not meet contractual requirements.
- Escalate serious food safety, hygiene, or service-related concerns to GTTCI Management and relevant stakeholders.

d. Contractor Accountability

The catering contractor remains solely responsible for:

- Food preparation and cooking.
- Food quality, nutritional value, and presentation.
- Food safety and hygiene.
- Compliance with applicable food safety legislation and contractual requirements.
- Adequate staffing and supervision.
- Meal transportation and timely delivery.
- Compliance with the approved menu.
- Implementation of corrective and preventive actions.

The oversight, inspections, and stewardship carried out by Uniteam Marine (Guyana) Inc. do not diminish or transfer the contractor's contractual responsibilities or liabilities.

e. Contractual Compliance

Uniteam Marine (Guyana) Inc. shall ensure that the catering contractor complies with all contractual obligations throughout the contract period. Where repeated deficiencies, significant non-conformances, or serious health, food safety, or hygiene concerns are identified, Uniteam Marine (Guyana) Inc. shall initiate the appropriate contractual actions, including corrective action requests, probation, suspension, or immediate contract termination in accordance with the terms and conditions of the catering contract.

f. Continuous Review

Uniteam Marine (Guyana) Inc. shall periodically review the effectiveness of the catering service and contractor performance to ensure that catering services continue to meet GTTCI's operational requirements and provide trainees with safe, nutritious, and high-quality meals.

This version clearly establishes Uniteam Marine (Guyana) Inc. as the Facilities Management Company responsible for stewarding the catering contractor, while keeping the contractor fully accountable for service delivery and contractual compliance.

5. Disclosure

Uniteam Marine (Guyana) Inc. may be required to share responses associated with this RFI with the GTTCI partners, including, but not limited to, the Government of Guyana, ExxonMobil and SBM Offshore.

6. Submission Instructions

- (a) Please complete the documents listed in (c) below and submit in electronic format to shameeth@uniteammarine.com. Acceptable formats for documents are Microsoft Word, Microsoft Excel, and Adobe PDF.
- (b) Email Subject should be stated as **GTTCI Catering RFI - [INSERT YOUR COMPANY NAME]**. Example is listed as follows: *GTTCI Catering RFI – ABC Caterers*
- (c) Documents required for RFI response submission:
 - i. Technical Questionnaire (see next section of this RFI)
 - ii. Copy of Business Registration
 - iii. Copy of the company's Articles of Incorporation (including the page with the Directors/Management and details of nationality), if applicable.
 - iv. Copy of the company's Certificate of Tax Registration (company TIN) from the Guyana Revenue Authority (or equivalent if international)
 - v. Copy of company's organizational chart with details on nationality of all personnel
 - vi. Copy of company's Local Content Certificate.
- (d) Your e-mailed responses should be limited to a reasonable size (<5MB). If the response is >5MB, then multi-part email submissions <5MB are acceptable.
- (e) **Please do not submit pricing or price proposal information at this stage.**
- (f) Your submission should not include information which you consider proprietary, trade secrets or confidential.
- (g) Submissions should be made on or before the deadline listed on the 1st page of this RFI.
- (h) If you have any questions on this RFI, please contact [Shaagul Hameeth – shameeth@uniteammarine.com] with the subject reading *GTTCI Catering RFI – Query*