

Request for Information # UT-S-2026

Security Services for GTTCI Facilities – Port Mourant, Berbice

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Requested information to be submitted by: 23rd October 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 capable of meeting GTTCI's requirements for regular security services at its facilities in 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 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 a training process plant, classrooms, workshops, offices for GTTCI trainees.

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 reliable and professional security services at the following GTTCI facilities:

- Provide regular security services at the following locations in Port Maurant, Berbice:
 - FacTor
 - GTTCI Track-1 and Admin Building
- Provide trained, licensed and suitably supervised security personnel in accordance with the agreed staffing plan, post assignments and duty roster.
- Control and monitor access to the facilities, including verification of employees, trainees, contractors, visitors, vehicles and deliveries in accordance with GTTCI access-control procedures.
- Provide security coverage 24/7 in accordance with the agreed schedule, including nights, weekends and public holidays where required by GTTCI operations.
- Conduct routine foot and/or mobile patrols of buildings, entrances, perimeter areas, parking areas and other designated locations, and promptly report any unusual or suspicious activity to the Training Centre Manager.
- Be solely responsible for providing all resources necessary to perform the security services, including but not limited to:
 - Qualified, trained and appropriately licensed security personnel;
 - Supervisors and relief personnel to maintain uninterrupted coverage;
 - Uniforms, identification, communication devices and standard security equipment;
 - Transportation and logistical support required for deployment and supervision;
 - Registers, occurrence books, incident-reporting forms and other required records; and
 - Any other equipment or resources required to fulfil the security services.
- Perform all security activities in accordance with applicable Guyanese laws, licensing requirements, GTTCI site rules, safety requirements and recognised security industry practices.
- Service and performance expectations:
 - The Supplier shall maintain punctual and reliable staffing at all assigned posts, conduct required patrols and access-control duties, and respond promptly to security incidents or emergencies.
 - The Supplier shall establish service performance targets covering staffing compliance, incident response, reporting, patrol completion, supervision and overall service quality to the GTTCI standard.

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

- Recruitment, background screening, licensing, training and competency verification of security personnel.
- Access control, visitor management, vehicle entry and exit, contractor access and delivery controls.
- Routine patrols, post duties, perimeter checks and monitoring of designated security-sensitive areas.
- Incident identification, escalation, response, investigation support and timely reporting.
- Shift handover, attendance verification, supervision and management of relief personnel.

- Maintenance of occurrence books, visitor logs, key registers, patrol records and incident reports.
- Key control and management of access devices entrusted to security personnel.
- Emergency response and communication protocols, including coordination with GTTCI representatives and emergency services where required.
- Monitoring CCTV, alarms and other security systems where such systems are available and included in assigned duties.
- Investigation and reporting of security breaches, theft, unauthorized access, property damage or other security-related incidents, together with corrective and preventive actions.
- Occupational health and safety requirements for security personnel while performing duties at GTTCI facilities.
- Professional conduct, confidentiality, customer service and appropriate interaction with trainees, staff, visitors and contractors.
- Adequate contingency arrangements, including backup personnel and supervision, to ensure continuity of security coverage.

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 Admin Building. As part of its facilities management responsibilities, Uniteam Marine shall oversee and steward the security services to ensure compliance with contractual requirements, site security procedures, safety standards and client expectations.

The Facilities Management team of Uniteam Marine (Guyana) Inc. will manage the day-to-day coordination, monitoring and performance of the security contractor.

a. Stewardship of the Security Contractor

The security 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 security services.

While the security contractor remains fully responsible for staffing, supervision, access control, patrols, incident response, and the performance of its personnel, 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 security contract.
- Ensure the contractor complies with all contractual obligations, service level requirements, applicable laws, licensing requirements and GTTCI security procedures.
- 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 Security Stewardship

- Provide overall supervision and stewardship of the security contractor.
- Ensure security personnel consistently meet required standards of professionalism, vigilance, conduct and service quality.
- Ensure compliance with approved post orders, duty rosters and site security procedures.
- Monitor contractor performance through routine inspections, records review, stakeholder feedback and service reviews.
- Verify that corrective actions are implemented effectively and that similar issues do not recur.

b.3 Security Incident Oversight

- Ensure all security incidents, breaches and security-related complaints are investigated promptly.
- Require the contractor to conduct formal incident investigations and submit reports with root cause analyses, corrective actions and preventive measures.
- Review and verify the adequacy of investigation findings and corrective actions.
- Preserve and review relevant records or evidence relating to security incidents where necessary.

b.4 Performance Monitoring

- Monitor daily security operations and overall service performance.
- Review staffing records, incident trends, security observations 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 security operations.
- Verify compliance with post orders, access-control procedures, patrol requirements, recordkeeping and supervision standards.
- 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 information on staffing requirements, post assignments and operational changes.
- Coordinate security coverage arrangements for all designated GTTCI facilities, including FacTor, Track-1 and the Admin Building.
- Monitor staffing schedules, post coverage, patrol completion and service reliability.

b.7 Stakeholder Management

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

b.8 Continuous Improvement

- Promote continuous improvement through inspections, audits, incident reviews, contractor performance reviews and management meetings.
- Identify opportunities to improve access control, patrol effectiveness, incident response, reporting, supervision and overall security performance.
- Encourage collaboration between GTTCI Management, the contractor and relevant stakeholders to continually enhance security services.

c. Authority

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

- Monitor and inspect security operations.
- Require investigations into security-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 security contract where performance does not meet contractual requirements.
- Escalate serious security, safety, access-control or service-related concerns to GTTCI Management and relevant stakeholders.

d. Contractor Accountability

The security contractor remains solely responsible for:

- Provision and supervision of suitably qualified security personnel.
- Maintaining required staffing and post coverage.
- Access control, patrols and assigned security duties.
- Compliance with applicable laws, licensing requirements, site procedures and contractual requirements.
- Adequate staffing, relief coverage and supervision.
- Timely response to and reporting of security incidents.

- Accurate maintenance of security records and logs.
- 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 security contractor complies with all contractual obligations throughout the contract period. Where repeated deficiencies, significant non-conformances, security breaches, or serious service concerns are identified, Uniteam Marine (Guyana) Inc. shall initiate the appropriate contractual actions, including corrective action requests, probation, suspension, or contract termination in accordance with the terms and conditions of the security contract.

f. Continuous Review

Uniteam Marine (Guyana) Inc. shall periodically review the effectiveness of the security service and contractor performance to ensure that security services continue to meet GTTCI's operational requirements and provide a safe and secure environment for trainees, staff, visitors and assets.

This section establishes Uniteam Marine (Guyana) Inc. as the Facilities Management Company responsible for stewarding the security 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, and ExxonMobil.

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 Security RFI - [INSERT YOUR COMPANY NAME]. Example is listed as follows: GTTCI Security RFI – ABC Security Services
- (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 Security RFI – Query

RFI TECHNICAL QUESTIONNAIRE

Please note the word limit for some sections. Submitters should not exceed the word limit.

PART 1 – GENERAL INFORMATION

1. Company Name:

2. Company Mailing Address:

3. Telephone Number:

4. Number of Employees:

5. Company Contact Name:

6. Email Address:

7. Website Address:

8. Form of Business ☐ Corporation ☐ Partnership ☐ Other_____

9. How many years has your company been in business under your present firm name?

10. Do you operate in Guyana via an owned / affiliate legal entity? ☐ Yes ☐ No

If so, attach relevant documentation in your response.

11. Is your company registered to work in Guyana? ☐ Yes ☐ No

If so, attach relevant documentation in your response.

12. In the context of Guyana's Local Content Act 2021, please indicate if your company has acquired a Local Content Certificate issued by the Local Content Secretariat? ☐ Yes ☐ No

If yes, please provide a copy of the Local Content Certificate.

If No, please indicate if you intend to register and if so, what stage of the process you are in (i.e. documents submitted, requested to submit more information, rejected, etc.)

PART 2 - EXPERIENCE

1. Please provide the list of your relevant clients in Guyana. **Please limit it to the top 5 clients.**

Client Name	Industry Client operates in	Term of Contract (years)

2. Please describe your company's experience in providing security services. In your response, please include your years of experience; types of facilities or operations secured; experience with access control and patrol services; approximate guard force capacity; and experience managing multi-site or 24-hour security operations.

Please limit response to 500 words.

PART 3 - OPERATIONAL CAPABILITY & MANAGEMENT

1. Please describe your company's operational capability to provide security services at multiple GTTCI facilities. Include your current guard force, supervisory structure, shift management arrangements, relief coverage and ability to maintain continuous staffing in Port Mourant, Berbice.
Please limit response to 500 words.
2. Please describe your security personnel recruitment, background screening, licensing, training and competency assurance processes. Include details of relevant licenses, certifications and mandatory training applicable to your security personnel.
Please limit response to 500 words.
3. Describe the labour resources your business would deploy to meet the scope of work outlined in this document. Include proposed positions, supervisory arrangements, qualifications and experience, and how you would manage absenteeism, leave and emergency replacement of personnel.
Please limit response to 500 words.
4. Please describe your procedures for access control, visitor and vehicle management, routine patrols, key control, incident response, escalation and security reporting.
Please limit response to 500 words.
5. Please advise on your mobilization timeline for commencing security services at FacTor, Track-1 and the Admin Building in Port Mourant. From the time of contract award, how long would your business require to mobilize trained personnel, supervisors, and required equipment fully?
Please limit response to 250 words.
6. Please complete the following summary table:

Is your business currently providing security services in Guyana?	☐ Yes ☐ No
Is your security operation established to support services in Berbice?	☐ Yes ☐ No
Does your company hold the licences/approvals required to provide private security services in Guyana?	☐ Yes ☐ No
Do you maintain a trained relief pool to cover absenteeism, leave and emergency replacements?	☐ Yes ☐ No ☐ NA
Do your security officers receive documented induction and ongoing security/safety training?	☐ Yes ☐ No
Would you be willing to have the Facilities Manager for GTTCI and an ExxonMobil representative review your security operations, records and relevant facilities?	☐ Yes ☐ No