



Request for Information

We are a global technology company, driving energy innovation for a balanced planet. As the world's leading supplier of reservoir characterization, drilling production and processing technology, integrated project management and information solutions to the international oil and gas exploration and production industry.

In today's competitive global economy, we know that strong relationships with our suppliers are more important than ever to our ability to meet our own and our customers' need.

Our preferred suppliers are those that work with us in a professional, ethical, competitive, and cost-effective manner consistent with SLB policies, procedures, and business objectives. We believe this type of supplier relationship encourages the use of supply chain best practices and adds value of all involved in the process.

We are seeking information from potential vendors for a documentation archiving solution with optical character recognition (OCR) capability specifically tailored for import and export documentation. Our organization deals with a high volume of import and export documentation, including invoices, packing lists, bills of lading, certificates of origin, and other related documents. We need a robust and efficient solution to capture, manage, and archive these documents in a searchable and accessible manner.

Scope of Work:

The desired documentation archiving solution should include the following functionalities:

- a. **Document Capture with OCR:** The solution should have OCR capability to accurately capture text from scanned or image-based import and export documents and convert them into searchable and editable text. It should be able to recognize and extract relevant information, such as invoice numbers, shipment details, and product descriptions, from different types of documents commonly used in import and export processes.
- b. **Document Indexing and Metadata Management:** The solution should allow us to index and tag import and export documents with relevant metadata, such as shipment date, country of origin, importer/exporter details, and other custom fields. This will enable us to easily search and retrieve documents based on different import/export-related criteria.
- c. **Document Storage and Security:** The solution should provide a secure and scalable storage system that can handle a large volume of import and export documents. It should have features such as version control, access control, encryption, and backup to ensure the confidentiality, integrity, and availability of our documents.
- d. **Document Search and Retrieval:** The solution should have a powerful search engine that can quickly locate import and export documents based on keywords, metadata, or other search criteria. It

should also support advanced search options, such as fuzzy matching, wildcards, and filtering, to help us find relevant documents efficiently.

- e. Document Workflow and Collaboration: The solution should have workflow and collaboration features that allow us to define and automate document review and approval processes, track document status, and collaborate with internal and external stakeholders involved in import and export processes.

Interested Companies are required to:

Register with the Centre for Local Business Development (CLBD)

- www.CLDBGuyana.com
- Verification of registration must accompany any submissions.

Include a company profile containing the following details with any EOI submitted:

- Local Content Certification (with valid local content registration and certification)
- Organizational Structure
- Key Employee Contact Details (Names, Phone Numbers and Email Addresses)
- Physical Address
- Tax Identification Number
- Available In-Country Resources

Email your Expression of Interest (EOI) along with the above-mentioned requirements to WHaque@slb.com in PDF or word format on or before May 20th, 2023.

- Include the EOI scope name in the subject line of the email.

Disclaimer: This is a request for information and does not constitute a commitment or tender.