



Request for Information

We are a global technology company, driving energy innovation for a balanced planet. We create amazing technology that unlocks access to energy for the benefit of all – Paving a path to net zero and beyond:

- Innovating in oil and gas
- Decarbonizing industry
- Delivering digital at scale
- Scaling new energy systems

We are energy innovators, pushing the limits of technology to deliver outstanding performance for our customers and stakeholders. In today's competitive global economy, we know that strong relationships with our suppliers are important to enable our ability to meet our and our customers' needs.

Our preferred suppliers are those who collaborate with us in a professional, ethical, competitive, and cost-effective manner consistent with SLB policies, procedures, and business objectives.

SLB is seeking suppliers who can support the following:

Scope: Provision of Janitorial Services

General Overview

This scope of work outlines the janitorial and cleaning services required for Schlumberger Guyana Inc, a commercial property with offices, kitchens, canteen, gym, training rooms, conference rooms, elevators, toilets, walkways, floors with SPC panels and carpets, and heavy-duty cleaning for workshop floors. The objective is to maintain a clean, sanitary, and professional environment conducive to employee well-being and business operations.

Services Required

The janitorial services include, but are not limited to, the following areas and tasks:

A. Daily Cleaning Tasks

1. Offices and Workspaces
 - Dust and wipe all flat surfaces, including desks, shelves, and file cabinets.
 - Vacuum carpets and spot clean as needed.
 - Empty trash bins and replace liners.
 - Clean glass surfaces, including windows, glass partitions, and mirrors.
 - Wipe down and sanitize phones, keyboards, and other commonly touched surfaces.
 - Ensure air vents and light fixtures are free of dust.
2. Kitchen & Canteen
 - Clean countertops, sinks, and kitchen appliances (microwave, fridge, etc.).
 - Wipe down tables and chairs.
 - Empty trash bins, sanitize, and replace liners.
 - Sweep and mop floors.
 - Ensure all surfaces are free of grease and food residues.
 - Clean and disinfect all high-touch areas such as refrigerator handles and coffee machines.
 - Restock paper towels, hand soap, and sanitizers.
3. Gym
 - Clean and disinfect gym equipment (machines, weights, benches, etc.).
 - Wipe down all surfaces, including mirrors and windows.
 - Sweep, mop, and sanitize floors.
 - Empty trash bins and replace liners.



4. Training Rooms & Conference Rooms
 - Dust and wipe all furniture, including tables, chairs, and AV equipment.
 - Vacuum carpets and clean floor mats.
 - Clean whiteboards, projector screens, and other visual equipment.
 - Empty trash bins and replace liners.
 - Wipe down light switches, door handles, and other commonly touched areas.
5. Elevators
 - Clean and disinfect all elevator buttons, handrails, and door frames.
 - Wipe down interior surfaces, including walls, doors, and mirrors.
 - Sweep or vacuum the floor inside the elevator.
 - Clean exterior of elevator doors.
6. Toilets & Restrooms
 - Clean and sanitize toilets, urinals, sinks, and countertops.
 - Refill toilet paper, paper towels, soap dispensers, and hand sanitizers as needed.
 - Clean mirrors and glass partitions.
 - Sweep and mop floors with disinfectant.
 - Empty trash bins and replace liners.
 - Ensure no visible stains or odors.
7. Walkways & Hallways
 - Sweep and mop floors.
 - Dust and clean light fixtures and baseboards.
 - Clean door handles, switches, and handrails.
 - Ensure all walkways are free of debris and spills.
8. Floors (SPC Panels and Carpets)
 - Vacuum carpets daily and spot clean stains or spills.
 - Clean floors with SPC panels using appropriate cleaners that maintain their integrity.
 - Sweep and mop as needed, ensuring no water damage to SPC surfaces.
 - Address high-traffic areas with additional attention to cleanliness.

B. Weekly Cleaning Tasks

1. Deep Cleaning of Common Areas
 - Dust and wipe all air vents, light fixtures, and ceiling fans.
 - Clean and sanitize all door handles and light switches.
 - Deep-clean and sanitize entryways and high-traffic zones.
 - Clean and disinfect elevator floors and walls.
2. Kitchen & Canteen Deep Clean
 - Clean ovens, refrigerators, and microwave interiors.
 - Degrease kitchen surfaces, stoves, and exhaust fans.
 - Clean kitchen cupboards and drawers.
3. Deep Carpet Cleaning
 - Spot clean high-traffic areas and stains.
 - Use carpet extractor or steam cleaner to clean and refresh carpets.
4. Floor Care (SPC Panels)
 - Deep clean SPC floors, ensuring there is no residue build-up.
 - Buff or polish the floors if required (as per flooring manufacturer's guidelines).



C. Monthly or Periodic Cleaning Tasks

1. Heavy Duty Cleaning for Workshop Floors
 - Clean and scrub workshop floors to remove grease, grime, and heavy stains.
 - Ensure workshop surfaces are clean and sanitized.
 - Use industrial-grade cleaning equipment for effective results.
2. Window and Glass Cleaning
 - Clean exterior and interior windows (on-ground floor and up to [specified floor level]).
 - Clean glass doors and partitions.
3. Deep Cleaning of High-Touch Areas
 - Clean and disinfect all high-touch areas such as doorknobs, light switches, and handrails throughout the building.
4. HVAC Vents & Ducts Cleaning
 - Clean HVAC vents and air ducts (if applicable), removing dust and debris to ensure air quality.
5. Floor Stripping & Waxing (if applicable)
 - Perform floor stripping and waxing services for high-traffic or heavily used areas (based on schedule or client request).

D. Special Requests or Event-Driven Cleaning

Additional services may be required for specific events, such as conferences, meetings, or workshops. This may include:

- Pre-event and post-event cleaning of conference rooms and training areas.
- Additional cleaning support for visitor areas or lounges during special occasions.

E. Supplies and Equipment

The service provider will supply all necessary cleaning agents, chemicals, and equipment required for the completion of services. All cleaning products should be of professional quality and, when possible, environmentally friendly.

F. Safety & Compliance

- Ensure that all cleaning methods comply with local health and safety regulations.
- Provide staff with appropriate training on chemical safety, handling hazardous materials, and emergency procedures.
- Follow proper waste disposal procedures, including recycling where possible.

Interested companies are encouraged to:

- Register with the Centre for Local Business Development (CLBD)
 - Proof of registration is recommended.
- Include a company profile containing the following details with any EOI submitted specifically detailing how the scope of work can be satisfied.
- Local Content Certification (with valid local content registration and certification) & TIN Certificate
- Email their Expression of Interest (EOI) along with the above-mentioned requirements to GYSourcing@slb.com before **05 March 2025**.
 - Include the EOI scope name in the subject line of the email: ***"Provision of Janitorial Services"***