



REQUEST FOR PROPOSAL

DATE: June 18, 2024

GUYANA DEEP WATER OPERATIONS INC.

A Subsidiary of SBM OFFSHORE

GDO-SCM-070

REQUEST FOR PROPOSAL (RFP)
ON BEHALF OF GUYANA DEEP WATER OPERATIONS INCORPORATED (GDO)

GDO-SCM-070
Language Service



GUYANA DEEP WATER OPERATIONS INC.

A Subsidiary of



SECTION 1 – INSTRUCTIONS TO SUPPLIERS

1.1. GENERAL

The PURCHASER has the right to refuse any proposal that does not duly meet the requirements detailed in this document.

The SUPPLIER shall restrict the communication to the Focal Point informed by the PURCHASER on the cover page of this document. Except in cases when there is prior written consent by the PURCHASER focal point, any other kind of contact will be considered as a breach of trust, and it may cause the SUPPLIER's disqualification.

The PURCHASER shall not be charged for any cost/expense incurred by the SUPPLIER during the bidding process. Documents, specifications, proposals, or any other information, hereinafter simply referred to as proposals, shall be delivered entirely free of charge at the sole risk and expense of the SUPPLIER, in accordance with the following instructions:

1.2. SUBMITTING BID DATE

The proposal shall be sent to the focal point e-mail by **July 3, 2024**.

Unless previously approved in writing by the focal point, any proposal delivered after the stipulated date or outside the instructions given in this RFP shall not be considered.

1.3. LIMIT DATE OF THE PROPOSAL

The proposal must be valid, firm, binding and irrevocable for a minimum period of ninety (90) days of the RFP deadline.

1.4. PROPOSAL CURRENCY

The proposal shall be sent in Guyanese Dollar (GYD) currency.

1.5. THE COMMERCIAL AND TECHNICAL PROPOSAL MUST INCLUDE:

- Price Table
- Prices presented shall be fixed and non-adjustable for the period of the service
- Company details: Legal name, address, and contact details (e-mail, telephone numbers)
- Payment Term: Following receipt of a correctly submitted invoice, the PURCHASER shall pay the amount due within thirty (30) days to the SUPPLIER
- Taxes: Include in the prices all applicable taxes and mention all the taxes considered, in accordance with the type of services offered in the proposal
- Bank Details
- Company services, product portfolio and office locations

- Similar services performed for the past five (5) years
- How long the company has been working in this market
- Company organogram

1.6. BID EVALUATION

The PURCHASER grants equality of opportunities to the SUPPLIERS.

The Proposal will not be opened in public, and content will not be divulged by the PURCHASER.

The PURCHASER reserves the right to grant, at its sole discretion, any part of this RFP and not its entirety. The SUPPLIER shall indicate clearly in the proposal whether and to what extent a partial contracting would affect the conditions presented.

The PURCHASER reserves the right to grant, at its sole discretion, any proposal other than one of lower value, in whole or in part, with or without notification of the reasons, or decide to perform the scope of this RFP in any other way elected by the PURCHASER which may include the complete cancellation of this BID.

1.7. COMPLIANCE

The PURCHASER maintains a solid Compliance programme and strict rules of qualification and monitoring of its suppliers, as well as contractual clauses and/or terms and conditions inserted in our contracts and purchase orders. By submitting your Letter of Acceptance and Proposal, you, and the SUPPLIER company you represent attest that both of you agree to such rules and conditions.

The information regarding the PURCHASER's Code of Conduct, Anti-Corruption Policy and Compliance Guide can be found on our website at <https://www.sbmoffshore.com/who-we-are/our-ethics/anti-corruption/>. Additional information regarding the rules and conditions of our Compliance Programme may be requested directly from the focal point of the PURCHASER responsible for this BID process.

1.8. LIABILITY INSURANCE

Liability insurance in force shall be forwarded together with the Technical and Commercial Proposal by e-mail on **July 3, 2024**.

1.9. VENDOR QUALIFICATION

Please note that it is necessary for your company to be qualified as a supplier in the PURCHASER's System if it is selected for the execution of the services outlined in this RFP.

Be aware that it is a requirement to complete the qualification process prior to commencement of services and contract signing. The PURCHASER will follow the beginning of the qualification process, only with the winning SUPPLIER. The general documentation will be valid for a maximum of three (3) years (unless specified in the document). If you have already uploaded the required documentation in the past but it has expired, an update is required.

Remember that the PURCHASER will only be allowed to qualify the vendor with the correct set of documents



REQUEST FOR PROPOSAL

DATE: June 18, 2024
GUYANA DEEP WATER OPERATIONS INC.
A Subsidiary of SBM OFFSHORE
GDO-SCM-070

attached to the order.

1.10. RFP INSTRUCTIONS

All documents required shall be delivered to the following email addresses before the RFP 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

The email title format must respect as follows: **GDO-SCM-070 – Language Service – **Your Company Name** — Final RFP Submission**

SECTION 2 – SCOPE OF SUPPLY

2.1. OBJECTIVE OF SERVICE

The objective of this scope is to provide comprehensive language service, both online and in-person for the expatriate population within our company. This service aims to cater to multilingual learners of all ages, including both adults and children.

The scope of service is defined by the key areas below:

1. **Languages offered** should include, but are not limited to:

- English
- Spanish
- Portuguese
- French

Additional languages may be requested based on need and availability.

2. **Modes of Delivery**

- Online: Interactive virtual classes using a reliable online platform; live courses and e-learning
- In person: On-site instruction at designated company locations or approved venues

3. **Target Audience**

- Adults: Professional language training tailored to workplace communication and everyday interactions
- Children: Age-appropriate language lessons designed to facilitate learning and integration

4. **Class Formats**

- Individual lessons: One-on-one instruction tailored to the learner's specific needs and proficiency level
- Group lessons: Small group classes to foster interactive learning and peer engagement
- Intensive courses: Accelerated programs for rapid language acquisition
- Regular courses: Standard programs with scheduled lessons over an extended period

Please provide brief details on the below with your submission:

- Course Content: Language fundamentals, cultural integration, and business communication
- Materials and resources
- Assessment and progress tracking
- Instructor qualifications

Additional consideration:

- Compliance with company policies: Ensure all classes adhere to company guidelines and policies
- Confidentiality: Maintain the confidentiality of all participants and their learning progress

Commercial Consideration

- The supplier must demonstrate previous project experience of similar scale and size.

2.2. PRICES

For the performance of the Services outlined in the Contract, the PURCHASER shall pay the SUPPLIER the prices and rates and they shall be firm, fixed, and non-adjustable from the effective date until the completion date of the contract. The measurement for services may occur at the end of the activity execution detailed in the PO.