



# **REPSOL EXPLORACIÓN GUYANA, S.A.**

**Request for Information (RFI) for:**

**SECURITY SERVICES**



## 1. BACKGROUND

### 1.1. Introduction

- 1.1.1. **REPSOL EXPLORACIÓN GUYANA, S.A.** (hereinafter referred to as “**Company**”) is issuing this Request For Information (**RFI**) to obtain information from selected service providers (hereinafter referred to as “**Proponents**”) with respect to security services (the “**Work**”).
- 1.1.2. Your firm is being asked to submit information (hereinafter referred to as a “**Submission**”). A contractual obligation is not created between Proponent and Company by a Submission in response to this RFI. It is Company’s intention to consider the Submissions in order to determine a bidders list for a prospective Request for Proposal (“**RFP**”), should Company, in its sole discretion, decide to issue an RFP for the Work, however it is under no obligation to do so.
- 1.1.3. Proponent must comply with the provisions relating to communications with Company contained in Clause 1.2 Communications.
- 1.1.4. Proponent should read these instructions carefully before preparing the Submission. Failure to comply with these instructions for completion and Submission may result in the rejection of the Submission. Participation in the RFI process automatically indicates that Proponent understands, accepts and agrees to these instructions.
- 1.1.5. Proponent should ensure that each and every subcontractor, consortium member and adviser abides by the terms of these instructions.
- 1.1.6. Proponent accepts and acknowledges that by issuing this RFI, Company reserves the right not to conduct a RFP process and shall not be bound to include any or all Proponents from this RFI.
- 1.1.7. Company reserves the right to evaluate Submissions using any criteria deemed by Company, at its sole discretion, to be in Company’s interest.
- 1.1.8. This RFI and any communication through this RFI process shall not be construed as an agreement, contract, or obligation to purchase Work from Proponent.
- 1.1.9. Proponents must obtain for themselves at their own responsibility and expense all information necessary for the preparation of a Submission.
- 1.1.10. Company reserves the right to amend, add to or withdraw all or any part of this RFI at any time during the RFI process and shall not be liable for any costs incurred or damages suffered by the Proponent, of any nature whatsoever, as a result of such amendment, addition or withdrawal. If Company withdraws the entire RFI, Proponent shall promptly delete all RFI documentation that was provided by Company.
- 1.1.11. Company makes no representations or warranties with respect to the accuracy of any information or documents contained in this RFI or provided by its representatives in respect thereto. Proponent is responsible for verifying any and all information.



## 1.2. Communications

- 1.2.1. Unless stated otherwise in these instructions or in writing from Company, all communications from Proponents (including their subcontractors, consultants and advisers) regarding this RFI during the period of this RFI process should be submitted via email to: **Contact: Karin Etienne – [ketienne@repsol.com](mailto:ketienne@repsol.com)**
- 1.2.2. Proponent should not make contact with any other employee, agent or consultant of Company who are in any way connected with this RFI process during the period of this RFI process, unless otherwise specifically instructed by Company.

## 2. TIMETABLE

Set out below is the proposed RFI timetable.

TIMETABLE	
STAGE	DATE/TIME*
RFI issued	February 10, 2022
RFI Intent to Submit Notification	February 16, 2022
Proponents request for clarification(s)	February 17 – February 28, 2022
RFI clarification period closes (“ <b>Clarification Deadline</b> ”)	March 1, 2022
Deadline for Company’s receipt of Submission (“ <b>Closing Date</b> ”) by 5pm GYT.	March 4, 2022

## 3. INSTRUCTIONS TO PROPONENTS

### 3.1. Clarifications

- 3.1.1. If a Proponent requires clarification regarding this RFI, such request should be submitted via email to the Email Contact. No requests for clarifications will be accepted after the Clarification Deadline.
- 3.1.2. In order to ensure equal treatment of Proponents, Company intends to communicate the clarifications raised by Proponents together with Company’s responses (but not the source of the questions) to all Proponents on a regular basis via email.
- 3.1.3. Company reserves the right not to respond to a request for clarification or to circulate such a request for any reason.

### 3.2. Form of Submission

- 3.2.1. Proponent should provide information using the prescribed forms and templates.
- 3.2.2. Proponents should not include in Submissions any extraneous Submission which has not been specifically requested in this RFI including, for example, any sales literature, standard terms of sale, etc.



### **3.3. Submissions**

3.3.1. Submissions must be submitted via email to Email Contact.

3.3.2. All Submissions and all supporting documents shall become the property of Company.

### **3.4. Confidentiality**

3.4.1. Information contained in this RFI, or information obtained by a Proponent in further discussions with Company, either in writing, verbally or through observation, is confidential and must not be disclosed by the Proponent except as specifically authorized in this RFI or by Company in writing. Further, the Proponent shall not use such confidential information for any purpose whatsoever, except for the preparation of their Submission pursuant to this RFI, unless such use is authorized in writing by Company. Proponent shall disseminate information within its organization only on a "need-to-know basis".

3.4.2. No attempt shall be made by Proponent to induce any other person or firm to submit or not to submit a Submission for the purpose of restricting competition.

## **4. SCOPE OF WORK REQUIREMENTS**

➤ See attached Scope of Work for security services.

## **5. TECHNICAL REQUIREMENTS**

Proponent should complete the required information in the attached Technical Questionnaire and provide that back in their final Submission. **=== End of RFI ==**