



Request for Proposal (RFP) Custom Brokerage Services

Baker Hughes is an energy technology company with a diversified portfolio of technologies and services that span the energy and industrial value chain. We conduct business in more than 120 countries.

Believes that its principal competitive factors in the industries and markets it serves are product and service quality, efficiency, reliability, and availability, HSE standards, technical proficiency, and price.

We are inviting companies to submit an Information for the upcoming opportunities in the area(s), as listed below. The supply/service(s) would be performed in Guyana to support our in-country operations.

The Opportunity

Baker Hughes has extensive facilities in Land of Canaan, Guyana known as the Baker Hughes Guyana Supercenter. The Supercenter opened in Q1 of 2022 it acts as the backbone for our Guyanese Operations and serve as a base for wider Caribbean operations, including those in Suriname, Trinidad & Tobago and further afield.

In keeping with our strategy of working with “local content” where possible to develop and grow our business, we are seeking a partner to provide “Custom Brokerage Services” for our operation

Scope of Services

Supplier shall provide customs brokerage services and related support for import and export (where required and requested by Baker Hughes) declarations in Guyana.

As part of the Services to be performed by Supplier under this SOW, Supplier hereby agrees to perform the following tasks and assume the following responsibilities:

- I. When requested by Company, Supplier shall provide its knowledge and experience as a customs clearing company within the Territory. Supplier shall be properly licensed to perform the Services if such is required by the government of said Territory. Supplier shall carry out the Services in a compliant, diligent and skilful manner in accordance with the highest professional and technical standards in the industry.

- II. When requested by Company, Supplier shall assist and liaise with carriers, customs officials and others third parties in connection with the preparation of documentation and the filing of same with the proper authorities necessary for goods, products, documents, equipment, and other tangible items being shipped in the name of Company or its Company Affiliates for the ultimate purpose of clearing the foregoing through customs at the point of entry into the Territory.
- III. Supplier agrees to perform in accordance with any specific instructions included in the applicable service request.
- IV. Supplier agrees to keep Company informed at the earliest possible stage of potential problems it may be experiencing regarding transportation availability that may impact Supplier's ability to deliver the Services on schedule. Supplier shall also provide the details of the actions, plans and methods intended to resolve them. Company will notify Supplier as soon as practical if problems occur in using Supplier's services, or if the quantity, timing or nature of demand changes. Early notification allows both Parties time to plan around and mitigate problems
- V. Supplier will keep accurate shipment and transaction data on record and will make this available to Company upon request in a formal structured report.
- VI. Supplier will never list Company or Company Affiliate as the "Shipper", "Exporter," or "Importer" in government documentation unless Supplier has been hired by Company or Company Affiliate to prepare such paperwork.
- VII. Supplier will ensure that all legal obligations pertaining to the transportation of dangerous goods are complied with by personnel responsible for handling such goods, including but not limited to requirements concerning the packaging, marking, and labelling of shipments of such goods, as well as requirements concerning the training of personnel in the handling of such goods.
- VIII. Properly prepare and submit (or cause to be prepared and submitted) a true and correct customs declaration (including all required documents, certifications, registrations, licenses, and authorizations) if customs entry will be made in Company's or Company's Affiliate's name.
- IX. Properly prepare and submit (or cause to be prepared and submitted) a true and correct export declaration (including all required documents, certifications, registrations, licenses, and authorizations) if export will be made in Company's or Company Affiliate's name.

- X. Notify Company in writing prior to using any subcontractor in executing the responsibilities set forth in clauses VIII and IX. No such subcontractor of Supplier shall be considered as a subcontractor of Company or Company's Affiliate.
- XI. Timely, expeditiously and completely pay to the appropriate government agency all monies tendered by Company and/or Company Affiliates for customs duties, fees and taxes.
- XII. Create and retain all documents required by law for import or export of freight, keeping them in the format (e.g., original or copy, hardcopy or electronic copy) required by law, for the duration required by law, and in such other conditions and ways required by law.
- XIII. If Supplier receives any written or oral questions or inquiries from any government entity regarding the accuracy of any customs (or import or export) declaration, it will immediately notify Company or its Affiliate, as the case may be.
- XIV. Enter any other country/regional specific requirements not specified elsewhere.
- XV. Service provider shall comply with applicable import and export regulations, including:
 - a. Filing of a proper customs declaration
 - b. Ensuring that the information reflected on the customs declaration is correct specifically the following:
 - i. Company name and Official Customs Registration information
 - ii. Value of the goods
 - iii. Country of origin of the goods
 - iv. Tariff code / Harmonized System (HS Code) of the goods
 - v. Name and address of importer and exporter
 - vi. Weight, measures and Quantities
 - vii. Enter any other country/regional specific requirements
 - c. Ensuring that the customs inspection procedure is completed when required and authorization for the inspection procedure is documented
 - d. Ensuring compliance to applicable import or export permit or license is in place if commodity is restricted for import or export
 - e. Ensuring compliance on declaration of import and export permits as per shipping documents provided by Baker Hughes companies or vendors
 - f. Ensuring only non-sanctioned country routes, non-sanctioned subcontractors, and non-sanctioned vessels are used
 - g. Enter any other country/regional Local Import and Export Trade Compliance Requirements in this section.

RFP Requirements

We require that any potential partners and those considering responding to this Request for Expression of Interest have the following:

Interested companies are required to:

- Registered with the Centre for Local Business Development (CLBD) in Guyana
- Submit a company profile inclusive of full contact details, physical address, Tax Identification No. (TIN), VAT, details on any joint ventures, partnerships, etc. that are part of your organization's structure.
- Demonstrate your capabilities through your work experience for providing services listed above
- Trained personnel with previous experience required
- Locally owned company will be an asset.

Submissions

This notice is a Request for Proposal. Companies expressing interest in supplying the services listed below are required to submit their RFP package before the due date 1st July 2022 to:
Kumeshwar.ronie@bakerhughes.com
Narvan.singh@bakerhughes.com
Ian.Sivanand@bakerhughes.com