

**REQUEST FOR INFORMATION (RFI)**  
ON BEHALF OF GUYANA DEEP WATER OPERATIONS INCORPORATED (GDO)

**Management of Staff Facility**



## 1. BACKGROUND

**Guyana Deep Water Operations Incorporated (GDO)**, hereinafter referred to as the "Company", a subsidiary of SBM Offshore is the operator of the Liza Destiny, Liza Unity and Prosperity Floating Production, Storage and Offloading (FPSO) vessels. SBM Offshore provides floating production solutions to the offshore energy industry, over the full product life cycle. The Company is market-leading in leased floating production systems with multiple units currently in operation and has unrivalled operational experience in this field. The Company's main activities are the design, supply, installation, operation and life extension of FPSO vessels. These are either owned and operated by SBM Offshore and leased to its clients or supplied on a turnkey sale basis.

## 2. GUYANESE CONTENT

Guyanese content development is the key factor to the success of our operation. We are committed to establishing Guyanese partnerships and developing Guyanese content. Thus, at technical and commercial similarities between bidders, we will consider the following preference:

1. Guyanese Company (*as per definition in Act No. 18 of 2021, LOCAL CONTENT ACT 2021*).
2. Guyanese-owned, registered in Guyana.

It is our commitment to long-term sustainability to create social and commercial benefits back to Guyana whenever possible without jeopardising the HSSE & Quality of the products and services to be delivered as well as for our crew and facilities. Companies answering the RFI will have to present their involvement in the Guyana community and/or any involvement in sustainability projects or development in Guyana.

## 3. OBJECTIVES

This Request for Information (RFI) seeks technical and operational information from suppliers to meet the Company's bid selection requirements for Security Services for Offices and Residences.

This RFI has several objectives:

1. We may use responses from you and the other participants to validate and further develop the Company's recommendations for the Request for Quotation (RFQ) for Security Services. The RFI process allows us to seek your input and develop a list of qualified bidders before structured bid rules take effect.
2. Second, the RFI process provides you with an opportunity to begin developing your responses to some of the potential requirements if you are selected for the RFQ.

Finally, depending on responses from you and the other participants, the Company may unbundle the services described in this RFI and in a future RFQ (Request for Quotation) into several enabling agreements that may be awarded to more than one bidder.

## 4. SCOPE OF SUPPLY

### a. Description

The scope emphasises the commitment to providing a well-maintained, engaging, and safe facility for staff members, while also ensuring transparency, sustainability and responsiveness to staff needs and preferences.

### b. Scope of Supply Requirement(s)

The scope of service requirements is defined below:

#### **Facility Operations and Maintenance:**

- Ensure efficient day-to-day operations of the staff facility, maintaining cleanliness and functionality in all areas.
- Implement regular maintenance checks and cleaning schedules to uphold high standards of hygiene and safety.
- Develop protocols for smooth facility management, including equipment maintenance and service delivery.

#### **Programming and Activity Scheduling:**

- Offer a diverse range of recreational activities tailored to staff preferences, fostering engagement and community spirit.
- Manage activity scheduling to optimise facility usage and ensure a balanced programme calendar.
- Organise events and themed activities to encourage staff participation and enjoyment.

#### **Staff Engagement and Participation:**

- Create strategies to actively involve staff in activities, seeking their input and feedback to enhance programme offerings.
- Establish incentives and recognition programmes to encourage regular participation and foster a sense of belonging.
- Maintain open channels of communication to address staff needs and preferences.

**Safety and Emergency Procedures:**

- Prioritise staff safety by implementing robust safety protocols and emergency procedures.
- Conduct regular safety inspections and risk assessments to identify and mitigate potential hazards.
- Provide staff training on emergency response and safety procedures to ensure preparedness.

**Health and Wellness Initiatives:**

- Promote staff well-being through health and wellness programmes integrated into activities.
- Offer access to fitness resources, nutritional guidance, and relaxation services to support staff health goals.
- Collaborate with health professionals to provide holistic wellness support to staff members.

**Catering Services:**

- Manage catering services efficiently, adhering to health and safety regulations and delivering quality offerings.
- Develop options that cater to staff preferences and dietary requirements.
- Ensure high standards of food preparation, service, and cleanliness.

**General Cleaning Services:**

- Provide thorough cleaning services for all areas of the facility, maintaining a clean and hygienic environment.
- Implement eco-friendly cleaning practices and products to minimise environmental impact.
- Develop cleaning schedules and protocols to ensure consistent cleanliness and sanitation standards.

**Support Staff:**

- Recruit and manage support staff required for the facility operations.
- Provide training and supervision to ensure support staff are equipped to perform their duties effectively and professionally.

**Sustainability Practices:**

- Implement sustainable practices to minimise the environmental footprint of facility operations.
- Promote recycling, energy efficiency, and waste reduction initiatives within the facility.
- Educate staff on sustainability practices and encourage their participation in eco-friendly initiatives.

**Reporting and Feedback Mechanisms:**

- Establish transparent communication channels for staff feedback and suggestions regarding facility operations and services.
- Utilise feedback to continuously improve service delivery and address any concerns or issues promptly.
- Provide regular reports to management on facility usage, program effectiveness, and feedback trends to inform decision-making.

**Additional Supplier Requirements for your submissions as per the below:**

- Please provide a description of your prior relevant experience for this service.
- Please provide past references of where you have performed similar services.
- Please give a brief explanation as to why you believe your experience, background and capabilities would make your company qualified to support this service.

**5. TIMETABLE**

TIMETABLE		
Bid Package Identification	RFI Issuance date	RFI Due Date (17:00hrs GYT)
	April 04, 2024	April 19, 2024

\*Bid package opportunities may subject to change at the discretion of GDO without prior notice.

Please be informed if you don't reply to our Request for Information (RFI) within the expected time frame, or you do not provide the required documentation, your company may not be considered for this supply.

## 6. RFI INSTRUCTIONS

Bidder shall not contact any other employee of the company who is in any way related to this RFI process during this RFI process unless otherwise specifically instructed.

### 6.1. Deliverables

- 6.1.1. The bidder shall fill and return the **COMPANY INFORMATION** document provided.
- 6.1.2. The bidder shall sign and return the **NON-DISCLOSURE AGREEMENT** document provided.
- 6.1.3. The bidder shall provide the **SCOPE OF SUPPLY REQUIREMENTS'** documents, under 4. SCOPE OF SUPPLY, if mentioned.
- 6.1.4. The bidder shall provide additional information using prescribed forms or templates when specifically instructed.

### 6.2. Registration

- 6.2.1. The bidder shall register with the **Centre for Local Business Development (CLBD)** in Guyana.

## 7. DELIVERY

- 7.1. All documents required shall be delivered to the following email addresses before the RFI Due Date, April 19, 2024, COB (Close of Business, 17:00hrs). No delay or extension will be granted.

[Nelly.Hoodith@sbmoffshore.com](mailto:Nelly.Hoodith@sbmoffshore.com)  
[GuyanaProcurement.SharedServices@sbmoffshore.com](mailto:GuyanaProcurement.SharedServices@sbmoffshore.com)

- 7.2. The email title format must respect as follows: **GDO-SCM-065 – Management of Staff Facility – Your Company Name — Final RFI Submission.**
- 7.3. Your e-mailed responses should be limited to a reasonable size (<15MB). If the response is >15MB, then multiple submissions <15MB are acceptable.

## 8. FOLLOW-UP PROCESS

Upon screening of your company details with the Centre for Local Business Development (CLBD) portal, you will receive pre-qualification questionnaires from the company. It is your responsibility to meet the necessary deadline to go further for consideration. During this time, you may still receive Request for Quotations (RFQs), but the final award will ONLY be to qualified companies.

## 9. DISCLAIMER

This RFI is not an invitation to tender for the described Scope of Supply. The Company has no commitment or obligation, implied or otherwise, to issue a tender or enter a contract related to the described Scope of Supply. Participation in this RFI exercise does not construe or imply any commitment to any party or entitle any party to any indemnity or any form of payment from the company.

Sincerely,

**GUYANA DEEP WATER OPERATIONS INCORPORATED.**