

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

PROCUREMENT SERVICES



*At **SBM Offshore**, we believe the oceans are key to solving global energy challenges: whether that's through traditional sources, natural gas or offshore wind and wave. Today, our main activity is to design, supply, install, operate, and maintain Floating Production, Storage and Offloading (FPSO) vessels.*

SECTION 1 – INSTRUCTIONS TO SUPPLIERS

1.1. GENERAL

The PURCHASER has the right of 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 in this document. Except the cases when it is prior written consent by the PURCHASER focal point, any other kind of contact will be considered as breach of trust, and it may cause the SUPPLIER disqualification.

The PURCHASER shall not be charged for any cost/expense incurred by SUPPLIER during the bidding process. Document, specification, proposal, 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 on or before the **29th of November 2022**.

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. COMMERCIAL AND TECHNICAL PROPOSAL MUST INCLUDE

- Local Content Certificate.
- Prices fixed and non-adjustable for the period of **12 months**.
- Company details: Legal name, address, and Contact details (e-mail e telephone numbers).
- Payment Term: Following receipt of a correctly submitted invoice, PURCHASER shall pay the amount due within thirty (30) days from the receipt of correct invoice.
- 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 and Products Portfolio and Offices location.
- Similar services performed for the past 02 years.
- How long company acting in this market.
- Company Organogram.

1.6. BID EVALUATION

The PURCHASER grants equality of opportunities to the SUPPLIERS.

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

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

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

PURCHASER maintains a solid Compliance program 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, yourself, 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 and 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 Program may be requested directly to 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 Comercial proposal by e-mail on the **29th of November 2022**.

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 object of this RFP.

Be aware that it is a requirement to complete the qualification process prior to commencement of services and PO issuance. The PURCHASER will follow the beginning of the qualification process, only with the winning SUPPLIER. The general documentation going to be valid for a maximum of 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 attached to the order.

1.10. RFP INSTRUCTIONS

All documents required shall be delivered at the following email addresses on or before the RFP Due Date, **November 29th, 2022** COB (Close of Business, 5:00 PM).
No delay or extension will be granted.

Kristie.Salaru@sbmoffshore.com

The email title format must respect as follow: **GDO-SCM-020 – Procurement Services – Your Company Name – Final RFP Submission**

SECTION 2 – SCOPE OF SUPPLY

2.1. SCOPE OF SUPPLY

Procurement Services – 2023

Supplier shall provide **Procurement Services**, in consideration of the below:

- Supplier to submit their Internal procurement process, in relation to your scope of procedure for this service.
- Supplier to consider that our payment terms is in 30 days after the receipt of the correct invoice.
- Supplier to inform if they have Warehouse space to store inventory.
- Supplier to inform if they own Representation for any international brands. (Kindly Submit Catalogs)
- Supplier to inform their Percentage for mark up in cases needed to perform purchases on behalf of SBM.