



REQUEST FOR PROPOSAL
DATE: April 09, 2024
GUYANA DEEP WATER OPERATIONS INC.
A Subsidiary of SBM OFFSHORE
GDO-SCM-066

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

GDO-SCM-067
Flight 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 **April 24, 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. 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, Products 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.

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 Program 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 **April 24, 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 attached to the order.



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1.10. RFP INSTRUCTIONS

All documents required shall be delivered at the following email addresses before the RFP Due Date – **April 24, 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-067 – Flight 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 flights between Guyana and Suriname to connect crew members with KLM International flights to Amsterdam, Netherlands.

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

- The Supplier shall provide flights to the purchaser to connect crew members with KLM international flight.
- The Supplier shall ensure adequate support to ensure baggage reaches its destination.
- The Supplier shall provide passengers with onboard refreshments.
- The Supplier shall ensure the timely arrival of passengers into Suriname as per KLM schedule.
- The Supplier shall obtain all relevant permits and permissions from both country's authorities.

Price table which may be used:

GDO-SCM-066 – Flight Service		
Item No.	Description of Applications	Est. Cost
1	Flight GEO - SUR	
1.1	One way	
1.2	Round Trip	
1.3	Chartered Flight	
2	Flight SUR - GEO	
2.1	One way flight	
2.2	Round Trip	
2.3	Chartered Flight	
	PAYMENT TERMS	

Item No.	Description of Request	
1	Refreshment Included	
2	Seating capacity of aircraft	
3	Baggage included (to destination)	
4	Adherence to KLM schedule	
5	Permits and permissions obtained - please specify	



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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.