

REQUEST FOR INFORMATION (RFI)
ON BEHALF OF GUYANA DEEP WATER OPERATIONS INC. (GDO)

PAYROLL SERVICES

1. BACKGROUND

Guyana Deep Water Operations Inc. (GDO), hereinafter referred to as the "Company", a subsidiary of SBM Offshore is the operator of the Liza FPSOs'. 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 the life extension of Floating Production, Storage and Offloading (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 a 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 BILL No. 21 of 2021, LOCAL CONTENT BILL 2021)**
2. **Guyanese-owned, registered in Guyana**

It is our commitment for long-term sustainability to create social and commercial benefits for Guyana whenever possible, without jeopardizing 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 for meeting the Company's bid selection requirements for Payroll Services.

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 Payroll 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 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 objective of this service is to support Guyana Deepwater Operations Inc. by facilitating the timely, efficient, and accurate management of payroll for a swiftly increasing number of employees, while maintaining compliance with all local government regulations and company policies.

b. Scope of Supply Requirement(s)

Processing of Payroll:

- Supplier to facilitate the timely, efficient, and accurate management of payroll for a minimum of 250 employees within a small window period.
- Supplier to maintain database of Personnel information and accurate payroll records, including adding new joiners and removing terminated employees.
- Supplier to monitor employee time records including worked time, and paid time off such as annual leave, Rest and Recuperation (R&R) days.
- Supplier to accurately calculate salaries, overtime, allowances, prorated and retroactive payments.
- Supplier to accurately calculate applicable deductions for monthly payroll processing.
- Supplier shall provide salary disbursement and generate pay slips to all employees.

Reporting:

- Supplier to generate payroll reports on a monthly, quarterly, and annual basis, or as requested, by the PURCHASER.

Support Services:

- Supplier shall ensure the accuracy of PAYE and NIS deductions.
- Supplier to manage payroll compliance matters as per local government guidelines, address employee queries/discrepancies and give legal advice when needed.

Expectations of the Service Provider (Key for Selection Process)

- Supplier must be a local entity and fully compliant with all local government regulations.
- Supplier should have a minimum of 5 years’ experience in providing payroll services in Guyana.
- Supplier to demonstrate their experience in providing this service to clients with more than one hundred employees.
- Supplier to demonstrate their values and their ability to maintain strict confidentiality on all levels within this service.
- Supplier to provide their technical and dynamic system capabilities which allows flexibility and updates in keeping with local regulations.
- Supplier shall demonstrate their resources or adequate workforce to provide this service within required timelines.
- Supplier must demonstrate financial stability.

5. TIMETABLE

TIMETABLE		
Bid Package Identification	RFI Issuance date	RFI Due Date (5pm GYT)
	18 th May, 2023	1 st June,2023

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

Please be informed if you do not 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 GDO who are in any way related to this RFI process during this RFI process, unless otherwise specifically instructed.

6.1. Deliverables

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

6.2. Registrations

- 6.2.1. Bidder shall register in the **Centre For Local Business Development (CLBD)** in Guyana

7. DELIVERY

- 7.1. All documents required shall be sent to the following email addresses on or before the RFI Due Date, **1st June, 2023** COB (Close Of Business, 5:00 PM). No delay or extension will be granted.

Kristie.Salaru@sbmoffshore.com

GuyanaDeepwaterOperationsInc@SBMOffshore.com

- 7.2. The email title format must be as follows: **GDO-SCM-038 RFI – Payroll Services – 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 of Local Business Development (CLBD) portal, you will receive pre-qualification questionnaires from GDO. 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 final award will ONLY be to qualified companies.

9. DISCLAIMER

This RFI is not an invitation to tender for the described Scope of Supply. GDO 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 GDO.

Sincerely,

GUYANA DEEP WATER OPERATIONS INC.