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REQUEST FOR PROPOSAL (RFP)

TRANSPORTATION SERVICES FOR COMPANY EMPLOYEES, VISITORS, CONSULTANTS AND OTHER AUTHORIZED PERSONNEL

1. INTRODUCTION

Guyana Shore Base Inc. hereby invites interested companies to submit proposals for **TRANSPORTATION SERVICES FOR COMPANY EMPLOYEES, VISITORS, CONSULTANTS AND OTHER AUTHORIZED PERSONNEL** for Guyana Shore Base Inc., Houston, East Bank Demerara.

2. SCOPE OF SERVICE

2.1 Purpose

The purpose of this Scope of Work is to define the requirements for the provision of safe, reliable, professional, and timely transportation services for Company employees, visitors, consultants, and other authorized personnel.

The transportation provider will be required to support airport transfers, hotel transfers, worksite transfers, and other ad hoc transportation requirements within Guyana as requested by the Company.

The Service Provider shall provide transportation services including, but not limited to:

2.2 Airport Transfers

Transportation of employees and authorized personnel to and from:

- Cheddi Jagan International Airport
- Eugene F. Correia International Airport
- Company offices, worksites, hotels, residences, or other approved destinations

Services should include both scheduled and unscheduled arrivals/departures, including delays, early arrivals, and after-hours transfers.

2.3 Transportation Scope:

- Transportation of employees between:
 - Company offices



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- Employee residences or approved pickup/drop-off points
- Hotels and accommodations
- Worksites, shore base, warehouses, ports, or other business locations
- Provision of ad hoc transportation for other business-related needs, including Meetings, Site visits, medical appointments, Training sessions, Government offices, Emergency or urgent transfers, Special events or company functions.
- Where required, the Company may request dedicated vehicles and drivers for specific periods, projects, departments, or senior personnel.

3. Service Requirements

The Service Provider shall ensure that all services are delivered in a safe, professional, and reliable manner.

The Service Provider must:

- Provide clean, well-maintained, roadworthy, and properly licensed vehicles
- Provide trained, professional, and properly licensed drivers
- Ensure timely pickup and drop-off of passengers
- Monitor flight arrival and departure times for airport transfers
- Provide 24/7 support for urgent or after-hours transportation requests
- Maintain clear communication with the Company's nominated focal point
- Ensure drivers always conduct themselves professionally
- Ensure confidentiality regarding employee movements, travel plans, and Company information

The successful Service Provider will be required to undergo a pre-qualification process as part of the contract award to ensure the required standards are met

4. Vehicle Requirements

Vehicles provided must be appropriate for the nature of the service and may include:

- Sedans, SUVs, Minibuses, Buses and 4x4 vehicles (latter where required for remote or difficult road conditions)

All vehicles must:

- Be legally registered and licensed for passenger transportation
- Be properly insured for commercial/passenger use
- Be air-conditioned



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- Be clean and presentable inside and outside
- Have functioning seatbelts for all passengers
- Be regularly serviced and maintained
- Have no visible safety defects
- Carry basic emergency equipment, including spare tyre, jack, fire extinguisher, first aid kit, and reflective triangle

The Company reserves the right to reject any vehicle considered unsafe, unsuitable, or below standard.

5. Driver Requirements

The Service Provider shall ensure that all drivers:

- Hold a valid driver's license appropriate for the vehicle class
- Have experience providing professional transportation services
- Are medically fit and competent to drive and undergoes routine Drug and Alcohol (DNA) Testing
- Are familiar with routes to airports, hotels, offices, and Company locations
- Maintain a professional appearance and conduct
- Have a valid Defensive Driving Certificate
- Do not use alcohol, illegal substances, or impairing medication while on duty
- Do not use mobile phones while driving unless hands-free and safe to do so
- Assist passengers with luggage where appropriate
- Follow all road traffic laws, speed limits and Company safety expectations

The Company may request the removal or replacement of any driver due to poor conduct, unsafe driving, lateness, complaints, or failure to meet expected standards.

6. Health, Safety, Security and Environment Requirements

Safety is a critical requirement of the service.

The Service Provider shall:

- Comply with all applicable Guyana road traffic, transport, labor, insurance, and safety laws
- Enforce 3-point seatbelt use by all drivers and passengers.
- Prohibit speeding, reckless driving, distracted driving, and unsafe overtaking.
- Ensure that vehicles are equipped with an In-Vehicle Monitoring System and airbags.
- Report all accidents, incidents, near misses, breakdowns, or passenger complaints immediately.
- Investigate any accidents/incidents and provide reports in a timely manner.
- Ensure corrective actions from incidents/accidents and passenger safety concerns are addressed.



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- Maintain appropriate insurance coverage
- Ensure vehicles are serviced/maintained according to manufacturer or regulatory requirements by implementation of a recorded Preventative Maintenance Plan.
- Provide evidence of vehicle maintenance, inspections, insurance, licenses, and driver qualifications when requested.
- Ensure there is a documented emergency response plan for road traffic collisions, vehicle breakdowns, medical emergencies, security incidents, fire, and passenger evacuation.
- Ensure Drivers are trained in defensive driving, emergency response and aware of journey management plans.
- Ensure vehicles carry basic emergency equipment, including spare tyre, jack, fire extinguisher, first aid kit, and reflective triangle.
- Ensure drivers are equipped with all needed PPE for emergency response and for entry to industrial work sites.
- Ensure drivers are rested and not operating vehicles while fatigued
- Ensure that drivers are adequately rested and fit to drive.
 - Ensure that drivers receive the appropriate rest periods and other fatigue controls are in place.
 - There should be a documented fatigue management plan that includes maximum driving hours, minimum rest periods, fitness-for-work requirements and fatigue reporting procedures.
 - Drivers shall not be permitted to operate vehicles where fatigue, illness, alcohol, illicit drugs, medication, or any other medical condition that may impair their ability to drive safely.
- Maintain Driver medical fit-to-work certificates and keep records available for review upon request.
- Ensure that random Drug & Alcohol screening is done on all drivers; maintaining a zero tolerance.
- Ensure that all drivers undergo background check by the Guyana Police Force and maintain a record of their Certificate of Character (Police Clearance).
- Ensure that drivers comply with all the health, safety and security requirements of driving on GYSBI sites or any visited industrial site.
- Maintain a documented Occupational Health, Safety and Environmental Management System certified to ISO 45001 or an equivalent recognized standard. Evidence shall be provided upon request.

7. Journey Management

- The Service Provider shall maintain an effective journey management process for all employee transportation services. This shall include route planning, driver readiness, vehicle suitability, trip monitoring, check-in procedures, incident escalation, emergency response,



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and confirmation of safe arrival where required. Journey management controls shall be proportionate to the risk of the journey, with enhanced controls applied for airport transfers, night travel, long-distance journeys, remote locations, and other higher-risk movements

8. Booking and Scheduling Process

The Company will nominate an authorized focal point or department responsible for requesting transportation services.

Each booking request should include:

- Passenger name
- Contact number
- Pickup location
- Drop-off location
- Date and time of pickup
- Flight details, where applicable
- Number of passengers
- Vehicle type required
- Cost centre or department, where applicable
- Special instructions

The Service Provider shall confirm each booking in writing by email, WhatsApp, or another agreed communication method.

9. Response Times and Service Levels

Airport pickup Driver to be present upon flight arrival or as agreed

Scheduled pickup Driver to arrive at least 5 minutes before pickup time

Booking confirmation Within agreed timeframe after request

Urgent/ad hoc requests Response as soon as possible, subject to availability

Vehicle breakdown Replacement vehicle to be arranged promptly

Incident reporting Immediate notification to Company focal point

Persistent lateness, no-shows, unsafe driving, or poor communication may be treated as service failures.



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10. Communication and Reporting

The Service Provider shall maintain effective communication with the Company.

This may include:

- Confirmation of bookings
- Driver and vehicle details before each trip
- Notification when passenger is picked up and dropped off, where required
- Immediate escalation of delays, incidents, accidents, or route issues
- Monthly summary of trips completed
- Monthly invoice with supporting trip details

11. Insurance and Compliance

The Service Provider shall maintain, at its own cost, all required insurance coverage, including:

- Motor vehicle insurance for commercial passenger transportation
- Public liability insurance
- Employer's liability/workers' compensation, where applicable
- Any other legally required coverage

The Service Provider shall provide copies of insurance policies, vehicle licenses, inspection certificates, and driver licenses upon request.

12. Pricing and Payment

The Service Provider shall submit a pricing schedule for agreed services, which may include:

- Fixed airport transfer rates
- Zone-based rates
- Hourly rates
- Daily vehicle/driver rates
- Waiting time charges
- After-hours charges
- Cancellation charges
- Remote location charges
- Dedicated vehicle rates



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Invoices must be submitted monthly or as agreed, with supporting trip records. The Company will only pay for approved and properly supported transportation services.

13. Insurance and Compliance

The Company may review the Service Provider's performance using the following indicators:

- On-time pickup performance
- Number of complaints
- Number of incidents or accidents
- Vehicle condition and cleanliness
- Driver professionalism
- Responsiveness to requests
- Accuracy of invoices
- Compliance with safety requirements

Regular review meetings may be held monthly or quarterly, depending on volume and operational need.

14. Confidentiality

The Service Provider and its drivers must keep all Company, employees, visitors, travel, and operational information confidential.

Drivers shall not disclose passenger movements, travel plans, conversations, accommodation locations, business activities, or any Company-related information to unauthorized persons.

15. Right to Audit and Inspect

The Company reserves the right to inspect vehicles, review documentation, assess driver compliance and audit trip records, conduct D&A testing, invoices, insurance, licenses, and safety documentation at any time.

Failure to provide required documents or meet minimum standards may result in suspension of services or termination of the agreement.

16. Term and Termination

The agreement may be for an initial term of __ months/years, subject to renewal by mutual agreement.



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The Company may terminate the agreement for:

- Repeated service failures
- Safety breaches
- Insurance or licensing non-compliance
- Misconduct by drivers
- Fraudulent or unsupported billing
- Breach of confidentiality
- Failure to meet agreed service standards

17. Company Responsibilities

The Company shall:

- Provide reasonable advance notice for planned transportation
- Confirm authorized persons who may request transportation
- Provide accurate booking details
- Communicate any changes or cancellations as early as possible
- Review and process invoices in accordance with agreed payment terms

18. Service Provider Responsibilities

The Service Provider shall:

- Provide safe, reliable, and professional transportation services
- Ensure all vehicles and drivers comply with legal and Company requirements
- Maintain adequate insurance and licenses
- Communicate promptly and professionally
- Submit accurate invoices and trip records
- Report incidents immediately
- Cooperate with Company audits, reviews, and investigations

Attachments

The proposal from the Service Provider should include the following schedules as appendices:

Appendix A – Pricing Schedule

Airport rates, zone rates, hourly rates, waiting charges, cancellation fees, dedicated vehicle rates.



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Appendix B – Vehicle and Driver Compliance Checklist

Vehicle license, insurance, inspection certificate, driver license, defensive driving certificate, police clearance if required.

Appendix C – Monthly Trip Report Template

Date, passenger, pickup, drop-off, time, driver, vehicle, cost, remarks.

Appendix D– Service Level Agreement

On-time performance, response time, incident reporting, vehicle replacement time, escalation contacts.

12. REQUIREMENTS FOR RFP SUBMISSION DETAILS

- **Date published:** September 03rd, 2026
- **Deadline for Submission:** October 5th, 2026

All submissions must be provided as separate PDF documents, as outlined below:

- **Document Attachments** - All submissions must be provided as separate PDF documents, as outlined below:
 - **Supplier Business Documents** – Certificate of Incorporation/Business Registration, Local Content Certificate (or proof of application/intention to obtain one). If no LC Certificate is available, please provide details of the company's ownership structure, GRA & NIS compliances, as well as any other relevant documents or certifications.
 - **Technical Proposal** – Required for **RFP** tenders.
 - **Commercial Quotation** – Required for **RFP and RFQ** tenders. Each cost must be presented as a separate line item, such as Item(s) Cost, VAT, Freight/Other Charges, and Transportation/Delivery, etc.
 - **Specification Sheet(s)**: Suppliers are required to provide specification sheet(s) where applicable.
- **Vendor Prequalification Assessment** – As part of the tender process, suppliers are required to complete **GYSBI's Vendor Prequalification Form** using the following link: [SC-FO-011-B: GYSBI Vendor QHSE Pre-qualification Survey Form B](#)
- **Submission & Clarifications**
 - Proposals shall be submitted by email to: **tenders.automate@gysbi.com** and **tenders@gysbi.com** with the subject line:

**TenderID RFP TRANSPORTATION SERVICES FOR COMPANY EMPLOYEES, VISITORS,
CONSULTANTS AND OTHER AUTHORIZED PERSONNEL**



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- **Clarifications & Queries:** All inquiries must be directed to the same email address listed above.

13. DISCLAIMER

Guyana Shore Base Inc. reserves the right to accept or reject any submission at its sole discretion and to proceed with the procurement in any manner it deems fit.

We look forward to receiving your RFP and working with capable suppliers to successfully satisfy our requirements.

Issued by:

GUYANA SHORE BASE INC. (GYSBI)

September 03rd, 2026