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# REQUEST FOR PROPOSALS (RFP)

# SCREENS WAREHOUSE AUXILIARY OFFICE

## 1. INTRODUCTION

Guyana Shore Base Inc. hereby invites qualified and experienced bidders to submit proposals for **SCREENS WAREHOUSE AUXILIARY OFFICE** at Guyana Shore Base Inc., Houston, East Bank Demerara.

## 2. PROJECT OVERVIEW

The Contractor shall provide all labour, supervision, engineered details, equipment, lifting/rigging, transport, materials (except identified GYSBI free-issue items), testing and records required to complete the GIE Plot 1 auxiliary office to the three referenced drawings and the SOW. Dimensions shall be field-verified before fabrication or construction.

The contractor is required to build and hand over one functional auxiliary office arrangement comprising one existing modified 20-foot shipping-container office and three new flat-pack modules. The modules shall arrive at site fully pre-assembled; on-site work is limited to placement, integration, connections and completion works, not routine module assembly. The contractor is also required to:

- Complete site survey, setting-out, level checks, utility/interface verification, approved work sequencing and contractor shop drawings. Final orientation and location shall be jointly field-fitted with EMGL, GYSBI and the Contractor before groundworks.
- Provide a safe, weather-tight and accessible office, including the indicated access paving, entry steps, partitions, lighting, power, air-conditioning, furniture and drainage. The contractor shall verify all dimensions, coordination clearances, electrical loads and roof structural adequacy.
- Ensure no works on the existing container office are permitted before relocation. Complete the flat-pack offices sufficiently for their intended use before giving the relocation notice; coordinate the move and any outages through GYSBI. GYSBI will relocate and position the existing container office.

## 3. KEY CONSIDERATIONS: Refer to the issued Scope of Work for execution requirements.

## 5. REQUIREMENTS FOR RFP SUBMISSION DETAILS

- **Date published:** November 19th, 2026
- **Deadline for Submission:** December 04th, 2026

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**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).
  - **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@gysbi.com with the subject line:**

**RFP SCREENS WAREHOUSE AUXILIARY OFFICE**

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

## 6. 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)
November 19th, 2026