

## Section 1: Letter of Invitation

July 6, 2021

Dear Sir:

**SUBJECT: INDIVIDUAL CONSULTANCY TO CONDUCT A COMPREHENSIVE GYEITI BENEFICIAL OWNERSHIP REGISTER SCOPING STUDY**

The Government of Guyana (hereinafter called "Client") is desirous of providing continuous support to the Extractive Sector and in its commitment for transparency and accountability within the extractive sector it implemented and will support EITI which is the global standard for open and accountable management of natural resources. The Client intends to apply a portion of the 2021 budget to eligible payments under the contract for which this Request for Proposals is issued.

1. The Government of Guyana now invites proposals to provide Consultancy Services for the above-mentioned project. More details on the services are provided in the Terms of Reference.
2. **The following documents are enclosed to enable the bidder to submit their proposal:**
  - a Terms of Reference (TOR) (Appendix 1);
  - b Supplementary information for consultants, including a suggested format of curriculum vitae (Appendix 2); and
  - c A sample format of the contract for consultants' services under which the service will be performed (Appendix 3).

3. **The Submission of Proposals**

The proposals shall be submitted in two parts, Technical and Financial, and should follow the form given in the "Supplementary Information for Consultants" and 2 (two) exact electronic PDF copies of the Proposals on Flash Drive, to be submitted with the Proposal.

The Technical Proposal shall be marked "Original" or "Copy" as appropriate. The Technical Proposals shall be sent to the addresses as stated below and in the number of copies indicated below. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Price Proposal shall be placed in a sealed envelope clearly marked "Price Proposal" followed by the name of the assignment, and with a warning "Do Not Open with The Technical Proposal." The envelopes containing the Technical and Price Proposals shall be placed into an outer envelope and sealed.

The outer envelope shall:

- (a) Be addressed to: **The Chairman, National Procurement and Tender Administration Board, Ministry of Finance, Main and Urquhart Streets, Georgetown**

- (b) Bear the Request for Proposals title: **Individual Consultancy to Conduct A Comprehensive GYEITI Beneficial Ownership Register Scoping Study and the words “DO NOT OPEN BEFORE: 3rd day of August, 2021 at the Boardroom, National Procurement and Tender Administration Board, Ministry of Finance, Main and Urquhart Streets, Georgetown.**

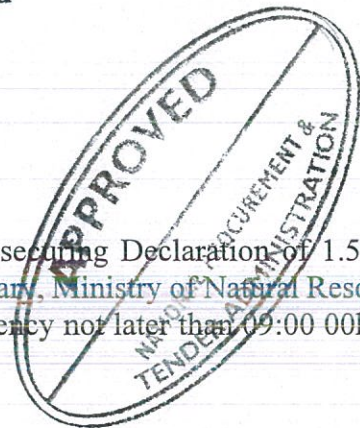
The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Price Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The Proposal will be received at the following address not later than 09:00hrs on 3<sup>rd</sup> day of August, 2021:

**The Chairman  
National Procurement and Tender Administration Board  
Ministry of Finance  
Main and Urquhart Streets  
Georgetown, Guyana**

4. **Bid Securing Declaration**

All Bidders should submit their bids together with a Bid securing Declaration of 1.5% of the Contract Price be made out in the name of Permanent Secretary, Ministry of Natural Resources, in Guyana dollars or its equivalent in a freely convertible currency not later than 09:00 00hrs on 3<sup>rd</sup> day of August, 2021.



5. **Compliances**

Locally registered bidders must submit valid certificates of compliance from the Guyana Revenue Authority (GRA) and National Insurance Scheme (NIS).

6. **Evaluation Criteria**

The Employer will award the Contract to the Bidder whose bid is determined to be substantially responsive to the bidding documents, and who has offered the Lowest Evaluated Bid Price, provided that this Bidder has been determined to be eligible and has met the qualification requirements in accordance with the Criteria in Annex A.

7. **Deciding Award of Contract**

Your proposal will be evaluated and ranked on its merit in accordance with the evaluation criteria outlined in the Supplementary Information attached and, if selected, could eventually form the basis for a contract between the Consultant and the Procuring Entity.