

MINISTRY OF HOME AFFAIRS



INVITATION FOR BIDS (IFB)

The Ministry of Home Affairs invites sealed bids from eligible and qualified Bidders for the provision of the following:

1. Procurement of Janitorial & Cleaning Supplies – Guyana Prison Service

Bidding will be conducted through the National Competitive Bidding (NCB) Procedures specified in the Procurement Act 2003 and is open to all Bidders subject to provisions of Section III (Eligible Countries) of the Bid Document.

Interested Bidders may inspect the Bidding Document (s) and obtain further information from the Finance Department, Ministry of Home Affairs, Lot 6 Brickdam Stabroek, Georgetown, telephone No. 226-2444/226-1717 between 08:30 - 15:30 hours, Monday to Thursday and 8:30 -14:30 hours Friday.

Bid Documents can be uplifted from the Finance Department, Ministry of Home Affairs, Lot 6 Stabroek, Georgetown upon payment of a non-refundable fee of three thousand (\$3,000.00) dollars in favour of the Permanent Secretary, Ministry of Home Affairs, for each Bid Document. The method of payment shall be in cash or Manager's Cheque.

Bids shall be submitted in two (2) Forms, that is hardcopy and electronic copy. The bidder will be required to submit one (1) hardcopy and an electronic copy (flash drive only) with an exact PDF version of the Hard Copy Tender, the electronic copy (flash drive) must be placed in a small envelope and properly affixed to the hardcopy submission. The Envelopes of the Hardcopy and Electronic copy must be identically labeled bearing no identification of the Bidder. Each envelope should state clearly the name of the project (for example, Procurement of Janitorial & Cleaning Supplies Guyana Prison Service – Ministry of Home Affairs) at the top left-hand corner.

Bids shall be addressed to: -

**The Chairman
National Procurement and Tender Administration Board
Ministry of Finance
Main and Urquhart Streets
GEORGETOWN**

and deposited in the Tender Box at the above address no later than 09:00 hours on Thursday 17th February, 2022. Late Bids will be rejected.

Please be advised that envelopes that are incorrectly labelled and envelopes that are not labelled will not be opened.

Bids will be opened at 09:00 hours on Thursday, 17th February, 2022 in the Boardroom of the National Procurement and Tender Administration Board, Ministry of Finance in the presence of those Bidders or their representatives who choose to attend the opening.

All Bids must be accompanied by valid Certificates of Compliance from the Manager of the National Insurance Scheme (NIS) and the Commissioner General of the Guyana Revenue Authority (GRA).

Each bid that exceeds three million dollars (G\$3M) must be accompanied with bid securities as stated in bid Documents.

The National Procurement and Tender Administration Board, Ministry of Finance reserves the right to reject any or all the Bids without assigning any reason whatsoever and not necessarily to award to the lowest Bid.

*Permanent Secretary
Ministry of Home Affairs*