

**Annex A**  
**INVITATION FOR BIDS (IFB)**  
**RENTAL OF OFFICE BUILDING**

*Dear Bidder,*

The Public Procurement Commission invites sealed Bids from eligible and qualified bidders for the provision of the abovementioned. Bidding will be conducted through the National Competitive Bidding (NCB) Procedures specified in the Procurement Act 2003, and are open to all Bidders.

Interested bidders may inspect the Bidding Document and obtain further information from the Finance Department, **Parliament Building, Brickdam, Stabroek**, Georgetown. Telephone Nos. 226-8458 between 8:30 – 15:30 hours, Monday to Thursday and 8:30 – 14:30 hours Friday.

A complete set of Bidding Documents can be purchased by interested Bidders from Friday, **March 4th, 2022**, between **9:30 to 15:00 hours** upon payment of a non-refundable fee of **two thousand dollars (\$2,000) at the Finance Department, Parliament Building, for each Bid Document. The method of payment shall be in cash.**

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). along with a bid security of two percent of the bid price. Additional details are provided in the Bidding Documents. Bids must be delivered to the address below on or before **9:00 hours on Thursday, March 31<sup>st</sup>, 2022 and deposited into the Tender Box:**

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

Late Bids will be rejected. Bids will be opened at 9:00 hours on Thursday, March 31st, 2022 in the Boardroom of the National Procurement and Tender Administration Board, Ministry of Finance in the presence of bidders or their representatives who choose to attend the opening.

Tenders must be enclosed in a sealed envelope, bearing no identification of bidder and should clearly indicate on the top left hand corner: **Rental of Office Building, Public Procurement Commission.**

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

*In keeping with COVID 19 Precautions/ Guidelines, bidders will be required to:*

- *Submit one (1) hard copy and an electronic copy (flash drive only) with an exact PDF version of the hardcopy tender;*
- *Ensure the envelopes of the hardcopy and the electronic copy are identically labelled;*
- *The electronic copy (flash drive) should be placed in a smaller envelope and properly affixed to the hardcopy version.*

**Public Procurement Commission**

