

## INVITATION FOR BIDS (IFB)

1. **The Environmental Protection Agency** hereinafter referred to as “the Procuring Entity”, invites eligible bidders to submit their bids for the:
  - a) **Supply and Delivery of Stationery Supplies for the EPA.**
  - b) **Supply and Delivery of Janitorial and Dietary Supplies for the EPA.**
2. Bidding will be conducted through the National Competitive Bidding (NCB) procedures, specified in the Procurement Act, 2003 and Regulations, 2004, and is open to all eligible Suppliers.
3. **Required period of supply:** April- December, 2022.
4. The bidding documents may be obtained and be examined by any interested bidder. Bids can be purchased for a non-refundable fee in the amount of **three thousand dollars (\$3,000.00) per document** at the following address:

The Finance Unit  
The Environmental Protection Agency  
Ganges Street  
Sophia  
Georgetown from 09:00hrs to 15:00hrs, Mondays to Fridays  
Tel. No. 225-5471, 225-5472, 225-5467

5. All bids must be accompanied by a **valid Business Registration, NIS and GRA Compliance Certificates** in the name of the business.
6. All Bidders should submit their bids (one original and one (1) exact electronic PDF copy of the bid on Flash Drives) not later than **9:00 hours** on **12<sup>th</sup> day of April, 2022** at the address:

**The Chairman,  
National Procurement and Tender Administration Board  
Main and Urquhart Street  
Georgetown**

7. Bids shall be valid for ninety (90) days after the date of bid opening. Bids shall be opened by the Tender Board in the presence of Bidders’ representatives who wish to attend it at **9:00 hours** on **12<sup>th</sup> day of April, 2022** at the address:

**The Chairman,  
National Procurement and Tender Administration Board  
Main and Urquhart Street  
Georgetown**

**The Executive Director  
The Environmental Protection Agency**