

GOVERNMENT OF GUYANA



Goods - Procurement using Shopping Procedures **(VALUE BELOW G\$0.8 M)**

GOODS AND RELATED SERVICES (VALUE BELOW G\$0.8 M)

Introduction

This Bidding Document for Procurement of Goods and Related Services for contracts valued less than G\$0.8 million has been prepared by the National Procurement and Tender Administration Board, for use in Guyana.

The procedures and methods presented in this document have been developed on the basis of practical experience and consultations with stakeholders, and are mandatory for procurement in accordance with the provisions of the Procurement Act 2003 and Regulations 2004.

Request for additional information can be forwarded to:

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Or visit our website:

www.nptaguyana.org

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**INVITATION FOR QUOTATIONS FOR SUPPLY OF
GOODS UNDER SHOPPING PROCEDURES**

To

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF

1. You are invited to submit your most competitive quotation for the following goods:-

Brief Description of the Goods	Specifications*	Quantity	Delivery Period	Place of Delivery (include-CIF/CPT to location)*	Installation Requirement if any

* *Where ISO/ Equivalent certification marked goods are available in market, procurement should generally be limited to goods with those or equivalent marking only.*

* *Details of Bills/Specification attached*

2. Funds have been provided by the Government of Guyana.

3. **Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.

- b) Prices shall be quoted including all taxes, duties, and other levies paid or payable for delivery of goods to the place of delivery indicated above.
- c) The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Guyana Dollars only.

4. Bid Securing Declaration

A signed Bid Securing Declaration in accordance with Annex 1 (page 8) is required.

5. Each bidder shall submit only one quotation. Quotations shall be submitted in writing in sealed envelopes and addressed to the Purchaser or Employer.

6. Validity of Quotation

Quotations shall remain valid for a period not less than 30 days after the deadline date specified for submission.

7. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which:

- (a) Are properly signed;
- (b) Conform to the terms and conditions, and specifications; and
- (c) Conform to the supplier's NIS, GRA certificates and VAT registration where the item/s being procured is/are VATable.

(NB: Not Applicable to local contractors supplying Goods and Related Services within Regions 1, 7, 8 & 9).

The Quotation would be evaluated for all the items together, except when the items are procured in lots.

8. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be the most substantially responsive and who has offered the lowest evaluated price.

- 8.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- 8.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period.

- 8.3 The successful bidder will be required to enter into an agreement with the purchaser in the form and manner specified in appendix 1.

9. Payment shall be made within three (3) working days after delivery of the goods and related services.

10. Normal commercial warranty/guarantee as provided by manufacturer shall be applicable to all the supplied goods.
11. You are requested to provide your offer latest by..... hours on [insert date]
12. Bids will be opened in the presence of bidders or their representatives who wish to attend at the time, on the date and at the address specified.
13. Your quotation must be addressed to (insert address) and deposited in the tender box of by 9 am on Tuesday..... of2010.....

14. Liquidated damages

Applicable rate: _____ for untimely execution of order.

Maximum deduction: _____.

(Applicable rate should not exceed (0.05) percent per week and the maximum amount should not exceed ten (10) percent of the Contract Price)

Note:

- Waivers are granted to local contractors supplying Goods and Related Services within Regions 1, 7, 8 & 9.
- Warranties and guarantees shall apply.

15. Settlement of Disputes

Disputes arising out of or in connection with the Contract shall be settled in accordance with the Laws of Guyana.

16. Retention

- 16.1 No retention shall be applied on consumables, but warranties, guarantees and expiry dates to apply.
- 16.2 Retention on fixed assets shall be determined by the procuring entity on a case by case basis.

FORMAT OF QUOTATION *

Sl. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in G\$	Total Amount in G\$	
						In Figures	In Words
Gross Total							

We/I agree to supply the above goods and related services in accordance with the technical specifications for a total contract price of (Amount in figures)

 (Amount in words), within the period specified in the Invitation for Quotations.

We also confirm that the normal manufacturer's commercial warrantee/guarantee of.....
 Months shall apply to the offered goods

.....
Signature of Supplier

Bid-Securing Declaration

[The Bidder shall fill in this Form, if applicable pursuant to BDS.]

Date of Bid Submission (<i>day/month/ year</i>) :
IFB No.(<i>number of bidding process</i>):
Alternative No.(<i>insert identification No if this is a Bid for an alternative</i>):

To: *[Insert complete name of Procuring Entity]*

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of*[insert number of months or years]* starting on..... *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
 - (b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.
3. We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.
4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid. If the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *(Insert legal capacity of person signing the Bid Securing Declaration)*

Name: *(insert complete name of person signing the Bid Securing Declaration)*
Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Evaluation and Qualification Criteria

1. Evaluation Criteria

The Purchaser's evaluation of a bid may take into account, in addition to the Bid Price the following :-

- (a) All documents are properly signed.
- (b) Delivery schedule. (As per Incoterms 2000 specified in the BDS)

The Goods specified in the Lost of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section V1, Delivery Schedule. No credit will be given to deliveries before the earliest date, and bids offering delivery after the final date shall be treated as non responsive. Within this acceptable period, a maximum of (insert) points will be awarded to bidders that deliver the goods to dates closer to the earliest delivery date.
- (c) Performance Specifications and productivity of the items- evidence of the performance reliability of these items shall be provided in this bid. A maximum of points will be awarded in this category.
- (d) Any warranty and guarantee given. The bidder that offers the maximum warranty period shall be considered as the best option and for bid comparison a maximum of points will be awarded.
- (e) The projected operating and maintenance costs during the life of the equipment: A maximum of points will be awarded for in this category for the highest ranked item.
- (f) Availability in the Purchaser's Country of spare parts and after sales services for equipment offered in the bid..... points
- (g) Installation and training if required: A maximum of points will be awarded in this category for the highest ranked item.

The Criteria provided for the contract to be awarded to the bidder whose bid is determined to be substantially technically responsive to the bid document and who offers the lowest evaluated price.