

# GOVERNMENT OF GUYANA



## **PROCUREMENT OF NON-CONSULTATIVE SERVICES UNDER REQUEST FOR QUOTATION PROCEDURES**

**(For Contracts procuring lump sum non-consultative services valued less than the equivalent of G \$800,000 each)**

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*(For Contracts procuring lump sum non-consultative services valued less than the equivalent of G \$800,000 each)*

## **Introduction**

These Standard Bidding Documents (SBD) have been prepared by the NPTA for use by the Procuring Entities in the procurement of works through tendering with unlimited and limited participation for small works on a lump-sum-price basis. The procedures and methods presented in this document have been developed on the basis of practical experience, and are mandatory for use in the procurement carried out in whole or in part from the state funds in accordance with the provisions of the Procurement Law.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement are encouraged to contact:

[National Procurement and Tender Administration Board](#)  
[Main & Urquhart Streets, Georgetown, Guyana.](#)  
[Tel Numbers: 227-0094, 223-7041, 223-7042](#)

Or visit our website:  
[www.nptaguyana.org](http://www.nptaguyana.org)

**NPTA**

**GEORGETOWN**

[ ... insert date of issuance ]

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**REQUEST FOR QUOTATIONS FOR SUPPLY OF  
NON-CONSULTATIVE SERVICES**

To

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Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF

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

Brief Description of the Services	Specifications	Quantity	Delivery Period	Place of Delivery

2. Government of Guyana has allocated funds for the procurement of the above services, and for which price quotations are being requested.

**3. Eligibility Criteria:**

- (a) You are required to meet the following criteria to be eligible to be awarded the contract:
- (i) Have the legal capacity to enter into a contract;
  - (ii) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
  - (iii) Not have had your business activities suspended or debarred from public procurement;
  - (iv) Be eligible, as defined below;
- (b) You are requested to submit copies of the following documents as evidence of your eligibility.
- (i) Valid trading license or equivalent [ not applicable in Regions 1,7,8 & 9];
  - (ii) Valid certificate of registration or equivalent[not applicable in Regions 1,7,8 & 9];

**4. Bid Price**

- a) Prices should be indicated for all items listed in the request. *Evaluation and comparison of price quotations, and contract award, shall be done separately for each item or for all the items together (delete unnecessary option).* The requests

determined to be non-responsive to the requirements provided in this Invitation, shall be rejected as uncomformable to provisions of this Invitation. Corrections, if any, shall be made by crossing out, initialing, 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 (GYD) only.

**5. Bid Security/ Bid Securing Declaration**

- (a) Bid Security (Not Applicable).
- (b) Bid Securing Declaration in accordance with the form in Annex 2 is applicable.

**6. Submission of Bids**

- (a) Each bidder shall submit only one quotation and no change of this quotation is allowed. Quotations shall be submitted in writing i.e., by hand delivery to the address stated in Item number 12 of this document, fax (if requested)
- (b) To the extent relevant, quotations should be accompanied by adequate technical documentation and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing service facilities in Guyana.
- (c) The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the bid.
- (d) The set of bidding documents comprise of the following:
  - (i) Layout Drawings of the works;
  - (ii) Structural Details;
  - (iii) Technical Specifications;
  - (iv) Invitation for Quotation (; and
  - (v) Draft Contract Agreement format which will be used for finalizing the agreement for this Contract.
- (e) The bid submitted by the bidder shall comprise the following:-
  - (i) Bid in the format given in Format of Quotation section.
  - (ii) Signed Format of Quotation section

- (f) The bidder shall seal the signed bid in an envelope addressed to the Procuring Entity. The envelope will also bear the following identification:-
- Bid for \_\_\_\_\_” (Name of the Contract)
  - Do not open before \_\_\_\_\_” (time and date of bid opening).
- (g) Bids must be received in the office of the ----- (insert by PE) not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, bids shall be received up to the appointed time on the next working day.
- (h) Any bid received by the ....., (insert by PE ) after the deadline for submission of bids will be rejected and returned unopened to the bidder.
- (i) Bidder must submit valid certificates of compliance from the Guyana Revenue Authority (GRA), and National Insurance Scheme (NIS), and VAT registration (*where applicable*)
- Note:
- *Not applicable to local contractors executing works within Regions 1, 7,8 and 9*
  - *Applicable for all other procurement*

**7. Validity of Quotation**

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

**8. Evaluation of Quotations**

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

- (a) are properly signed; and
- (b) conform to the terms and conditions, and specifications.
- (c) Must conform to applicable Administrative Compliances. (YES/NO)
  - Submission of Valid Certificate of Compliance –GRA
  - Submission of Valid Certificate of Compliances –NIS
  - Submission of Valid Certificate of VAT
  - Completion of Form of Tender (signed)

The Quotation would be evaluated for all the items together/ would be evaluated separately for each item [*Choose one option*].

**9. Award of contract**

The Procuring Entity will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price. The Procuring entity will award the Contract to the Supplier determined to have submitted the lowest priced, responsive quotation separately for *each item or* total price quotation for all the items together (*delete unnecessary option*).

- 9.1 Notwithstanding the above, the Procuring Entity reserves the right to accept or reject any quotations and to cancel the procurement process and reject all quotations at any time prior to the award of contract.
- 9.2 The bidder whose bid is accepted will be notified of the award of contract by the Procuring Entity prior to expiration of the quotation validity period through a purchase order which shall indicate the terms of the contract, in accordance with [the general conditions of contract for purchase orders, which will be provided by the Procuring Entity]
- 10. Payment shall be made within [ ... ] days following delivery and acceptance of the services and after the invoice is submitted-
- 11. Normal commercial warranty/guarantee as provided by manufacturer shall be applicable to all the supplied services.
- 12. You are requested to provide your offer latest by..... hours on ..... *[insert date]*
- 13. We look forward to receiving your quotation to the address indicated below and thank you for your interest in this project. If you are a firm registered in Guyana, you must attach relevant documents confirming ..... *insert reference to relevant revenues and social insurance bodies to which companies contribute*] compliance [ not applicable in Regions 1,7,8 & 9].

(Procuring Entity)

Name: .....

Address: .....

.....

Tel. No. ....

Fax No. ....

E-mail: .....

**14. Defects Liability:**

The “Defects Liability Period” for the work is ..... months from the date of taking over possession or such other period as may be specified in the Bid Data Sheet. During this period, the contractor will be responsible for rectifying any defects in construction free of cost to the Procuring Entity.

**FORMAT OF QUOTATION \***

Sl. No.	Description Services	Specifications and information of services' conformity to requirements in invitation	Qty.	Unit	Quoted Unit Rate in GYD	Total Amount in GYD	
						In Figures	In Words
<b>Gross Total</b>							

We agree to supply the above 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 Request for Quotations.

We also confirm that the normal commercial warrantee/ guarantee of..... months shall apply to the offered services

\_\_\_\_\_  
**Signature of Supplier**

**Date:** \_\_\_\_\_



**BID SECURING DECLARATION**

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

Date: \_\_\_\_\_ *(as day, month and year) of Bid Submission]*  
IFB No.: *[insert number of bidding process]*  
Alternative No.: \_\_\_\_\_ *[insert identification No if this is a Bid for an alternative]*

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]*

**Attachment A**

**REQUEST FOR QUOTATIONS**  
**TEMPLATE FOR PURCHASE ORDER**

<b>Purchase Order No</b>	
<b>Date of Purchase Order</b>	
<b>Name of the Procuring Entity</b>	
<b>Complete Postal Address of Procuring Entity</b>	
<b>Telephone No</b>	
<b>Fax No</b>	
<b>E-mail</b>	
<b>Subject:       SUPPLY OF</b>	

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**TO:   {Please insert Supplier's name and address}**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sirs:

Your price quotation No: \_\_\_\_\_ Dated \_\_\_\_\_ for the supply of the above services is accepted by the Procuring Entity for an amount of \_\_\_\_\_ as per the Terms and Conditions described in the Attachment to this Purchase Order. Please complete your supply in accordance with the terms and conditions contained in the attachment to this Purchase Order.

Please acknowledge receipt within [10 (ten)] days from the date of receipt of this Purchase Order.

Sincerely,

\_\_\_\_\_  
Procuring Entity

**REQUEST FOR QUOTATIONS**  
**Terms and Conditions of Supply**

**Procurement Name:** \_\_\_\_\_ **Procuring Entity:** \_\_\_\_\_  
**Consignee:** \_\_\_\_\_ **Package No:** \_\_\_\_\_

1. Prices and Schedules for Supply

<u>S.No.</u>	<u>Item No.</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Delivery Time</u>
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1.

2.

{Note: In case of discrepancy between unit price and Total derived from unit price, unit price shall prevail}

2. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.

3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding \_\_\_\_\_ months from the date of this Purchase Order.

4. Payment shall be made within [ ... ] days following delivery and acceptance of the services, and after the invoice is submitted-

5. Warranty: Services offered should be covered by supplier's warranty for at least 12 months from the date of delivery to the Procuring Entity. Please specify warranty period and terms in detail.

6. Required Technical Specifications

(i) General Description

(ii) Specific details and technical standards

(iii) Performance Parameters

The Supplier confirms compliance with above specifications {In case of deviations supplier to list all such deviations}

7. Failure to Perform: The Purchaser may cancel the Purchase Order if the Supplier fails to deliver the services, in accordance with the above terms and conditions, in spite of being given 21 days notice by the Procuring Entity, without incurring any liability to the Supplier.

**NAME OF THE SUPPLIER** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Evaluation Report**

### **Request for Quotations (Services)**

<b>1) Procuring Entity</b>		
<b>2) Procurement Name</b>		
<b>3) Details of services Procured</b>		
<b>4) Estimated Cost</b>		
<b>5) Number of suppliers invited</b>		<b>How many responded?</b>
<b>6) Name of Suppliers</b>	<b>Date Quotation Received</b>	<b>Price Quoted</b>
<b>7) Ranking of Responsive Quotations by Price</b>	<b><u>Bidder</u></b>	<b><u>Price</u></b>
<b>8) Non-Responsive Quotations</b>	<b><u>Bidder</u></b>	<b><u>Reason(s)</u></b>
<b>9) Name of the lowest evaluated Supplier</b>		
<b>10) Total price of the Contract</b>		
<b>11) Date of Contract award</b>		
<b>1. Signature of Evaluator</b>		<b>Date:</b>
<b>2. Signature of Evaluator</b>		<b>Date:</b>
<b>3. Signature of Evaluator</b>		<b>Date:</b>