



INVITATION FOR BIDS

Ministry of Human Services and Social Security

The Ministry of Human Service and Social Security invites sealed bids from suitably qualified suppliers for the following:

- ❖ **Supply and Delivery of Drugs and Medical Supplies Lots 1-8**
- ❖ **Supply and Delivery of Office Materials and Supplies Lots 1-7**
- ❖ **Supply and Delivery of Refreshment Supplies for Programme Two (2) -Social Services**

- Bidders must submit one (1) hardcopy (original) and two (2) electronic copies (flash drive only) with an exact PDF version of the hard copy tender. Ensure the envelope of the hardcopy and the electronic copy are identically labelled. The electronic copies (flash drive) should be placed in a smaller envelope and properly affixed to the hardcopy submission.
- The Bid submission must not in any way identify the Bidder and should be clearly marked on the top left-hand corner the supplies being tendered for. Bids must be delivered to the address below by **Thursday the 23rd March 2023 at 9:00am**.
- Each Bid must be accompanied by valid Business Registration, Guyana Revenue Authority (GRA) and National Insurance Scheme (NIS) certificates of Compliance in the name of the Business.
- Interested bidders may uplift the bidding documents from the Accounts Department of the Ministry of Human Service and Social Security, Lot 357, Lamaha & East Street, Georgetown from 9am to 3pm Monday to Friday upon a non-refundable payment of two thousand, five hundred dollars (G\$2,500.00) each. The method of payment will be Cash.
- A bid security of two percent (2%) of the tendered sum is required in the form of a Bank guarantee or a bond from an Insurance company licensed by the Bank of Guyana.
OR
A completed and Signed bid securing declaration form is required if the bid price is less than G\$3,000,000.
- Bids shall be opened by the National Procurement and Tender Administration Board in the presence of bidders' representatives who wish to attend on **Thursday at 9:00am on 23rd March, 2023** at the address: 49 Main & Urquhart Streets, Georgetown or may request a video link from npta.procurement@finance.gov **9:00am on 23rd March 2023**. All late bids will be rejected.

Submission of Bids:

Chairman,
National Procurement and Tender Administration Board,
Ministry of Finance
Lot 49 Main & Urquhart Streets, Georgetown, Guyana.

For Bid Clarifications and Examination:

Procurement Department,
Ministry of Human Services and Social Security,
Lot 357 Lamaha & East Street, Georgetown.
Tel# 226-1013

Permanent Secretary