



# INVITATION FOR BIDS

## Ministry of Human Services and Social Security

The Ministry of Human Service and Social Security invites sealed bids from suitably qualified service providers for the execution of services for the following:

### ❖ **Supply of Garbage bins & collection & disposal of waste for all locations within the Ministry 2024**

- Bidders must submit one (1) hardcopy (original) and one (2) electronic copies (flash drive only) with an exact PDF version of the hard copy tender. Ensure the envelope of the hard copy and the electronic copy are identically labeled. 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 the **04<sup>th</sup> April 2024 at 9:00 a.m.**
- 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 9 a.m. to 3 p.m. Monday to Friday upon a nonrefundable 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
- Suppliers and contractors of all types must be registered in the register of bidders at least seven (7) days before taking part in any procurement proceedings at the link located on the NPTA's website (<https://bidders.npta.gov.gy/registration> )
- Bids shall be opened by the National Procurement and Tender Administration Board in the presence of bidders' representatives who wish to attend on **Thursady at 9:00am on 04<sup>th</sup> April, 2024** at the address: 49 Main & Urquhart Streets, Georgetown or may request a video link from [npta.procurement@finance.gov](mailto:npta.procurement@finance.gov) **9:00am on 04th April, 2024**. 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 Service and Social Security,  
Lot 357, Lamaha & East Street, Georgetown.  
Tel# 226-1013

*Permanent Secretary*