

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:

❖ **Provision of services for 2023**

Lot 1 – Sanitary Disposal

Lot 2 – Pest Control Treatment

❖ **Supply of Garbage bins & Collection & Disposal of Waste**

❖ **Procurement of Security 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 services being tendered for. Bids must be delivered to the address below by Thursday the **09th 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 nonrefundable payment of two thousand, five hundred dollars (G\$2,500.00) each. The method of payment will be Cash.
- In relation to **Provision of services for 2023, Lot 1 – Sanitary Disposal, Lot 2 – Pest Control Treatment and Supply of Garbage bins & Collection & Disposal of Waste**, the bidders must submit bid security of two percent (2%) of the tendered sum in the form of a Bank guarantee or a bond from an Insurance company licensed by the Bank of Guyana.
Or
Bidders must complete and sign Bid Securing Declaration form for tendered sum less than G\$3,000,000.
- For the **Procurement of Security Services**, the bidders must submit an original Bid Security of (1%) of the tendered amount, in the form of a Manager's Cheque, Bank Guarantee or Bond from a licensed financial institution
OR
A duly signed bid securing declaration form for services below G\$15M. completed and sign Bid Securing Declaration form.
- Bids shall be opened by the National Procurement and Tender Administration Board in the presence of bidders' representatives who wish to attend on Tuesday **at 9:00am on 09th March, 2023** at the address: 49 Main & Urquhart Streets, Georgetown or may request a video link from npta.procurement@finance.gov **9:00am on 09th March, 2023**. All late bids will be rejected.

Submission of Bids:

The Chairman,
National Procurement and Tender Administration Board,
Ministry of Finance
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