

Guyana Elections Commission Invitation for Bids (IFB) Provision of Services

1. The **Guyana Elections Commission** invites sealed bids from eligible and qualified bidders for the Provision of **Services** for the following projects:-
 1. **Provision of Services in two (2) Lots:**
Lot 1 : Sanitary Disposal
Lot 2: Pest Control
 2. **Provision of Service for the Maintenance of Perkins and Whisperwatt Generators**
2. Bidding will be conducted through the National Competitive Bidding (NCB) procedures, specified in the Procurement Act 2003, and is open to all bidders, subject to provisions of Section IV (Eligible Countries) of this document.
3. Interested eligible bidders may obtain further information from **Guyana Elections Commission: Administrative Manager, Tel # 225-5829** and uplift Bidding Documents at **Lot 9 Fort and Barrack Streets, Kingston, Georgetown from 08:00 hours to 16:00 hours Monday – Thursday and 08:30 to 15:00 Friday** upon payment of a non-refundable fee of **three thousand dollars (G\$3,000) per document for each project**. The method of payment will be cash.
4. Qualification requirements include: **Valid GRA Compliance, Valid NIS Compliance, Completed Supplier's Bid Form and Completed Price Schedule**. Additional details are provided in the Bidding Documents.
5. **Bids must be submitted in an original and two (2) electronic Copies (flash drives) with exact PDF version of the hardcopy tender. Bidders are to ensure the envelopes of the hardcopy and the electronic copies are identically labeled; Electronic copies (flash drives) should be placed in a smaller envelope and properly affixed to the hardcopy submission, addressed to the Chairman, National Procurement and Tender Administration Board, Ministry of Finance, Main and Urquhart Streets, Kingston with the name of the project clearly marked on the top left hand corner:**
 1. **Provision of Services in two (2) Lots:**
Lot 1 : Sanitary Disposal
Lot 2: Pest Control
 2. **Provision of Service for the Maintenance of Perkins and Whisperwatt Generators**

The envelope in no way should identify the tenderer and each bid document must be placed in separate envelopes.
6. Bids must be deposited in the Tender Box at the **National Procurement and Tender Administration Board, Ministry of Finance, Main & Urquhart Street, Georgetown** before **09:00 hours on or before Tuesday, 31st January, 2023**.
7. The Ministry of Finance reserves the right to accept or reject any or all Tenders without assigning any reason(s).

**Administrative and Support Services Manager
Guyana Elections Commission
Telephone Number: 225-5829**