

STANDARD BID SOLICITATION DOCUMENT

GOVERNMENT OF GUYANA



(insert name of Procuring Entity)
(insert name of project)

Request for Quotations – Goods and Related Services

(VALUE BELOW G\$3Million)

REQUEST FOR QUOTATIONS - GOODS AND RELATED SERVICES

(VALUE BELOW G\$3Million)

Introduction

This Bidding Document for Procurement of Goods and Related Services for contracts valued less than G\$3 million has been prepared by the National Procurement and Tender Administration Board, for use in Guyana.

The procedures and methods presented in this document have been developed on the basis of practical experience and are mandatory for procurement in accordance with the provisions of the Procurement Act 2003, Cap 73:05 and Regulations.

Request for additional information can be forwarded to:

(insert name of procuring entity and relevant contact information)

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INVITATION FOR QUOTATIONS FOR THE SUPPLY OF

.....

To.....

Dear Sir/Madam,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF

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

Brief Description of the Goods/Related Services	Quantity	Delivery Period	Place of Delivery	Installation Requirement if applicable

Goods and Related Services must conform to the Technical Specifications as detailed at page(s) (insert page(s) no.)

The contract shall be for the full quantity as described above.

2. Funds have been provided by the Government of Guyana.

INSTRUCTIONS TO BIDDERS

1. Bid Price

- a) Corrections, if any, shall be made by crossing out, initialling, dating and re writing. ***The prices inserted shall be in indelible ink. The use of correction fluid (white -out) is strictly prohibited.***
- b) Prices shall be quoted including all taxes (including Value Added Tax), 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 only**.

2. Bid Securing Declaration

A signed Bid Securing Declaration in accordance with **Form B** (*insert page*) is required.

3. Each bidder shall submit **only one (1) price quotation**. Quotations shall be submitted as specified in **Form A**, placed in sealed envelopes and addressed to the Procuring Entity (*insert name Procuring Entity*) on or before (*insert date, time and place for submission*)

4. Validity of Quotation

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

5. Evaluation of Quotations

The Procuring Entity shall evaluate and compare quotations, using only the Evaluation Criteria and qualifications, as specified in the Request for Quotation (*insert page*).

6. The Quotation would be evaluated per item, except when the items are procured in lots.

7. Award of contract

The Procuring Entity will award the contract to the bidder whose quotation has been determined to be the most substantially responsive i.e. having met all the terms and conditions, specifications /requirements and who has offered the lowest evaluated price for item/lot.

- 7.1 Notwithstanding the above, the Procuring Entity reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- 7.2 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.

- 7.3 The successful bidder will be required to enter into a contract with the Procuring Entity in the form and manner specified in the Request for Quotation.

8. Payment shall be made within **seven (7) working days** after delivery of the goods and related services.

9. Normal commercial warranty as provided by manufacturer shall be applicable to all the supplied goods (*where applicable*)

10. You are requested to submit the completed Request for Quotation document on or before [*insert date, time and place*]
11. Quotations will be opened in the presence of bidders or their representatives who wish to attend at the time, on the date and at the address specified.
12. Your quotation must be addressed to
 (*insert address*)
 and deposited in the Tender Box of
 by 9 am on (*insert statutory date*) of2019.
13. Liquidated damages
- Applicable rate: (*insert*)_____ for untimely execution of order.
- Maximum deduction: (*insert*) _____.
- (Applicable rate should not exceed (0.05) percent per week and the maximum amount should not exceed ten (10) percent of the Contract Price)*
14. **Settlement of Disputes**
 Disputes arising out of or in connection with the Contract shall be settled in accordance with the Laws of Guyana.
15. **Retention**
- 15.1 *No retention shall be applied on consumables, but warranties /guarantees and expiry dates do apply.*

DELIVERY SCHEDULE

Description, Specification of Item/Good	Earliest Delivery Date	Latest Delivery Date	Bidder's Proposed	
			Earliest	Date

PRICE SCHEDULE

Sr. No.	Description of Goods/Specification	Quantity	Unit	Unit Rate (G\$)	VAT (G\$)	Total Price (G\$)

***All prices must be VAT inclusive where applicable**

We/I agree to supply the above goods and or related services in accordance with the requirements of the Request for Quotation to the total sum of (Amount in figures)
(Amount in words), confirmed by the attached Price Schedule which is part of the Request for Quotations.

The Value Added Tax (VAT) for our bid is
 (amount in words and figures)

The Price of our bid, including VAT is
(insert the total bid price in words and figures, in Guyana dollars as per details given in the price schedule attached)

We also confirm that the normal manufacturer's commercial warrantee/guarantee of..... Months shall apply to the offered goods.

.....
Date

.....
Signature of Supplier

.....
Seal/Stamp

FORM B

Bid-Securing Declaration

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

Date of Bid Submission (<i>day/month/ year</i>):
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RTB, MTB Reference No. (<i>number of bidding process</i>):
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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 Procuring for the period of time of[to be inserted by the Procuring Entity, insert **number of months or years**] starting on..... [date to be inserted by the Procuring], 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 Procuring Entity 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 (28) after the expiration of our Bid.

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]

Evaluation and Qualification Criteria

(insert name of project)

No.	Descriptions	Responses	
		Yes	No
1	Submission of a valid business registration or certificate of incorporation that is clearly legible .		
2	Submission of a valid NIS compliance certificate in the name of the business as per business registration. Document must be clearly legible .		
3	Submission of a valid GRA compliance certificate in the name of the business as per business registration. Document must be clearly legible .		
4	Completed and signed bid submission form/form of tender/supplier's bid page (<i>insert page number</i>).		
5	Completed and signed delivery schedule (<i>insert page number</i>) or statement of agreement to supply goods/services within the period specified in the delivery schedule (<i>insert page number</i>).		
6	Completed and signed Bid Securing Declaration Form (<i>insert page number</i>)		
7	Written confirmation of authorizing signatory must be provided. For the incorporated company this must be in the form of a Power of Attorney endorsed by a Commissioner of Oaths or Justice of Peace . For a registered business that has appointed an employee to sign the bid a letter of authorizing signatory must be provided.		

1. All responsive bids must be checked for arithmetic errors show corrected and original sum.
2. Successful bidder must obtain all passes (**YES**) as listed in the evaluation criteria above to be considered for financial assessment.
3. The Contract shall be awarded to the bidder whose bid is determined to be substantially responsive (**that is, meeting all the technical/functional specification/requirements as request by the quotation**) and who has offered the lowest price.
4. A penalty of immediate rejection of a bid or termination of contract will be applied upon discovery of misrepresentation of information.