

GOVERNMENT OF GUYANA



STANDARD BIDDING DOCUMENT GOODS PROCUREMENT USING SHOPPING PROCEDURES

For

SUPPLY OF UNIFORM FOR GUYANA ENERGY AGENCY STAFF

November 10, 2021

GOODS AND RELATED SERVICES (VALUE G\$0.8 M – G\$5M)

Introduction

This Bidding Document for Procurement of Goods and Related Services – contracts valued above G\$0.8 – \$5 million has been prepared by the National Procurement and Tender Administration Board.

The procedures and methods presented in this document have been developed on the bases of practical experience and consultations with stakeholders, and are mandatory for procurement in accordance with the provisions of the Procurement Legislations in Guyana.

Request for additional information can be forwarded to:

[Guyana Energy Agency](#)
[195 Quamina Street, South Cummingsburg](#)
[Georgetown](#)
[Tel Numbers: 225-8569 ext. 236](#)

Or visit our website:

[Email: gea@gea.gov.gy](mailto:gea@gea.gov.gy)

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CHECKLIST

- ✓ Business Registration
- ✓ NIS
- ✓ GRA
- ✓ Price schedule completed and signed
- ✓ Delivery schedule completed and signed
- ✓ Bid securing declaration completed and signed

GEORGETOWN

November 10, 2021

Dear Sir/Madam,

**INVITATION FOR BID TO SUPPLY UNIFORMS FOR THE STAFF OF THE GUYANA
ENERGY AGENCY (GEA)**

1. You are invited to submit your most competitive Bid for the following goods as per table 1 below:

Lot 1- Shirts, pants, skirts

Lot 2- Polo T-Shirts

Brief Description of the Goods	Specifications*	Quantity	Delivery Period	Place of Delivery
LOT 1: SHIRTS, PANTS, SKIRTS				
1.1 Male Shirts (long sleeve)	Type of material: chambray? (Material to be supplied by bidder) Shirt style as per attached drawing, one pocket on left breast with GEA logo (embroidery). The embroidery must be covered on the inside to avoid skin irritation.	29	50 days from signing of contract	295 Quamina Street, Georgetown
1.2 Male Shirts (short sleeve)	Type of material: chambray? (Material to be supplied by bidder) Shirt style as per attached drawing, one pocket on left breast with GEA logo (embroidery). The embroidery must be covered on the inside to avoid skin irritation.	87	50 days from signing of contract	295 Quamina Street, Georgetown
1.3 Shirt Jack	Type of material: Cotton or polyester	12	50 days from signing of contract	295 Quamina Street, Georgetown
1.4 Female Shirts (3/4 sleeve)	Type of material: chambray (Material to be supplied by bidder) Shirt style as per attached drawing, one pocket on right breast with GEA logo (embroidery). The embroidery must be covered on the inside to avoid skin irritation	37	50 days from signing of contract	295 Quamina Street, Georgetown
1.5 Male Pants	Ready-made denim pants for males (front and back pockets). Colours - black, khaki, grey. See drawings for style	62	50 days from signing of contract	295 Quamina Street, Georgetown
1.6 Females Pants	Supply ready-made denim pants for females (front pockets) with zip at front. See drawings for style	61	50 days from signing of	295 Quamina Street, Georgetown

	Colours - black, khaki, grey		contract	
1.7 Females Skirt	Supply ready-made Tetrix skirts for females (no pockets) A-line Zip at the side Colours - black, khaki, grey And Supply ready-made denim skirts for females (no pockets) A-line Zip at the back Colours - black, khaki, grey	10 8	50 days from signing of contract	295 Quamina Street, Georgetown
LOT 2: T-SHIRTS				
2.1 Jersey	Polo T-shirts with one (1) left chest embroidery logo Colours - mustard, mint green, black	310	50 days from signing of contract	295 Quamina Street, Georgetown

Table 1- Detail specification of items

Goods and Related Services must conform to the Technical Specifications as detailed at page

2. Funds have been provided by the Government of Guyana.
3. **Bid Price**
 - a) Prices should be indicated for all items listed in table 1 above. *Evaluation and comparison of price quotations, and contract award, shall be done separately for each Lot.* The requests determined to be non-responsive to the requirements provided in this Invitation, shall be rejected as unconfirmable to provisions of this Invitation. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
 - b) Prices shall be quoted including all taxes, duties, and other levies paid or payable for delivery of goods to the place of delivery indicated above where applicable.
 - 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 (GYD) only.
4. Each bidder shall submit **an original** of the bid document plus **one (1) paper copy and one (1) exact copy in an electronic PDF format on a USB flashdrive**. Bids shall be submitted in writing in sealed envelopes to the address below:

**Chairman,
Ministerial Tender Board
Office of the Prime Minister
205 Colgrain House
Camp Street
Georgetown.**

Bidders are required to complete the bid document and submit in its entirety. No part of the bid document should be removed. Additional information should be securely fastened to the bid document for submission.

5. Validity of Bids

Bids shall remain valid for a period not less than **120 days** after the deadline specified for submission.

6. Evaluation of Bids

The bids will be evaluated and compared to determine if it is substantially responsive i.e.:

- (a) properly signed;
- (b) conform to the terms and conditions, and specifications; and
- (c) include submission of GRA, NIS compliances, and VAT registration where applicable

The bids would be evaluated separate in lots.

7.0 Award of Contract

The Procuring Entity will award the contract to the bidder whose bid has been determined to be substantially responsive to the requirements of the tender document and who has offered the lowest evaluated price- given the point at 6, is it lowest price per item or lot?

- 7.1 Notwithstanding the above, the Procuring Entity reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids 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 bid validity period.
- 7.3 The successful bidder will be required to enter into an agreement with the Procuring Entity in the form and manner specified in Annex 5.
- 8. Payment shall be made within seven (7) working days after satisfactory completion and delivery of the goods and related services.
- 9. Normal commercial warranty/ guarantee as provided by manufacturer shall be applicable to all the supplied goods.
- 10. You are requested to provide your offer latest by this date has passed
- 11. Bids will be opened in the presence of bidders or their representatives who wish to attend at the time, on the date and at 9:00hrs on **December 2, 2021** at **the Ministerial Tender Board ,Office of the Prime Minister,205 Colgrain House, Camp Street Georgetown, Guyana**

12. Your bid must be clearly marked ‘**Supply of Uniform for the Guyana Energy Agency**’ on the top left corner of the outer envelope and addressed to the **Ministerial Tender Board ,Office of the Prime Minister,205 Colgrain House,Camp Street, Georgetown** by 9:00hrs on **December 2, 2021.**

A pre-bid meeting will be held on **November 18, 2021 @13:30 hrs** via ZOOM. Potential bidders are required to submit a sample of the cloth material for (Lot 1- Skirts, pants, shirts) before the pre-bid meeting date to the Guyana Energy Agency- Administrative Department ,295 Quamina Street, South Cummingsburg, Georgetown, Guyana.

ZOOM link information can be requested via email : gea@gea.gov.gy

13.0 **Bid Security / Bid Securing Declaration**

- 13.1 **No bid security for goods below G\$3 million.**

- 13.2 **For goods above G\$3million, the Bidder shall furnish**, as part of his bid, [**A bid security between 1 – 2% of the tendered sum**] [The form of bid security in accordance with Annex 3)] with a validity period for not less than 2 weeks upon the expiry of the bid validity period and in line with the form in Annex 3. (not applicable)

- 13.3 A signed Bid Securing Declaration in accordance with Annex 4 (page 10) is required for all goods **above G\$800,000.** (Eight hundred thousand dollars)

- 13.4 The bid security may be forfeited, or the Bid Securing Declaration executed, if the Bidder:

- (a) withdraws his bid after it is opened during the period of validity specified in the bid; or,
- (b) having been awarded the contract fails:
 - (1) to sign the contract on the terms and conditions provided in his bid; or
 - (2) to furnish the Performance Security, if required to do so.

14. **Defects Liability (Section not applicable)**

The “Defects Liability Period” for the goods and related services is one (1) month from the date of taking possession, the contractor will be responsible for rectifying any defects with the good (s) free of cost to the Procuring Entity.

15.0 **Delays in the Supplier’s Performance and Liquidated Damages**

- 15.1 Delivery of the Goods shall be carried out by the Supplier, in accordance with the schedule indicated by the Procuring Entity in the *Schedule of Requirements*.

- 15.2 The Supplier’s performance of his delivery obligations shall render the Supplier liable for payment of liquidated damages in the amount specified by the procuring entity, unless an extension of time is agreed upon by the parties without application of liquidated damages. Once the maximum deduction specified is reached, the Procuring Entity may consider termination of the Contract.

15.3 **Liquidated Damages**

Applicable rate: 0.05% for untimely execution of order.

Maximum deduction: five (5) percent of the contract price.

(Applicable rate should not exceed (0.05) percent per week and the maximum amount should not exceed five (5) percent of the Contract Price)

16.0 **Mobilization Advance - (Section not applicable)**

16.1 Except where the related works involve civil works, a mobilization advance of twenty (20) percent of the cost of the civil works shall apply.

17.0 **Performance Security**

17.1 Within seven (7) days of receipt of notification of award, the successful Bidder shall furnish the Procuring Entity with a performance security in the amount of 10% of the contract price. This security may be in the form of a bank guarantee.

18.0 **Retention**

18.1 No retention shall be applied on consumables, but warranties, guarantees and expiry dates to apply.

18.2 Retention on fixed assets shall be determined by the procuring entity on a case-by-case basis.

19.0 **Eligibility and Qualifications of Bidders**

19.1 In order to be awarded a procurement contract, Bidders should possess the technical and financial capacity needed to perform the contract, should fulfill their tax and social insurance fund liabilities in Guyana, and should not currently be subject to a debarment penalty, and must comply with the specific eligibility and qualification requirements referred to in the *bid documents*. Bidders shall provide the information and any supporting documentation required by the Bidder Information Form.

19.2 The bidders should not have a conflict of interests, including involvement in more than one bid in this proceeding, should not be associated nor have been associated in the past, directly or indirectly, with any agency or any of its representative, affiliate, that have been engaged by the Procuring Entity to provide consulting services at the preparation stage of the bidding documents, technical specifications and other documentation that are subject to be used in the procurement of goods which must be purchased in accordance with the Invitation for Bids. In case when the indicated facts are discovered, the Bidder's bid shall be rejected.

Technical Specifications

Uniform must:

- 1. Type of material:** Chambray (Material to be supplied by bidder)
- 2. Shirt style:** As per attached drawing, one pocket on left breast with GEA logo (embroidery). The embroidery must be covered on the inside to avoid skin irritation.
- 3.** Supply ready-made denim pants for males (front and back pockets, pleated).
 - Colours - black, khaki, grey. See drawings for style
- 4.** Supply ready-made denim pants for females (front pockets) with zip at front. See drawings for style. Colours - black, khaki, grey
- 5.** Supply ready-made Tetrix skirts for females (no pockets), A-line, Zip at the side. Colours - black, khaki, grey
- 6.** Supply ready-made denim skirts for females (no pockets), A-line, Zip at the back. Colours - black, khaki, grey

Additional information to bidders

1. A sample of the cloth to be used **MUST** be provided to the procuring entity no later than **November 18, 2021** for the respective Lot(s) for which they have submitted a bid:

Lot 1:

a. Shirts:

- One (1) Ready-made long sleeve shirt for male
- One (1) short sleeve shirt for male
- One (1) $\frac{3}{4}$ sleeve shirt for female

b. Pants:

- One (1) pair ready-made pants for female
- One (1) pair ready-made pants for male

c. Skirt:

- One (1) ready-made skirt for female

Colour charts for the Shirts, Pants and Skirts must also be listed by the Supplier.

2. Each sample must identify the type of material used. Failure to submit a sample will disqualify the bidder.
3. All samples must be properly labelled and will be returned to the bidders subsequently.
4. The successful bidder will be provided with a list of the sizes and colours for each Lot of goods to be supplied after the signing of the contract.

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: _____ *[insert date (as day, month and year) of Bid Submission]*

NCB No.: _____ *[insert number of bidding process]*

Page _____ of _____ pages

1.	Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2.	DELETED
2.	Bidder's actual or intended Country of Constitution or Incorporation <i>[insert actual or intended Country of Constitution or Incorporation]</i>
3.	Bidder's Year of Constitution or Incorporation: <i>[insert Bidder's year of constitution or Incorporation]</i>
4.	Bidder's Legal Address in Country of Constitution or Incorporation <i>[insert Bidder's legal address in country of constitution or incorporation]</i>
6. Bidder's Authorized Representative Information Name: _____ <i>[insert Authorized Representative's name]</i> Address: _____ <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: _____ <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: _____ <i>[insert Authorized Representative's email address]</i>	
7.	Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <div style="text-align: center;"> Articles of Incorporation or Constitution of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. </div>

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date OF Bid Submission: <i>(day/month/year)</i>
NCB No:
Invitation for Bid No:
Alternative No: <i>[insert identification No if this is a Bid for an alternative]</i>

TO: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: _____ *[insert the number and issuing date of each Addenda];*

(b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services;

[insert a brief description of the Goods and Related Services];

(c) The total price of our Bid, excluding any discounts offered in item (d) below, is:

[insert the total bid price in words and figures, in Guyana dollars as per details given in the price schedule attached].

(d) The discounts offered and the methodology for their application are:

Discounts. If our bid is accepted, the following discounts shall apply.

[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]

Methodology of Application of the Discounts. The discounts shall be applied using the following method: _____ *[Specify in detail the method that shall be used to apply the discounts];*

(e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 44 and GCC Clause 17 for the due performance of the Contract;

(g) We, including any subcontractors or suppliers for any part of the contract, have nationality from eligible countries _____ *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JVCA, and the nationality each subcontractor and supplier]*

(h) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;

(i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible, under the Purchaser’s country laws or official regulations, in accordance with ITB Sub-Clause 4.3;

(j) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

(k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

(m) We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Guyana.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

(n) We are registered/ not registered in Guyana (*Firms who are registered should attach documents to confirm their compliance with IRD/NIS regulations*).

Signed: _____
[insert signature of person whose name and capacity are shown]

In the capacity of _____
[insert legal capacity of person signing the Bid Submission Form]

Name: _____
[insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: _____
[insert complete name of Bidder]

Dated on _____ day of _____, _____ *[insert date of signing]*

Annex 3

Bid-Securing Declaration*[The Bidder shall fill in this Form if applicable pursuant to BDS.]*

Date OF Bid Submission: (day/month/year)
NCB No:[Insert number of bidding process]
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 Purchaser for the period of time of two (2) starting on signature of Contract 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 Purchaser 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 after the expiration of our Bid.
4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid. If the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

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]*

Price Schedule:

Annex 4

Purchaser's Country _____			Currency in G \$			Date: _____		
1	2	3	4	5	6	7	8	
Line Item N°	Description of Goods	Delivery Date	Quantity and physical unit	Unit price for delivery in (named place of destination inclusive of duties, inland transportation, insurance etc)	Total price per line item (Col. 4×5)	Sales and other taxes payable per item if Contract is awarded (in accordance with ITB 14.6)	Grand Total 6 + 7	
1	Male Shirts (long sleeve) 29	[insert quoted Delivery Date]	29	[insert unit price]	[insert total price per line item]	[insert sales and other taxes payable per line item if Contract is awarded]		
2	Male Shirts (short sleeve)		87					
3	Shirt Jack		12					
4	Female Shirts (3/4 sleeve)		37					
5	Male Pants		61					
6	Females Pants		62					
7	Females Skirt		10					
8	Polo Jersey		310					
Total Price								

Name of Bidder [insert complete name of Bidder] Signature of Bidder [signature of person signing the Bid] Date [insert date]

Date: _____

1	2	3	4	5	6
Item N°	Description of Services (including inland transportation and other services required in the Purchaser's country to convey the goods to their final destination)	Delivery Date at place of Final destination	Quantity and physical unit	Unit price in G \$ inclusive of all taxes and duties	Total Price per Service (Col. 5*6 or estimate) in G \$
	<i>[insert name of Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>
Total Bid Price					

1. List of Goods and Delivery Schedule

[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]

Line Item N°	Description of Goods	Quantity	Physical unit	Named place of Destination as specified in BDS	Delivery Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder’s offered Delivery date <i>[to be specified by the bidder]</i>
1	Male Shirts (long sleeve)	29	each	Guyana Energy Agency 295 Quamina Street, South Cummingsburg, Georgetown	50 days from signing of contract	70 days from signing of contract	<i>[insert the number of days following the date of effectiveness the Contract]</i>
2	Male Shirts (short sleeve)	87	each		50 days from signing of contract	70 days from signing of contract	
3	Shirt Jack	12	each		50 days from signing of contract	70 days from signing of contract	
4	Female Shirts (3/4 sleeve)	37	each		50 days from signing of contract	70 days from signing of contract	
5	Male Pants	61	each		50 days from signing of contract	70 days from signing of contract	
6	Females Pants	62	each		50 days from signing of contract	70 days from signing of contract	

7	Females Skirt	10	each		50 days from signing of contract	70 days from signing of contract	
8	Polo T-Shirt	310	each		50 days from signing of contract	70 days from signing of contract	

Schedule of Requirements

Supply of Uniform for the Guyana Energy Agency Staff

Item	Brief Description of Goods	Quantity	Place of Delivery	Delivery Schedule from Signing of Contract			
				Earliest Delivery Date	Latest Delivery Date	Bidder's Offered Delivery Date	
						Earliest Date	Latest Date
1	Male Shirts (long sleeve)	29	Guyana Energy Agency 295 Quamina Street, South Cummingsburg, Georgetown	50 days after signing of contract	70 days after signing of contract		
2	Male Shirts (short sleeve)	87					
3	Shirt Jack	12					
4	Female Shirts (3/4 sleeve)	37					
5	Male Pants	61					
6	Females Pants	62					
7	Females Skirt	18					
8	Polo T-Shirt	310					

Agreement

THIS AGREEMENT is made the _____ day of, 2021

BETWEEN

- (1) The Guyana Energy Agency, a body corporate of *the Government of Guyana, or corporation incorporated under the laws of Guyana* and having its principal place of business at 295 Quamina Street, South Cummingsburg, Georgetown (hereinafter called “the Procuring Entity”), and
- (2) a corporation incorporated under the laws of Guyana and having its principal place of business at(hereinafter called “the Supplier”).

WHEREAS the Procuring Entity invited bids for certain Goods and ancillary services, viz., Print & Deliver 2021 Calendars and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of Guyana dollars [G\$] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Procuring Entity and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (e) The Supplier’s Bid and original Price Schedules
 - (f) The Procuring Entity’s Notification of Award
 - (g) _____ [Add here any other document(s)]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *[Guyana]* on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed: _____ *[Dr. Mahender Sharma]*
in the capacity of *Chief Executive Officer, GEA*

in the presence of _____ *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: _____ *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of _____ *[insert title or other appropriate designation]*

in the presence of _____ *[insert identification of official witness]*

Annex 8

Manufacturer's Authorization (Section not applicable)

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so, indicated in the **BDS**.]*

Date OF Bid Submission: <i>(insert date: day/month/year)</i>
NCB No: <i>[Insert number of bidding process]</i>
Alternative No: <i>[insert identification No if this is a Bid for an alternative]</i>

To: _____ *[insert complete name of Procuring Entity]*

WHEREAS

We _____ *[insert complete name of Manufacturer]*, who are official manufacturers of _____ *[insert type of goods manufactured]*, having factories at _____ *[insert full address of Manufacturer's factories]*, do hereby authorize _____ *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us _____ *[insert name and or brief description of the Goods]*, and to subsequently negotiate and represent us solely and exclusively and sign the Contract against the above IFB.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: _____ *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: _____ *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: _____ *[insert title]*

Duly authorized to sign this Authorization on behalf of:

_____ *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ *[Name and Address of Procuring Entity]*

Date: _____

BID GUARANTEE No.: _____

We have been informed that _____ *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of _____ *[name of contract]* under Invitation for Bids No. _____ *[IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we _____ *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ *[amount in figures]* _____ *[amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Procuring Entity during the period of bid validity, (i) fails or refuses to execute the Contract, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Annex 10

Performance Security - (Section not applicable)

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: _____ *[insert date (as day, month, and year) of Bid Submission]*
NCB No. _____ and title: _____ *[insert no. and title of bidding process]*

Bank's Branch or Office: _____ *[insert complete name of Guarantor]*

Beneficiary: _____ *[insert complete name of Procuring Entity]*

PERFORMANCE GUARANTEE No.: _____ *[insert Performance Guarantee number]*

We have been informed that _____ *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. _____ *[insert number]* dated _____ *[insert day and month]*, _____ *[insert year]* with you, for the supply of _____ *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding _____ *[insert amount(s) in G \$ in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the _____ *[insert number]* day of _____ *[insert month]* _____ *[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[signatures of authorized representatives of the bank and the Supplier]

¹ The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Procuring Entity.

² Dates established in accordance with Clause 17.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 15.1 of the GCC intended to be secured by a partial Performance Guarantee. The Procuring Entity should note that in the event of an extension of the time to perform the Contract, the Procuring Entity would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Procuring Entity might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Procuring Entity's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

Annex 11

Evaluation Criteria

Criteria	Pass/Fail
Completed and signed bid submission form (Annex 2).	
Submission of a valid business registration or certificate of incorporation that is clearly legible.	
Submission of a valid GRA compliance certificate in the name of the business as per business registration. Document must be clearly legible.	
Submission of a valid NIS compliance certificate in the name of the business as per business registration. Document must be clearly legible.	
Completed and signed price schedule	
Completed and signed delivery schedule or statement of agreement to supply indicate where the delivery schedule/requirement schedule is located in the document goods/services within the period specified in the delivery schedule	
Completed and signed bid securing declaration form (Annex 3) if the bid price is less than: G\$3,000,000 for goods/services	
Demonstrate experience and technical capacity by providing documentary evidence that shows the supply of goods/services similar to the items in the Invitation for bid and Technical Specification. Bidder must provide copies of contracts with previous clients, or copies of valid invoices showing items supplied to clients. Bidder must demonstrate the experience of supplying goods/services to a minimum value of \$800,000.	
Provision of samples as specified in the Technical Specifications. An assessment will be performed to determine if the samples are in accordance with the quality requirements as stated in the Technical Specifications. Each sample must be securely fastened to the bid submission. In the document it was stated that samples should be submitted on the 18 November ,2021 . Bid opening is on the 2nd December ,2021	
Evidence of financial capacity representing 20% of the bid price. Bidder must provide a bank statement or letter of credit from a bank. The document must be dated within one month of the bid opening date and be clearly legible. When a photocopy is presented, it must be certified a 'true copy of original' by the issuing company.	
Bidder must provide a letter of Authorization for the Procuring Entity to seek reference from the bidder's Bank and/or Surety relating to the financial capacity evidence supplied. The document must be dated within one month of the bid opening date and be clearly legible.	
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.	
The Bidder shall provide accurate information on the related Bidder Information Form as provided in Annex 1 about any litigation or arbitration resulting from contracts completed or on-going under its execution over the last five years. Pending Litigation: All pending litigation shall in total not represent more 50% of the Bidder's net worth and shall be treated as resolved against the bidder Litigation History: Non-performance of a contract did not occur as result of suppliers' default since 1st January, 2018. Bidder must state whether he has subcontracted with another supplier or contractor that is the subject of a debarment or suspension order by the Public Procurement Commission.	

DRAWINGS/DESIGNS

(MALES – Shirts)



Female ¾ sleeve shirts



Colour of Material Required for Pants and Skirts

Colors
**NEUTRAL
GRAY**
C 49 M 37 Y 41 K 3
R 127 G 142 B 140
HEX #88888C
PANTONE 17-4402



Khaki

HEX #C3B091
RGB 195 176 145



Black



Men Trouser style with one pleat



Female Trouser style without pleat



Female skirt (A-Line)



Award of contract

The contract will be awarded to the bidder who is substantially technically responsive to the bid document and who has offered the lowest bid price.