

# GOVERNMENT OF GUYANA



## **PROCUREMENT OF NON-CONSULTATIVE SERVICES REQUEST FOR QUOTATION**

for

Maintenance and Repairs of Air Conditioning Units  
for the Guyana Energy Agency

December 23, 2021

# **PROCUREMENT OF NON-CONSULTATIVE SERVICES REQUEST FOR QUOTATION PROCEDURES**

## **Introduction**

These Standard Bidding Documents (SBD) have been prepared by the NPTA for use by the Procuring Entities in the procurement of works through tendering with unlimited and limited participation for small works on a lump-sum-price basis. The procedures and methods presented in this document have been developed on the basis of practical experience, and are mandatory for use in the procurement carried out in whole or in part from the state funds in accordance with the provisions of the Procurement Law.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement are encouraged to contact:

[Guyana Energy Agency](#)  
[295 Quamina Street,](#)  
[South Cummingsburg,](#)  
[Georgeown](#)  
[Tel Numbers: 225-8569 \(ext. 203, 242\)](#)

[Or send email to: gea@gea.gov.gy](mailto:gea@gea.gov.gy)

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**REQUEST FOR QUOTATIONS FOR SUPPLY OF  
NON-CONSULTATIVE SERVICES**

**Reference #: GEA/G/033/2021**

To

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Dear Sir/Madam,

**Sub: INVITATION OF BIDS FOR MAINTENANCE AND REPAIRS OF AIR  
CONDITIONING UNITS FOR THE GUYANA ENERGY AGENCY**

1. The GEA is desirous of having its AC units properly serviced and maintained to ensure that they can continue to operate efficiently. As such, bidders are invited to submit their most competitive bid for the provision of maintenance and repairs services for the AC systems described below.

Capacity	Model	Qty
<b>3<sup>rd</sup> Floor</b>		
18000BTU (CEO)	Samsung	1
18000BTU (Secretariat)	CIAC	1
12000BTU (Legal officer)	Carrier	1
12000BTU (DCEO)	Carrier	1
<b>2<sup>nd</sup> Floor</b>		
12000BTU (Head Admin)	Samsung	1
12000BTU (Admin)	Carrier	1
12000BTU (Human Resource)	Samsung	1
12000BTU (Accounting Officer)	Samsung	1
12000BTU (PCO)	Carrier	1
18000BTU (PMU)	Samsung	1
12000BTU (Economist)	Samsung	1
18000BTU (EESD)	Samsung	1
9000BTU (Head, Finance)	Premium	1
18000BTU (Accounts Division)	CIAC	1
24000BTU (Engineers)	Carrier	3
<b>1<sup>st</sup> Floor</b>		
12000BTU (Internal Auditor)	Samsung	1
36000BTU (Licensing)	Samsung	1
9000BTU (Legal Officer)	Premium	1
12000BTU (Registry)	Carrier	1

9000BTU (Head FMD)	Cannon	1
12000BTU (Data Management)	Carrier	1
24000BTU (Lab)	Samsung	1
12000BTU (Marking)	Samsung	1
<b>Other</b>		
12000BTU (Linden outpost situated at Mckenzie Bridge)	Carrier	1
<b>Total</b>		<b>26</b>

2. The service provider will be responsible for undertaking general maintenance and repair works to the AC Units for a duration of 1 year, initiated by a request from the procuring entity to effect said maintenance and or repairs and shall respond within 12 hours of all such requests.

### 3. Eligibility Criteria:

- 3.1 In order to be awarded the contract, bidders should possess the technical capacity needed to perform the contract, should fulfill their tax and national 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 evaluation criteria. Bidders shall provide the information and any supporting documentation required by the Bidder Information Form.
- 3.2 The bidders should not have a conflict of interest, 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.

### 4. Bid Price

- a) Prices should be indicated for all items listed in the request. 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 provision of the services.
- 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.

## 5. Bid Submission and Opening

- a) Each bidder shall submit bids in writing in sealed envelopes addressed to the **Chairman, Ministerial Tender Board (MTB), Office of the Prime Minister (OPM), Colgrain House, Camp Street, Georgetown. The envelope must be clearly marked ‘Bid for Maintenance and Repairs of AC Units for GEA’ on the top left corner.**
- b) The bid must be deposited in the tender box of the MTB no later than **January 20, 2022**
- c) Any bid received by the MTB after the deadline for submission of bids will be rejected.
- d) Bids will be opened in the presence of bidders or their representatives who wish to attend at 9:00hrs on **January 20, 2022** at the Ministerial Tender Board, OPM.

## 6. Bid Securing Declaration

Bid Securing Declaration in accordance with the form in Annex 3 is applicable.

## 7. Validity of Bids

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

## 8. Evaluation of Bids

The Procuring Entity will evaluate and compare the bids determined to be substantially responsive where:

- (a) the Bid form and Price Schedule are completed and properly signed; and
- (b) conform to the requirements of the Evaluation Criteria.
  - submission of valid Certificate of Compliances from GRA and NIS in the name of the business.
  - submission of valid Business registration.
  - submission of documentary evidence of formal qualification of bidder.
  - list of similar works completed in the last three years including name, address and contact information for client.

## 9. Award of Contract

- 9.1 The Procuring Entity will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price.

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

9.3 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.

#### **10. Payment**

Payment for services rendered shall be made in accordance with the price schedule of the contract.

#### **11. Warranty**

Normal commercial warranty/guarantee as provided by manufacturer shall be applicable to all the supplied services.

#### **12. Defects Liability:**

The “Defects Liability Period” for the work is one month from the date of taking over possession. During this period, the contractor will be responsible for rectifying any defects in the goods free of cost to the Procuring Entity.

#### **13. Penalties**

A Penalty for slow performance or non-performance will be imposed at the rate prescribed for liquidated damages. Slow or non-performance will be assessed against the service provided and will commence from the first quarter of the service contract life.

After 10% of the contract sum is deducted for penalties, the Procuring Entity has the right to cancel the contract and demand all form of damages.

#### **14. Resolution of Disputes**

The Procuring Entity and the Supplier may make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

## BID FORM

To:

Subject: Maintenance and Repairs of Air Conditioning Units for the GEA

Reference: Invitation No.....dated.....from.....

Sir,

We offer to provide Maintenance and Repairs Services of the Air Conditioning Units described in your Invitation referred to above in accordance and conformity with the said bid document and in particular the rates quoted under the Price Schedule attached separately.

This bid and your written acceptance of it shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you receive.

We hereby confirm that this bid is valid for 30 days as required in Clause 6 of the Instructions to Bidders.

Yours faithfully,

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_



**PRICE SCHEDULE**

Type of works	Price including VAT (GYD)				
	Labour				
	9000BTU	12000BTU	18000BTU	24000BTU	36000BTU
Quantity	4	12	5	3	1
Complete Service once every 3 months					
<b>TOTAL</b>					

Type of works	Price including VAT (GYD)									
	Labour					Material Cost				
	9000BTU	12000BTU	18000BTU	24000BTU	36000BTU	9000BTU	12000BTU	18000BTU	24000BTU	36000BTU
Repair condenser										
Replace condenser										
Repair compressor										
Replace compressor										
Repair evaporator										
Replace evaporator										
Repair PC Card/Board										
Replace PC Card/Board										
<b>TOTAL</b>										

Please stamp (where applicable) and date your quotation below.

\_\_\_\_\_  
Signature of Service Provider

\_\_\_\_\_  
Date



**BID-SECURING DECLARATION (Not applicable)**

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

IFB 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 Procuring Entity for the period of time of \_\_\_\_\_ *[insert number of months or years]* starting on \_\_\_\_\_ *[insert date]*, 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 Invitation for Bids; 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.
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.

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 for and on behalf of

\_\_\_\_\_  
*(name of Bidder)*

\_\_\_\_\_  
*(Full name)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Signature and seal)*

**NOTIFICATION OF AWARD**

Dated: \_\_\_\_\_

To: \_\_\_\_\_ [Name and address of the Service Provider]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sirs,

This is to notify you that your Bid dated \_\_\_\_\_ for provision of Maintenance and Repairs Services of AC Units for the Guyana Energy Agency for the prices quoted under the Prices Schedule is hereby accepted by us.

You are requested to sign the Contract for Services form and return same within 7 days of receipt.

With the issuance of this acceptance letter the contract for the above said services stands concluded.

Yours faithfully,

**Authorized Signature**  
**Name and title of Signatory**

## CONTRACT FOR SERVICES

THIS CONTRACT is made the \_\_\_\_\_ day of ....., 2021 BETWEEN the Guyana Energy Agency of 295 Quamina Street, South Cummingsburg, Georgetown (hereinafter called “the Procuring Entity”) and \_\_\_\_\_ having its principal place of business at \_\_\_\_\_ (hereinafter called “the Service Provider”).

WHEREAS the Procuring Entity invited bids for the **Provision of Maintenance and Repairs Services of Air Conditioning Units at the Guyana Energy Agency** and has accepted the Service Provider’s Bid for the execution and completion of the Services, and for correction of any defects therein at the rates specified under the Price Schedule submitted (hereinafter called “the Contract Price”).

THIS CONTRACT WITNESSES the following:

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) The Supplier’s Bid Form and Price Schedules
  - (c) The Procuring Entity’s Notification of Award
  - (d) Special Conditions of Contract
  - (e) General Conditions of Contract
3. 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 Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the 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]*

## EVALUATION CRITERIA

Requirements	Pass/Fail
<b>Experience and Technical Capacity:</b> <ul style="list-style-type: none"> <li>List of similar works completed in the last three years. List name of Client, address and contact information.</li> <li>Must present certificates of training in the area of AC service, maintenance and repairs</li> </ul>	
Submission of a valid business registration or certificate of incorporation that is clearly legible.	
Warranty of no less than one year must be provided for new equipment installed. Please provide statement on letterhead, signed and dated.	
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.	
<b>Responsiveness to Admin Criteria</b>	

The contract will be awarded to the bidder who has complied with all of the requirements of the evaluation criteria and who has submitted the lowest price.