



Guyana Energy Agency (GEA)

Request for Quotations

Goods and Related Services

**PRODUCTION AND DELIVERY OF A
RENEWABLE ENERGY VIDEO FOR THE
GUYANA ENERGY AGENCY**

Issue date: October 31, 2022

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:

Guyana Energy Agency

295 Quamina Street,

Georgetown, Guyana.

Telephone: **592- 226-0394**

Facsimile **592-226-5227**

E-mail: gea@gea.gov.gy

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SUBMISSION CHECKLIST

- ✓ Copy of Business Registration
- ✓ National Insurance Scheme (NIS) compliance (local bidders)
- ✓ Guyana Revenue Authority (GRA) compliance (local bidders)
- ✓ **Form A-Delivery schedule** (page 9) completed and signed
- ✓ **Form B - Price Schedule (page 10)** completed and sign
- ✓ **Form C- Bid securing declaration** (page 11) completed and signed
- ✓ **Form D- Form of Quotation (page 12)** completed and signed

REQUEST FOR QUOTATION

To: Potential Bidders

Date of issue: October 31, 2022

Dear Sir/Madam,

SUBJECT: REQUEST FOR QUOTATION FOR THE PRODUCTION AND DELIVERY OF A RENEWABLE ENERGY VIDEO

1. The **Guyana Energy Agency (GEA)** (Purchaser) hereby requests you to submit price quotation for the production and delivery of a five (5) minutes video to educate the public about the main aspects of Guyana's Low Carbon Development Strategy 2030 in relation to Energy.

Brief Description of the Goods/Related Services	Quantity	Duration	Place of Delivery
Production and delivery cost for producing a five (5) minutes video on the Energy Chapter of the Low Carbon Development Strategy - Meals, transportation and accommodation for all out of town visits relating to the production of the video will be provided to a maximum of three (3) persons by the Guyana Energy Agency			Guyana Energy Agency, 295 Quamina Street, South Cummingsburg, Georgetown.

To assist you in the preparation of your price quotation we enclose the necessary *Technical Specifications as detailed on pages 8*.

You shall submit a Price Quotation using the attached Form B on page 10 in hard copy to the Chief Executive Officer, Guyana Energy Agency, 295 Quamina Street, South Cummingsburg, Georgetown, Guyana on or before **Wednesday, November 21, 2022, 9:00 hours**.

INSTRUCTIONS TO BIDDERS

1. **Bid Price**
 - a) The contract shall be as described above. 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 duties, and other levies paid or payable for delivery of the service 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. Each bidder shall submit only one (1) price quotation in hard copy to **the Chief Executive Officer, Guyana Energy Agency, 295 Quamina Street, South Cummingsburg, Georgetown, Guyana** as specified using the **Form of Quotation (page 12)** on or before **November 21, 2022 at 9:00hrs**
3. **Bidders are required to complete the bid document and re-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.**
4. **Validity of Quotation**

Quotations shall remain valid for a period **not less than 60 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** (page 15) as specified in the Request for Quotation.
6. **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, technical specifications, financial requirements and who has offered the lowest evaluated price for item.
- 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*)

11. Your bid must be clearly marked **‘Production and Delivery of a Renewable Energy Video for the Guyana Energy Agency’** on the top left corner of the outer envelope and addressed to the Chief Executive Officer, Guyana Energy Agency, 295 Quamina Street, South Cummingsburg, Georgetown, Guyana and deposited in the tender box of the GEA, Chief Executive Officer, Guyana Energy Agency, 295 Quamina Street, South Cummingsburg, Georgetown, Guyana by **9:00hrs on November 21, 2022.**

Technical Specifications

Technical Specification of the Video are outlined below:

1. **Duration:** 5 minutes

2. **Include:**

- Broadcast quality
- Audio / Visual – Script
- Professional video Recording (Drone and ground shots)
- Post Production (video editing)
- Voice Narration
- Production Music Bed
- Production Elements
- Visual Effects
- Toggle animation where applicable

Additional information to bidders

1. A draft storyboard **MUST** be provided to the Chief Executive Officer, Dr. Mahender Sharma for approval before the commencement of filming.
2. After filming, editing and production the video **MUST** be reviewed by the Chief Executive Officer, Dr. Mahender Sharma for comments and approval.
3. Any edits or recommended changes shall be free of cost to the client.
4. The final product **MUST** be provided on a flash drive.
5. Transportation, meals and accommodation cost for all out of town visits relating to the production of this video will be provided for a maximum of three (3) persons by the Guyana Energy Agency.

Primary source document: Bidders Energy Chapter of the Low Carbon Development Strategy (<https://lcds.gov.gy>)

Title: Production and Delivery of a Renewable Energy Video for the Guyana Energy Agency

DELIVERY SCHDULE

Description, Specification of Item/Good	Procuring Entity Completion Schedule	Earliest Delivery Date	Latest Delivery Date
Draft Story Board	One (1) week after contract signing		
First Draft Video	Two (2) weeks after Procuring entity's approval of Story board		
Review of Final Production	1 week after review of First Draft		
Final Production	1 week after review of Final Production.		

Title: Production and Delivery of a Renewable Energy Video for the Guyana Energy Agency

PRICE SCHEDULE

Sr. No.	Description of Service/Specification	Quantity	Unit	Unit Rate (G\$)	VAT (G\$)	Total Price (G\$)
1	Production of a five (5) minutes video on the Energy Chapter of the Low Carbon Development Strategy	1	each			

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

We/I agree to supply the above service 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 service.

.....
Date

.....
Signature of Supplier

.....
Seal/Stamp

Bid-Securing Declaration

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

Date of Bid Submission (<i>day/month/ year</i>):
RTB, MTB Reference No. (<i>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]*

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 two (2) years starting on signing 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 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*

FORM OF QUOTATION

To: _____ (Purchaser's Name)

_____ (Purchaser's Address)

We offer to execute the _____ (name and number of Contract)
in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____)
(name of currency) _____. We propose to complete the delivery of Service described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

Sr. No.	Description of Service	Unit Price	Total Price	Delivery Time
1	Production of a five (5) minutes video on the Energy Chapter of the Low Carbon Development Strategy			

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared for the Purchaser the design and specifications of the contract that is subject of this request for quotation.

.....
Date

.....
Signature of Supplier

.....
Seal/Stamp

SPECIAL SERVICE AGREEMENT

MEMORANDUM OF AGREEMENT made on the day of 2022, between the **Guyana Energy Agency** of 295 Quamina Street, South Cummingsburg, Georgetown (hereinafter referred to as the Client) and (hereinafter referred to as the Contractor).

WHEREAS the Client desires to engage the services of the Contractor.

NOW, THEREFORE, the parties thereto hereby agree as follows: -

1. NATURE OF SERVICE

(a) Production of a five (5) minutes Promotional Renewable Energy Video for the Guyana Energy Agency.

- Digital video recording
- Drone and ground shots of location
- Post production video editing
- Production music bed
- Production elements
- Special effects
- 2D animation where applicable
- Colour grading
- Recording of narration

2. **COMMENCEMENT DATE:** **2022.**

3. **DURATION OF AGREEMENT** - The Agreement shall commence on the _____ day of _____ 2022 and shall expire on the _____ day of _____ 2022 unless sooner terminated under the terms of this Agreement. Either party may terminate this Agreement at any time by giving the other party three (3) days' notice in writing of their intention to do so.

Where the Contractor terminates this Agreement before the date of termination, the Client shall be immediately invoiced for services rendered.

(a) **CONSIDERATION** - As full consideration for the services performed by the Contractor under the terms of this Agreement, the Client shall pay, for satisfactory services rendered, the total contract sum to be paid in full upon satisfactory completion of work.

(b) SCHEDULE OF PAYMENT – (i) 50% upon signing of the contract
(ii) 50% upon submission and acceptance of the video

4. **SUPPORTING DOCUMENTATION** – The contractor agrees to provide a draft Storyboard to the Chief Executive Officer, Dr. Mahender Sharma for approval within two weeks of signing of the contract. After review and approval of the Storyboard, the contractor will commence filming, editing and production of a broadcast quality video for submission to the Chief Executive Officer for review and comments. Any edits or recommended changes shall be free of cost to the client. The final product shall be provided on a flash drive.

5. **STATUS OF CONTRACTOR** – The Contractor shall be considered as having the legal status of an independent contractor. The Contractor shall not be considered in any respect as being an employee of the Client but only as a special service contractor.

6. **RIGHTS AND OBLIGATIONS OF CONTRACTOR-** The rights and obligations of the Contractor are strictly limited to the terms and conditions of this Agreement. Accordingly, the Contractor shall not be entitled to any benefits, payment of subsidy, compensation or entitlement, except as expressly provided in this Agreement. The Contractor shall perform the duties outlined in Clause 1 with reasonable care and skill.
7. The Client shall not be responsible for any damage to the Contractor’s equipment during the course of delivery.
8. The Contractor shall not advertise or publicize its association with the Client under this Agreement, nor shall it use the name, emblem, or official seal of the Client, nor shall it use any of the aforementioned for business or professional purposes or otherwise without prior written approval of the Client.
9. No information made known to the Contractor by reason of his/her her own association with the project shall be communicated to any person or entity external to the project, except as required by this assignment or upon authorization by the GEA.
10. **ARBITRATION** – A dispute arising out of or in connection with this Agreement shall be submitted to arbitration by a single arbitrator agreed to by both parties, if attempts at settlement by negotiation will have failed. If the parties are unable to agree on a single arbitrator within thirty (30) days of the request for arbitration, then each party shall proceed to appoint one arbitrator and the two arbitrators thus appointed shall agree on a third. The decision rendered in the arbitration shall constitute final adjudication of the dispute.
11. **MISCELLANEOUS**
The Client undertakes no responsibility for taxes and insurance payable by Contractor on payments made under this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

_____	_____
Dr. Mahender Sharma	<i>The Supplier</i>
Chief Executive Officer	<i>Title or apropiarte designation</i>
Guyana Energy Agency	

Witnessed by:

1. _____ 2. _____

Evaluation Criteria

Tender No.	Name of Bidder(s)
Item	(Pass/Fail)
1. Completed and signed Form of Quotation on page 12	
2. Submission of a valid business registration or certificate of incorporation that is 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. Submission of a valid NIS compliance certificate in the name of the business as per business registration. Document must be clearly legible.	
5. Completed and signed Bid price on page 10	
6. Completed and signed delivery schedule on page 9	
7. Completed and signed bid securing declaration form (Form C) on page 11	

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.