

**SALE BY SEALED BIDS**

**INSTRUCTIONS TO BIDDERS**

***A. Inspection and Viewing***

1. The items on sale by public tender are as designated in Annex 2 and match all descriptions therein given.

2. Viewing can be done at the following locations during **November 15-17, 2022 (10:00-15:00hrs**)

1. Guyana Energy Agency, 295 Quamina Street, South Cummingsburg, Georgetown
2. Guyana Energy Agency, 14 Public Road, East Golden Fleece, Essequibo Coast

3. All items shall be sold on an “As Is, Where Is” basis.

4. The GEA accepts no liability for any default of operation of any item.

***B. Tender Process***

1. The Bid Form and Price Schedules (See Annex 1 and 2) must be submitted in a sealed envelope clearly marked “**Bids for Vehicles**”, addressed to the Chief Executive Officer, Guyana Energy Agency and deposited as follows no later than **10:00 hours on** **November 30, 2022.**
* In the Tender Box located in the CEO’s Secretariat of the Guyana Energy Agency, 295 Quamina Street, South Cummingsburg, Georgetown.
* In the Tender Box located at 14 Public Road, East Golden Fleece, Essequibo Coast

Bids must bear the address and relevant contact information of the bidder within a sealed envelope. **Bidders can submit a bid for one Lot or a combination of Lots.**

2. Any bid received after the date and time of submission will be rejected and returned to the bidder unopened.

3. All information required in the Bid Form must be accurately completed by the bidder. Any inaccurate or false information provided shall result in the bid being rejected.

***C. Award of Tender***

1. The tender will be awarded to the highest bidder.

2. Notwithstanding the above, the Guyana Energy Agency reserves the right to not accept any tender without assigning a reason, reserves the right to accept or reject any bid, annul the process before the award of the tender without incurring any liability or providing a reason for the acceptance, rejection or annulment.

3. The successful bidder shall be notified by letter.

4. The successful bidder shall bear all costs of the registration of the item(s) so awarded, if required.

5. Successful bidders must submit a non- refundable commitment fee (10% of the bid price) within 48hrs of being notified and will be required to pay in full amount within three (3) working days thereafter and pick up the vehicle. Only successful bidders will be contacted. In case a successful bidder fails to pay, the second highest bidder shall be contacted and the same procedure shall be followed.

**Annex 1**

**BID FORM**
(Please detach and submit)

*Sale by Sealed Bids No. 6/2022*

The Chief Executive Officer

Guyana Energy Agency

Dear Sir,

I offer to purchase the conveyance(s) described in your Invitation to Bid as attached.

|  |  |
| --- | --- |
| **Lot No.**  | **Bid Price (G$)** |
|  |  |
|  |  |
|  |  |

I offer to purchase the above item(s) on an “*AS IS, WHERE IS*” basis and therefore assume any future liabilities and risks upon communication of your acceptance of this bid.

I understand that communication of your acceptance of this bid shall be by way of letter but a subsequent binding contract shall be executed and same shall take effect on the date of execution.

I understand that you are not bound to accept the highest or any bid you receive and can annul the entire bidding process without the need to provide reasons therefor.

I have read the Instructions to Bidders formerly attached hereto and the contents herein, understand same and agree to be bound thereby.

Yours faithfully,

Signature:………………………………………………………………………………………

Name of Bidder:……………………………………………………………………………….

Address:…………….…………………………………………………………………………

TIN Number: …………………………………………………………………………………

Date:…………………………………………………………………………………………..

Contact Information:…………………………………………………………………………..

…………………………………………………………………………………………………

**Annex 2**

**PRICE SCHEDULE**

**Lot 1: GEA Base, Golden Fleece, Essequibo Coast**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Number** | **Type** | **Registration #** | **Year** | **Bid Price G$**  |
| ESSEQ- 1 | Hilux Surf -Jeep | PJJ 1069 | Not available |  |

Name of Bidder: ……………………………………………………….

Signature of Bidder: ……………………………………………………….

**PRICE SCHEDULE**

**Lot 2: GEA Head Office- 295 Quamina Street, South Cummingsburg, Georgetown**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Number** | **Type** | **Registration #** | **Year** | **Bid Price****G$** |
| Gtown-1 | Toyota Mark II - Motor Car | PJJ 3066 | 1996 |  |

Name of Bidder: ………………………………………………………………

Signature of Bidder: ………………………………………………………………

**PRICE SCHEDULE**

**Lot 3: GEA Head Office- 295 Quamina Street, South Cummingsburg, Georgetown**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Number** | **Type** | **Registration #** | **Year** | **Bid Price****G$** |
| Gtown-2 | Mitsubishi -Canter | GGG 5336 | Not available |  |

Name of Bidder: ………………………………………………………………

Signature of Bidder: ………………………………………………………………