

GOVERNMENT OF GUYANA



STANDARD REQUEST FOR PROPOSAL

SELECTION OF CONSULTANTS/FIRM

Guyana Energy Agency

**Consultancy Services to Undertake Glint
and Glare Study for Proposed Solar PV
Power Plant at Cheddi Jagan International
Airport (CJIA), Timehri**

September 6, 2024



STANDARD REQUEST FOR PROPOSALS

SELECTION OF CONSULTANTS/FIRM

Introduction

This Standard Request for Proposals Documents (SRFP) has been prepared by the NPPTA for use by the Procuring Entities in the procurement of consulting services through the request-for-proposals method with either on a lump-sum or on a time-based 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.

The applicable forms are listed in the table of contents overleaf.

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

29 Quamina Street

South Cummingsburg, Georgetown

Tel: 592-226-0394

Email: gea@gea.gov.gy

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LETTER OF INVITATION

September 6, 2024

Consultancy Services to undertake Glint and Glare study for proposed Solar PV Power Plant at Cheddi Jagan International Airport (CJIA) Timehri

NATIONAL PROCUREMENT
& TENDER ADMINISTRATION

06 SEP 2024

APPROVED

1. The **Guyana Energy Agency (GEA)**, ‘the Client’ has received a budgetary allocation, part of which it intends to apply for the procurement of consultative services that include the ***Consultancy Services to undertake Glint and Glare study for proposed Solar PV Power Plant at Cheddi Jagan International Airport (CJIA) Timehri*** for which this Request for Proposals is issued. You are hereby invited to submit **technical and financial proposals** for providing those services, which could form the basis for future negotiations and ultimately a contract between you and the Guyana Energy Agency.
2. The Consulting firm will guide CJIA and stakeholders on the Solar PV project of the importance of the Glint and Glare study, specifically for airport solar PV power plants. Similar studies experience (as a case study) and mitigation measures implemented by airports. If any specific international authorities (or) airlines, ask for the Glint and Glare study to be directed. Post solar PV power plant implementation, any specific parameters to be monitored concerning the Glint and Glare study to be informed.
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) Terms of Reference (TOR) (Appendix 1);
 - (b) Supplementary information for consultants, including a suggested format of curriculum vitae (Appendix 2); and
 - (c) A sample format of the contract for consultants services under which the service will be performed (Appendix 3).
4. **The Submission of Proposals**

The proposals shall be submitted in two parts, **Technical and Financial**, and should follow the form given in the "Supplementary Information for Consultants."

The signed Proposals shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate.

Submission of the Technical and Financial Proposals must be delivered in the tender box, addressed to the Chairman, National Procurement & Tender Administration Board (NPTAB), Main & Urquhart Streets, Georgetown, Guyana on or before **9:00am on 1st October, 2024** with the subject "**Consultancy Services to undertake Glint and Glare study for proposed Solar PV Power Plant at Cheddi Jagan International Airport (CJIA) Timehri**" as outlined below.

- a) **Technical Proposal:** one (1) original and two (2) copies in printed format and one (1) non editable single file of the Simplified Technical Proposal in electronic format on USB; shall be placed inside of a sealed envelope clearly marked “TECHNICAL PROPOSAL- Consultancy Services to undertake Glint and Glare study for proposed Solar PV Power Plant at Cheddi Jagan International Airport (CJIA) Timehri” and with a warning “DO NOT OPEN BEFORE 9:00am on 1st October, 2024
- (b) **Financial Proposal:** one (1) original and two (2) copies in printed format and one (1) non editable single file of the Financial Proposal in electronic format on USB shall be placed inside of a separate sealed envelope clearly marked “FINANCIAL PROPOSAL-Consultancy Services to undertake Glint and Glare study for proposed Solar PV Power Plant at Cheddi Jagan International Airport (CJIA) Timehri” and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”.

5. BID SECURING DECLARATION

A Bid Securing Declaration is Applicable.

6. Compliances

Bidder must submit valid certificates of compliance from the Guyana Revenue Authority (GRA), National Insurance Scheme (NIS), and VAT registration (*where applicable*).

7. Evaluation Criteria

The Employer will award the Contract to the Bidder whose bid is determined to be substantially responsive to the bidding documents, and who offered the Lowest Evaluated Bid Price, provided that this Bidder has been determined to be eligible and have met the qualification requirements in accordance with the Criteria in Annex A.

8. Deciding Award of Contract

Proposals will be evaluated and ranked on its merit in accordance with the evaluation criteria outlined in the Supplementary Information attached and, if selected, could eventually form the basis for negotiations and, ultimately, a contract between your firm and the Procuring Entity. It is anticipated that contract negotiations with the selected firm would commence around **December 2024** and the assignment would commence around **January 2025**.

Negotiations will be held with firms only if the technical proposal attains the required minimum score (**75 points**). Consultants must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted, as this may be required to adjudge the reasonableness of the price proposals. If the negotiation is successful, the award will be made. If negotiations fail, and if it is determined that a contract with reasonable terms cannot be concluded with you, the process of selection of Consultant, issue of letter of invitation etc. will be repeated with the second ranked consultant, and so on, until an agreed contract is concluded.

9. Please note that the **Guyana Energy Agency** is not bound to select any of the Consultants submitting proposals.

10. If your firm does not have the necessary expertise for a specific task, you may associate with another firm or engage specialists or experts to enable presentation of a full range of expertise required for the assignment. In order to assure the effective use of local knowledge, support institutional development and transfer of technology, you are encouraged to associate with qualified organizations and/or individual specialists from Guyana for one or more tasks, in part or in full, but your firm shall be the prime consultant.

11. It is estimated that the timeline for completion of the project is three (3) months from the date of signing of the agreement. You should therefore base your financial proposal on this figure. However, you should feel free to submit your proposal on the basis of months considered necessary by you to undertake the assignment.

12. Consulting Firms are required to hold their proposal valid for **120 days** from the date of submission during which period it will maintain without change to the proposed price. The Procuring Entity is expected to finalize the agreement within this period.

13. In order to familiarize with the project and the local conditions, Consultants may wish to visit the project area. In this case, you should advise the procurement entity of your intended visit in adequate time to allow them to make appropriate arrangements. However, it should be clearly understood that any costs incurred by the Consultant for collection of preliminary information, for preparation of the proposal or for the subsequent negotiations will not be reimbursable as a direct cost of the assignment.

14. Assuming that the contract can be satisfactorily concluded in time, the Consultant will be expected to take-up/comment on the assignment in **December 2024**.

15. We wish to remind you that any manufacturing or construction firm with which you might be associated, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.

Tax Liability

(a) Domestic Consultants and foreign consultants who are resident in Guyana: Please note that the remuneration which receive from this contract will be subject to the applicable tax liability in Guyana. Kindly contact the relevant tax authorities for further information in this regard, where applicable;

Or

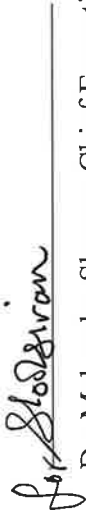
(b) Foreign Consultants who are not resident in Guyana: Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Guyana; but the Procuring Entity shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Guyana related to:

- (i) payments to the Consultants carrying out this assignment;
- (ii) equipment, materials and supplies brought into Guyana for the purpose of carrying out the study, provided they are subsequently repatriated; and
- (iii) property brought in for your personal use provided the property is subsequently repatriated.

17. We would appreciate if you would inform us by E-mail – gea@gea.gov.gy on or before **17th September, 2024**:

- (a) Your acknowledgment of the receipt of this letter of invitation; and
- (b) Whether or not you will be submitting a proposal.

Yours faithfully,



Dr. Mahender Sharma-Chief Executive Officer
Guyana Energy Agency

Enclosures:

- Appendix 1. Terms of Reference
- Appendix 2. Supplementary Information to Consultant
- Appendix 3. Draft contract

TERMS OF REFERENCE

Consultancy Services to Undertake Glint and Glare Study for Proposed Solar PV Power Plant

at Cheddi Jagan International Airport (CJIA), Timehri

A. Background

Cheddi Jagan International Airport (CJIA) is one of the prominent large electricity consumers of Guyana. The electrical energy consumption of CJIA was around 5.6 million kWh and the electricity bill accounts for USD 1.2 million. The energy cost is the major component in airport operational cost which is around 15% of the total. To quash the energy cost component, it is proposed to install a 3 MWp grid-tied Solar PV power project. The total estimated cost of the solar PV power project for CJIA is USD 3.3 million with a project life of 25 years. On 29th August 2023, a new line of credit (LOC) worth USD 2.5 million was approved by the Government of India, towards the CJIA solar PV project of 3.0 MWp.

The Hydle Park area next to the airport boundary under CJIA control was identified to build the solar PV facility. The area identified is roughly 29 acres, of which CJIA allotting 6 acres for installing solar PV panels and an additional 4 acres as a buffer for the construction of civil structures and other BOS systems. The timeline for completion of the project is eighteen (18) months from the date of signing of a line of credit agreement.



The proposed capacity of the solar PV project, when it starts operation, can supply about 4.5 million units of electricity annually, which makes a substitute close to 80% of present CJIA energy. Large-scale PV projects can add to job growth in numerous areas including manufacturing, construction, operations, maintenance, and siting. The proposed project has the potential of mitigating around 72,000 MT of CO₂e over its lifetime operation.

Considering the importance of the Glint and Glare study for Solar PV power plant integration to airports, the Guyana Energy Agency (GEA) inviting consultancy services to carry out the same for CJIA solar PV power project.

B. Objective

The objective of the proposed assignment is to carry out the potential for ocular impact of glare emanating from sunlight reflections from proposed ground-mounted solar PV panels and its potential to cause an impact on airline services (of the taxiway and runway system, Air Traffic Control (ATC) Towers operation) at CJIA. The outcome of the study is to specify the potential to experience glare mainly for aircraft landing at the runways and obstruction to ATC operations.

C. Scope of work and detailed tasks

The assignment would comprise the following tasks:

Task 1: Conduct a detailed desktop analysis for the potential for glare

The selected consultant shall physically visit the site (or) Online discussions with airport authorities (including the airport runway safety team) to be defined. It is to mainly evaluate the potential effects of glare from reflection on the solar panel. The activities to be carried out under Task 1 are listed below:

- 1) To collect the Geographical coordinates of the earmarked area for the solar PV power plant and other relevant service locations within an airport;
- 1) Select receptors within the airport services area;
- 2) Consultant needs to provide analysis using a sun-path algorithm for every minute of the year (Sunshine for all daylight hours);
- 3) List down potential areas for Glare within airport services;

Task 2: Geometric Analysis

The Consultant shall develop a comprehensive geometric analysis covering a number of parameters using internationally acceptable software tools. The Consultant will:

- 1) Determine the glare-influencing parameters;
- 2) Determine the possible impacts;
- 3) Interpreting the Results;
- 4) Recommend the mitigation measures in case of any glare observance;

Task 3: Guidance on International Practices

The Consultant shall guide CJIA and stakeholders of the Solar PV project team on the importance of the Glint and Glare study, specifically for airport solar PV power plants. Similar studies experience (as a case study) and mitigation measures implemented by airports. If any specific international authorities (or) airlines, ask for the Glint and Glare study to be directed. Post solar PV power plant implementation, any specific parameters to be monitored concerning the Glint and Glare study to be informed.

D. Institutional arrangement

The selected consultant will be supported by the local CJIA engineering team to get the required permits. Whereas, the consultant needs to work closely and coordinate with the stakeholders for the proposed Solar PV Power plant for CJIA. The CJIA will provide data at their disposal. The other items such as office space within the airport, telecommunication connections, technical staff, to assist in additional data collection, logistics, and meeting arrangements needed to accomplish the tasks are under the scope of the selected consultant (or) to be specified in the proposal stage.

E. Deliverables, Timelines, and Payment Schedule

The consultant shall provide the following report and presentation as a deliverable:

- A detailed Glint and Glare study report for the Solar PV power plant at CJIA;
- Study findings presentation to relevant stakeholders covering three Tasks;
- Guidance to submit any forms specific to solar PV power plants to international airline authorities;

Separate budget estimates shall be provided for each task-wise activity. The assignment will be remunerated on a lump sum basis as per the norms and procedures of GEA. Payment will be linked to the following deliverables (as specified in the Scope of Work), after being accepted by the GEA and CJIA technical team to its satisfaction. The details are given in Table 3.

Table 3: Deliverables with timelines and payment schedule

Sl. No	Activity / Deliverable	Timeline	Payment Schedule
1.	A detailed presentation on the work execution plan and initial contract signing	2 weeks from the award date	10%
2.	Draft Glint and Glare study report of CJIA and Presentation	6 weeks from the award date	80%
3.	Final Assessment Report (after incorporating inputs and suggestions from stakeholders)	8 weeks from the award date	10%

Note: Subjective to travel component for the proposed study, presentation, and discussion meetings can be held either in GEA head office or virtual meeting.

All deliverables shall be in English, submitted in the appropriate format, in MS Word and PDF as per the requirement of the GEA/ CJIA/ GAA to the following addresses:

Sl. No	Name	Contact details
1.	Dr. Mahender Sharma	mahender.sharma@hotmail.com
2.	Mr. Ramesh Ghir	rghir@cjairport-gy.com

The CEO, GEA (study lead) will be responsible for further distribution. The deliverables should be of high quality in form and substance with an appropriate professional presentation. The consultant should fully comply with the requirements of GEA in terms of content and presentation.

F. Expected Skill Set and Team qualification and Composition

- 1) A **Project Manager** will have overall oversight responsibility for the assignment. Candidate must have a master's degree in engineering, Management or related fields with a minimum of 15 years of experience, preferably in the energy or power sector. Experience working in Guyana (or) developing countries on similar Glint and Glare studies specific to airport solar PV Power plants or similar field is desired. Experience in executing/advising on airport infrastructure projects would be preferable.
- 2) A **Technical Expert** must have a master's degree in engineering or Physical Sciences, Management or related fields. Extensive experience in Glint and Glare studies for airports for at least 10 years with at least 5 years in the energy sector is desired. Candidate must have demonstrated understanding of the Solar PV mountings and airport operations or similar field with experience in leading at least 5 years in the energy sector.
- 3) All team members with working knowledge of English will be advantageous.

G. Submission

Interested firms/institutions should submit their proposal that includes the following information:

- 1) Introduction to Consultant Firm (or Consultant Team)
- 2) Consultant's understanding of the requirements for the scope of work
- 3) Detailed Approach and Methodology highlighting plan to implement the stated tasks, a methodology to capture data as well analytical tools to be used and software formats used to ensure data is available in open formats
- 4) Case studies on demonstrated experience in at least 2 airport projects on Glint and Glare will be preferable.
- 5) Detailed resumes of the Team Leader, Lead Technical Experts, supporting technical staff conducting field measurements (if any);
- 6) Detailed week-wise timeline of all sub-activities identifying critical paths in the carrying out proposed Glint and Glare study.
- 7) Provide separately the technical proposal by task and financial offer that establishes time spent by experts in the field, home offices, travel, and other incidentals.

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Under cover of the Proposal Submission Letter (form F-1), Consultants shall submit technical and financial proposals in clearly marked separate, sealed Envelopes (marked as technical or financial proposals). Proposals should include the following information:

(a) **Technical Proposals**

- (i) Description of organization of consultant firm.
- (ii) An outline of recent experience of similar assignments/projects executed during the last three years in the format given in Form F-2, demonstrating your firm's knowledge of the project requirements and understanding of the tasks referred to in the scope of work. Assignments completed by individual experts working privately or through other firms should not be claimed as the experience of your firm. Information on the current assignments of the firm should also be presented.
- (iii) Curricula Vitae of Consultant's key personnel (F-3).
- (iv) Any comments or suggestions from the Consultant on the Terms of Reference (TOR), including comments, if any, on data, services and facilities should be provided to the Guyana Energy Agency
- (v) A description of the manner in which Consultant would plan to execute the work, for each task separately. Work plan time schedule in Form F-4, approach or methodology proposed for carrying out the required work, personnel to be assigned to each task, and staff months.
- (vi) The Consultant's comments, if any, on the data, services and facilities to be provided by Guyana Energy Agency indicated in the Terms of Reference (TOR).

(b) **Financial Proposals**

The financial proposals should be given in the form of [summary of Contract estimate in Form F – 5].

Foreign costs can be denominated in USD and accompanied by supporting documents to justify the elements involved. Local costs must be denominated in the local currency. The costs shown should include a breakdown of the monthly remuneration rate for each professional staff to be assigned and a general breakdown of out-of-pocket expenses (such as international travel, per diem and report preparation, etc.).

The Executing Agency retains the right to audit, during and after the services, the selected firm's accounts and time and cost records relevant to the services, including accounts and records that will enable verification of the breakdown of billing rates and the costs related to the project.³

2. Two (2) copies of the proposals should be submitted to the address indicated in paragraph (4) of the Letter of Invitation.

3. Evaluation of Proposals

Proposals will be evaluated in a two-stage manner, commencing with evaluation of technical proposals and allocation of merit points and ranking of technical proposals. Only then will the financial proposals be opened, and only those of the consultants whose technical proposals attained a score of at least **75 points** in the technical evaluation. Consultants will be given an opportunity to attend an online opening of financial proposal.

Technical proposals shall be evaluated and merit points awarded based on the following:

- (i) The qualifications, experience and competence of the team of key personnel proposed for the assignment. (50 points).
- (ii) The firm's general experience in the disciplines forming part of the total assignment, with specific reference to experience in Guyana or in similar contexts (20 points).
- (iii) The adequacy and quality of the proposed work plan, and the approach and methodology proposed to implement the TOR (30 points).

² Delete text in brackets in case of time-based contract.

³ This paragraph should be deleted in the case of lump-sum contracts.

- (i) educational and professional qualifications 50 points;
- (ii) adequacy for the assignment 30 points; and
- (iii) experience (and language where appropriate) in the country of assignment or similar 20 points.

A proposal may be treated as nonresponsive if any of the items as requested above, which are required for the evaluation, are omitted. A Consultant will also be excluded from the evaluation if, in the judgment of the Procuring Entity, the firm has been or might be placed in a position where its judgment in the execution of the project may be biased or its independence otherwise compromised. Firms should disclose any circumstances which may give rise to such concerns and should not accept an assignment that presents a conflict of interest with another assignment in which they are engaged. Consultants that believe such a situation may exist should seek guidance from the Procuring Entity prior to preparing its technical proposal.

For the purpose of evaluating the proposal, prices shall be converted to a single currency using the selling (exchange) rates for the currencies of the price quoted by an official source for similar transactions. **The contract shall be awarded to the firm whose bid is determined to be substantially technically responsive to the bid document and who offers the lowest price.**

4. Contract Negotiations

The aim of the negotiations is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. The negotiations shall cover the terms of reference and scope of the proposed services, deliverables, progress reports, facilities to be provided by the Procuring Entity, as well as the financial proposal. **The price (fee for services) shall also be subject to negotiation.**

Having selected a firm partly on the basis of an evaluation of personnel presented in the firm's proposal, the Procuring Entity expects to negotiate a contract on the basis of the key personnel named in the proposal and will require assurances that these experts can, in fact, be made available. As the expected date of mobilization is given in the letter inviting proposals, the Procuring Entity may reject the proposal of the Consultant's key personnel offered in the proposal if they are not in fact available other than for reasons of unexpected delays in the starting date or exceptionally because of incapacity of an expert for reasons of health. Any replacement personnel must possess at least the same level of qualifications as the personnel to be replaced.

The Consultants should note that the Contract will be with the *Guyana Energy Agency*. Payments to the Consultants will be made in accordance with an agreed estimated schedule, assuring the Consultants of regular deposits in local and foreign currency as

long as the work proceeds as planned and invoices with relevant supporting documents are submitted for approval on a timely basis.

5. Review of reports

A review committee (to be restricted to three members) consisting of following officers of the Project Coordinating Unit will review all reports of consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 15 days of receipt.

6. Modification of contract

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.

FORM NO. F-1

From:

To:

Sir/Madame:

Consultancy Services for GEA regarding Consultancy Services to Undertake Glint and Glare Study for Proposed Solar PV Power Plant at Cheddi Jagan International Airport (CJIA), Timehri

We,, herewith enclose Technical and Financial Proposal for selection as (*insert name of Consultant*), consultant for the Consultancy Services to Undertake Glint and Glare Study for Proposed Solar PV Power Plant at Cheddi Jagan International Airport (CJIA), Timehri.

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.

Yours faithfully,

Signature:

Full name & Address:



FORM F-2

MAJOR WORK DURING LAST TEN YEARS WHICH BEST ILLUSTRATES QUALIFICATIONS

The following information should be provided for each reference project in the format indicated below.

Project name:		Country:
Project location within country		Professional staff provided
		No. of staff
Name, address, telephone, fax and e-mail of client:		No. of person-months:
Start date (month/year)	Completion date: (month/year)	Approx. value of services:
Name of associated firm(s), if any:		No. of Person-months of professional staff provided by associated firm(s):
Senior staff involved and functions performed:		
Detailed narrative description of project and services provided:		

Firm's Name: _____

FORM F-3

FORMAT OF CURRICULUM VITAE (CV) FOR KEY PERSONNEL OF CONSULTANT

(one CV form should be filled out for each team member to be assigned)

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional Societies: _____

Function assigned in Consultant's team:

Key Qualifications:

Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.

Education:

Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.

Employment Record:

Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages]

Languages:

For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

Signature of Consultant

Day/Month/Year

Full name of Consultant: _____

FORM F-4

WORK PLAN TIME SCHEDULE

A. Field Investigation

SI No.	Item	Monthly Program														
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th			

B. Compilation and submission of reports

1. Draft Final Report
2. Final Report

C. A short note on the line of approach and methodology outlining various steps for performing the assignment.

D. Comments or suggestions on "Terms of Reference."

FORM F-5

(Financial Proposal must be submitted in a separate envelope from the Technical Proposal and labeled accordingly).

Cost Estimate of Services

Remuneration

Consultant Key Personnel

Name	Daily (Monthly) Rate (in currency)		Working Days (months)	Total Cost (in currency)	
	(foreign)	(local)		(foreign)	(local)
Sub-Total (Remuneration)					

Out-of-Pocket Expenses² :

	Days	Total	
		(foreign)	(local)
a) Per Diem ³			
Room			
Subsistence			
b) Air fare			
c) Lump Sum Miscellaneous Expenses ⁴			
Sub-Total (Out-of-Pocket)			
Contingency Charges:			
Sub-Total (Out of Pocket)			

Total Estimate		
	(foreign)	(local)

² In lump-sum contract, this information is included not for negotiation but for facilitating the pricing of additional work; in time-based contract, reimbursable at cost with supporting documents/receipts unless otherwise specified.

³ Per Diem is fixed per calendar day and need not be supported by receipts.

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, porter fees, in-and-out expenses, airport taxes, and such other travel related expenses as may be necessary.

Annex A Evaluation Criteria

Administrative Compliance (Mandatory)



	ADMINISTRATIVE COMPLIANCE	Submitted Yes (✓)/No(X)
1	All of the documents relating to compliency and technical capability as outlined below MUST be submitted for this prequalification exercise.	
2	Submission of Valid Business Registration or certificate of incorporation that is <i>clearly legible</i>	
3	Submission of Valid Certificate of Compliance – GRA Compliance must be in the name of the business as per business registration. <i>Document must be clearly legible (where applicable).</i>	
4	Submission of Valid Certificate of Compliance – NIS Compliance must be in the name of the business. <i>Document must be clearly legible (where applicable)</i>	
5	Statement of any conflict of Interest involving the company and or individual within the company	
6	Must complete and Sign All Application Submission Sheet	
7	Must submit an Organizational Structure of the Firm	
8	List of all Key/Technical Personnel and their detailed Curriculum Vitae (consultants must provide a signed statement of consent from the Key/Technical Personnel whose CVs are presented)	
9	Must provide Audited Financial Statements for the period (2019 to 2023) / Income and Expenditure Statements for the period 2019 and 2023 and include an auditors note. All statements must be approved by a chartered accountant/firm.	
10	The bidder shall provide accurate information about any litigation or arbitration resulting from contracts completed or on-going under its execution over the last <i>five years</i> against the company and or individuals on the proposed team for the request for this service. Litigation History: Non-Performance of contract did not occur as a result of the procuring vendor default for the past <i>five (5) years</i> .	

11	Authority to sign for/on behalf of the bidder (if applicable)	
12	Must complete and Sign the Bid Securing Declaration Form <i>[Please refer to page 26]</i>	

NB: Consultants MUST pass all the mandatory criteria before moving on to the next stage of evaluation.



Technical Proposal Evaluation

(A) The qualification, experience and competence of the team of key personnel proposed for the assignment	50 points
(i) Project Manager	
<ul style="list-style-type: none"> • Masters degree in Engineering, Management or related fields • Minimum of 15 years of experience, preferably in the energy or power sector; <i>(3 points for every 5 years)</i> 	10 points 15 points
(ii) Technical Expert	
<ul style="list-style-type: none"> • Masters degree in Engineering, Physical Sciences, Management or related fields • Minimum of 10 years of experience, with at least 5 years in the energy sector (<i>One point for each year</i>) 	15 points 10 points
TOTAL	50 points
(B) The firms general experience in the discipline forming part of the total assignment, with specific reference to experience in Guyana or in similar contexts.	
<ul style="list-style-type: none"> • Demonstrated general experience as a consultancy firm in executing/advising airport infrastructure projects similar assignment 	4 points
<ul style="list-style-type: none"> • Demonstrated specific experience by presenting at least two (2) projects of a similar nature (<i>eight points for each project</i>) 	16 points
TOTAL	20 points
(C) The adequacy and quality of the proposed work plan, and the approach and methodology proposed to implement the TOR	
Adequacy of workplan to the assignment	30 points
Technical approach to executing the assignment	10 points
Methodology proposed	10 points
TOTAL	30 points
GRAND TOTAL	100 points



Annex B

Cost Estimate of Services, List of Personnel and Schedule of Rates

(1) Remuneration of Staff

Name	Rate (per month/day /hour in currency)	Time spent (number of month/day/hour)	Total (currency)	
			(foreign)	(local)
(a) Team Leader				
(b)				
(c)				
Sub-total (1)				

(2) Reimbursables⁶

	Rate	Days	Total	
			(foreign)	(local)
(a) International Travel				
(b) Local Transportation				
(c) Per Diem				
Sub-total (2)				

	(foreign)	(local)
TOTAL COST		
Physical Contingency ⁷		
CONTRACT CEILING		

⁶ To include expenses for international travel, local transportation, per diem, communications, reporting costs, visas, inoculations, routine medical examinations, porter fees, in-and-out expenses, airport taxes, and other such travel related expenses as may be necessary; reimbursable at cost with supporting documents/receipts; except for per diem (which is fixed and includes housing and expenses).

⁷ From 0 to 15 percent of total cost; use of contingency requires prior approval of the Client.

BID SECURING DECLARATION (applicable)



Date (day/month/year): _____

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

Alternative No. *[insert identification No. if this is a Bid for an alternative]*: _____

To: Chief Executive Officer, Guyana Energy Agency

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 **12 months** starting on the date of opening 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 _____, 2024 *[insert date of signing]*

Address of Consultant: _____

SAMPLE CONTRACT FOR CONSULTING SERVICES

LUMP-SUM PAYMENTS

CONTRACT

THIS CONTRACT (“Contract”) is entered into this _____ [insert starting date] of assignment, or date of signature if other than starting date], by and between _____ [insert Procuring Entity’s name] (“the Procuring Entity”) having its principal place of business at [insert Procuring Entity’s address], and _____ [insert Consultant’s name] (“the Consultant”) having its principal office located at _____ [insert Consultant’s address].

WHEREAS, the Procuring Entity wishes to have the Consultant perform the services hereinafter referred to; and

WHEREAS, the Consultant is willing to perform these services;

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. **Services**
 - (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
 - (ii) The Consultant shall provide the personnel listed in Annex B, “Consultant’s Personnel,” to perform the Services.
 - (iii) The Consultant shall submit to the Procuring Entity the reports in the form and within the time periods specified in Annex C, “Consultant’s Reporting Obligations.”

2. Term The Consultant shall perform the Services during the period commencing _____ [insert starting date] and continuing through _____ [insert completion date], or any other period as may be subsequently agreed by the parties in writing.

3. Payment A. Ceiling
For Services rendered pursuant to Annex A, the Procuring Entity shall pay the Consultant an amount not to exceed _____ [insert amount]. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below:¹

[insert amount and currency] upon the Procuring Entity's receipt of a copy of this Contract signed by the Consultant;

[insert amount and currency] upon the Procuring Entity's receipt of the draft report, acceptable to the Procuring Entity; and

[insert amount and currency] upon the Procuring Entity's receipt of the final report, acceptable to the Procuring Entity.

[insert amount and currency] Total

C. Payment Conditions

Payment shall be made in [specify currency], no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

Coordinator.

4. Project Administration

A. The Procuring Entity designates Mr./Ms. [insert name] as Procuring Entity's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Procuring Entity and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

¹ Modify, in order to reflect the output required, as described in Annex C.

5. Retention

The Employer shall retain from each payment a portion of the funds in the sum of 10 % of the contract sum pending completion of the assignment and on acceptance of the final report (if required).

Any delay on the part of the Consultant in completing the assignment/service within the stipulated period will render him liable to pay liquidated damages as follows:

- (a) A rate of 0.03 % per week of the bid price
- (b) A maximum of 10 % of contract price

6. Liquidated Damages

Thereafter, the procuring Entity has the right to cancel the contract and demand all form of damages;

7. Mobilization Advance

The Employer shall make advance payment to the Consultant in the amount of 20 % on the signing of the contract on the provision of a bond. Mobilization advance to be repaid as specified in the contract;

8. Performance Bond

The Performance bond shall be 10 % of the Bid Sum;

9. Defects Liability

The Employer will hold the consultant liable for his/her design for a period of no less than.....[to be determined]. The form of compensation to be determined also;

10. Penalties

A Penalty for slow performance or non-performance will be imposed in the rate prescribed for liquidated damages. Slow or non-performance will be assessed against the project's approved work Programme and will commence from the first quarter of the project 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;

11. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Procuring Entity considers unsatisfactory;

12. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity;

13. Ownership of Material

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Procuring Entity under the Contract shall belong to and remain the property of the Procuring Entity. The Consultant may retain a copy of

such documents and software.²

14. Consultant Not to be Engaged in Certain Activities

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

15. InsuranceThe Consultant will be responsible for taking out any appropriate insurance coverage.

16. AssignmentThe Consultant shall not assign this Contract or sub-contract any portion of it without the Procuring Entity's prior written consent.

17. Law Governing Contract and Language

The Contract shall be governed by the laws of Guyana and the language of the Contract shall be _____ [*insert language*].

18. Dispute Resolution

Any dispute arising out of or in connection with the Contract shall be settled in

Option A

Arbitration in accordance with the Arbitration Rules _____

(*by three or one Arbitrator, specify full name of arbitration rules, arbitration institution, if applicable, and location of arbitration*);

or

Option B

in a Court of general jurisdiction in accordance with the laws of Guyana.

FOR THE PROCURING ENTITY

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

² _____
Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 7.