

STANDARD BID SOLICITATION DOCUMENT

GOVERNMENT OF GUYANA



Procurement of Personal Protective Clothing and supplies

Guyana Energy Agency

October 15 ,2024

REQUEST FOR QUOTATIONS - GOODS AND RELATED SERVICES

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](#)
[195 Quamina Street, South Cummingsburg](#)
[Georgetown](#)
[Tel Numbers: 225-8569 ext. 203 or 241](#)
[E-mail: gea@gea.gov.gy](mailto:gea@gea.gov.gy)
[Website: www.gea.gov.gy](http://www.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

Dear Sir/Madam,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF PERSONAL PROTECTION CLOTHING AND SUPPLIES

1. You are invited to submit your most competitive quotation for the following goods (items): -

Brief Description of the Goods/Related Services	Quantity	Delivery Period	Place of Delivery
Lot 1: Safety Boots- Field Staff	35	Items will be delivered based on purchase order	Guyana Energy Agency, 295 Quamina Street, South Cummingsburg. Georgetown
Lot 2: Safety Boots- Electrician	20		
Lot 3: Long Rubber Boots- Soft toe Long Rubber Boots- Steel tip	20 soft toe 20 steel tip		
Lot 4: Raincoat- one piece Raincoat- two pieces	20 one piece 20 two pieces		
Lot 5: Industrial Coverall- one piece Industrial Coverall- two pieces	10 one piece 10 two pieces		
Lot 6: Safety Helmet	10		
Helmets inners (replacement)	10		
Safety Goggles	15		
Safety Ear mufflers	10		
Nitrile coated disposable gloves	40 boxes		
Reflective vest	15		

Bidders may bid for individual lots or for any combination of lots

Goods and Related Services must conform to the Technical Specifications as detailed on pages 9-10.

Bidders may bid for individual lots or for any combination of lots under this request. Each lot shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each lot.

2. Funds have been provided by the Government of Guyana.

Each bidder shall submit one (1) price quotation. Quotations shall be submitted as specified in Form A, placed in sealed envelopes and addressed to: **The Chairman, Ministerial Tender Board, Office of the Prime Minister, Colgrain House, 205 Camp Street, Georgetown, Guyana** and deposited in the tender box by 9 am on **November 7, 2024**.

INSTRUCTIONS TO BIDDERS

1. Bid Price

- a) 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 (including Value Added Tax), duties, and other levies paid or payable for delivery of goods 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. Bid Securing Declaration

A signed Bid Securing Declaration in accordance with **Form B Page 12** is required.

3. Each bidder shall submit **two (2) price quotations in hard copy**. Quotations shall be submitted as specified in **Form A**, placed in sealed envelopes and addressed to **The Chairman, Ministerial Tender Board, Office of the Prime Minister, Colgrain House, 205 Camp Street, Georgetown, Guyana** and deposited in the tender box by 9 am on **November 7, 2024**

4. Validity of Quotation

Quotations shall remain valid for a period **not less than 90 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 and qualifications, as specified in the Request for Quotation

The Quotation would be evaluated per lot.

7. 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, specifications /requirements and who has offered the lowest evaluated price for lot.

- 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*)
12. 10. You are requested to submit the completed Request for Quotation document to **The Chairman, Ministerial Tender Board, Office of the Prime Minister, Colgrain House, 205 Camp Street, Georgetown, Guyana** and deposited in the tender box by 9 am on **April 25, 2024**.
11. Quotations will be opened in the presence of bidders or their representatives who wish to attend at the time, on the date and at the address specified.
12. Your quotation must be addressed to **The Chairman, Ministerial Tender Board, Office of the Prime Minister, Colgrain House, 205 Camp Street, Georgetown** and deposited in the Tender Box by **9 am on November 7, 2024**.
13. **Liquidated damages**
- Applicable rate: *0.05%* per week for untimely execution of order.
- Maximum deduction: *10%* of contract sum
14. **Settlement of Disputes**
- Disputes arising out of or in connection with the Contract shall be settled in accordance with the Laws of Guyana.
15. **Retention**
- 15.1 *No retention shall be applied on consumables*, but warranties /guarantees and expiry dates do apply.

BID FORM

To: The Guyana Energy Agency

Subject: **Procurement of Personal Protective Clothing and supplies Guyana Energy Agency**

Reference: Invitation : November 7,2024

Sir,

We offer to provide the **Procurement of Personal Protective Clothing and supplies Guyana Energy Agency** for the total amount for:

Lot 1:.....(in words)
.....(in figure)
Lot 2:.....(in words)
.....(in figure)
Lot 3:.....(in words)
.....(in figure)
Lot 4:.....(in words)
.....(in figure)
Lot 5:.....(in words)
.....(in figure)
Lot 6:.....(in words)
.....(in figure)

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 90 days as required in Clause 4 of the Instructions to Bidders.

Yours faithfully,

Authorized Signature: _____ Date: _____

Name & Title of Signatory: _____

Name of Bidder: _____

Address: _____

DELIVERY SCHEDULE

Title: Procurement of Personal Protective Clothing and supplies Guyana Energy Agency

Description, Specification of Item/Good	Earliest Delivery Date	Latest Delivery Date	Bidder's Proposed	
			Earliest	Date
Lot 1: Safety Boots- Field Staff	Within 1-7 day of Purchase Order request	Within 14 days of Purchase Order request		
Lot 2: Safety Boots - Electrician				
Lot 3: Long Rubber Boots- Soft toe Long Rubber Boot- Steel tip				
Lot 4: Rain Coat- one pieces Rain Coat- two pieces				
Lot 5: Industrial Coverall- one piece Industrial Coverall- two pieces				
Lot 6: Safety Helmet Helmets inners (replacement) Safety Goggles Safety Ear muffers Nitrile coated disposable gloves Reflective vest				

.....
Date

.....
Signature of Supplier

.....
Seal/Stamp

TECHNICAL SPECIFICATIONS

1. General

The tender calling for convenient bids is dedicated to identifying and contracting a Supplier for the following:

1.1 Supply and Delivery of Personal Protective Clothing and Supplies

1.2 Specifications of Required Equipment

Lot No.	Feature	Technical Specifications
Lot 1	Safety Boots- Field Staff	<p>Must conform to or exceed ASTM F 2413- 18 M 1/75 C/75 Mt75 EH PR Standards - 6 inches High, steel tip. Must be non-skid and resistant to water and oil</p> <p>Size(s) will be provided when Purchase Order is made</p>
Lot 2	Safety Boots - Electrician	<p>Must conform to or exceed ASTM F2413-18M I/75C/75EH -6 inches High. Waterproof, mesh lining, removable EPX anti-fatigue footed, Comfort PU , Rubber lug outsole grips the ground, Long lasting direct-attach construction, Durable nylon shank, electrical grade , composite tip.</p> <p>Size(s) will be provided when Purchase Order is made</p>
Lot 3	Long Rubber Boots	<p>Soft Toe – 16" High, 100% waterproof boot constructed of heavy-duty flexible PVC. Chemical and Acid resistant</p> <p>Size(s) will be provided when Purchase Order is made</p>
	Long Rubber Boots	<p>16" High, 100% waterproof boot constructed of heavy-duty flexible PVC. Steel toe meets or exceeds ASTM 2413 - 11 standards.</p> <p>Size(s) will be provided when Purchase Order is made</p>
Lot 4	Raincoat:	<p>Durable, flame retardant, impervious to chemicals, oils and acid. Must feature double-stitch and taped seams. Two Piece with hood</p> <p>Size(s) will be provided when Purchase Order is made</p>

	Raincoat:	Durable, flame retardant, impervious to chemicals, oils and acid. Must feature double-stitch and taped seams. One Piece with hood (~ 49 inches in length). Size(s) will be provided when Purchase Order is made
Lot 5	Industrial Coverall:	Drill material with double sewn seams. Button up front and short sleeve - Two Pieces Size(s) will be provided when Purchase Order is made
	Industrial Coverall:	Drill material with double sewn seams. Button up front and short sleeve - One Piece Size(s) will be provided when Purchase Order is made
Lot 6	Safety Helmet complete with plastic inners	Complete with padding. Must be adjustable. Must conform to ANSI Z89.I Standards, Type 11, Class E
	Plastic helmets inners (replacement)	Compatible to shells, sweatband washable and has plastic snaps
	Safety Goggles	UV- Soft frame glasses with wraparound eye protection
	Safety Ear muffers	Cap mounted, light weight, padded headband and soft ear cushions. Must be able to withstand in excess of 55db
	Nitrile coated disposable gloves	Nitrile rubber coating for cut abrasion, snag and puncture resistant with Textured grip. Size: Large Extra Large
	Reflective vest	Conforms to EN471 Class2, Hi-Vis Reflective Tape, Material: A fluorescent yellow or orange outer fabric of polycotton (50% polyester / 50% cotton)

PRICE SCHEDULE**Title: Procurement of Personal Protective Clothing and supplies Guyana Energy Agency**

Sr. No.	Description of Goods/Specification	Quantity	Unit	Unit Rate (G\$)	Total Price (G\$)
Lot 1	Safety Boots- Field Staff	35			
Lot 2	Safety Boots - Electrician	20			
Lot 3	Long Rubber Boots- Soft toe	20			
	Long Rubber Boot- Steel tip	20			
Lot 4	Raincoat- one pieces	20			
	Raincoat- two pieces	20			
Lot 5	Industrial Coverall- one piece	10			
	Industrial Coverall- two pieces	10			
Lot 6	Safety Helmet	10			
	Helmet inner placement	10			
	Safety glasses	15			
	Safety Ear mufflers	10			
	Nitrile coated Gloves	20			
	Reflective vest	15			

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

We/I agree to supply the above goods 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.

We also confirm that the normal manufacturer’s commercial warrantee/guarantee of..... Months shall apply to the offered goods . (Where Applicable)

.....
Date

.....
Signature of Supplier

.....
Seal/Stamp

FORM B

BID-SECURING DECLARATION

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

Date of Bid Submission (day/month/ year):
RTB, MTB Reference No. (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 for the period of time of two (2) years starting from the date of award 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*

EVALUATION AND QUALIFICATION CRITERIA

Supply and delivery of Personal Protective clothing and supplies- Guyana Energy Agency

No.	Descriptions	Responses	
		Yes	No
1	Submission of a valid business registration or certificate of incorporation that is clearly legible .		
2	Submission of a valid NIS compliance certificate in the name of the business as per business registration. Document must be clearly legible, OR copy of NIS registration for businesses registered in the last year		
3	Submission of a valid GRA compliance certificate in the name of the business as per business registration. Documents must be clearly legible. Or copy of TIN certificate for businesses registered in the last year.		
4	Completed and signed price schedule (Page 12) must be submitted.		
5	Completed and signed delivery schedule or statement of agreement to supply goods/services within the period specified in the delivery schedule on page 8.		
6	Completed and signed Bid Securing Declaration Form <i>page 13</i>		
7	Provision of documentation detailing the technical specifications for the items listed in the Delivery Schedule on page 8 or evidence to show that the goods match the Technical Specifications as detailed on pages 10-11.		
8	Demonstrate experience and technical capacity by providing documentary evidence that shows the supply of goods/services similar to the items in the Requirement Schedule (insert page number). 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 G\$1,500,000		
	Responsiveness to Evaluation Criteria		

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