



Guyana Energy Agency (GEA)

Request for Quotations

Goods and Related Services

**SUPPLY AND DELIVERY OF UNIFORMS FOR
THE GUYANA ENERGY AGENCY**

GEA/G/001/2025

Issue date: 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
295 Quamina Street, Georgetown,
Guyana.

Telephone: **592- 226-0394**

Facsimile **592-226-5227**

E-mail: gea@gea.gov.gy

CONTENTS

1. Invitation for Quotations	5
2. Instructions to Bidders	6
3. Bid Form	8
4. Delivery Schedule	9
5. Price Schedule	10
6. Supply Contract for Goods	11
7. Bid Securing Declaration	12
8. Technical Specification	13-14
9. Evaluation and Qualification Criteria	15

SUBMISSION CHECKLIST

- ✓ Valid Copy of Business Registration
- ✓ Valid National Insurance Scheme (NIS) compliance
- ✓ Valid Guyana Revenue Authority (GRA) compliance
- ✓ **Price Schedule** completed and sign
- ✓ **Delivery schedule** completed and signed
- ✓ **Bid securing declaration** completed and signed

INVITATION FOR QUOTATIONS

Date of issue: October 15, 2024

Dear Sir/Madam,

Subject: QUOTATIONS FOR THE SUPPLY AND DELIVERY OF UNIFORMS FOR THE GUYANA ENERGY AGENCY

1. The **Guyana Energy Agency (GEA)** (Purchaser) hereby requests you to submit price quotation(s) for the supply and delivery of the following Lots:

Brief Description of the Goods/Related Services	Quantity	Delivery Period	Place of Delivery
Lot 1: Male long sleeve shirts (with embroidered logo)	130	60 days after contract signature	Guyana Energy Agency, 295 Quamina Street, South Cummingsburg, Georgetown
Lot 2: Shirt Jack	15		
Lot 3: Female Shirts (3/4 sleeve) (with embroidered logo)	120		
Lot 4: Polo T-shirts (with embroidered logo)	400		

Bidders can bid for individual lot or a combination of lots

To assist you in the preparation of your price quotation, we enclose the necessary *Technical Specifications* and required quantities *as detailed on page 12*.

You may quote for individual Lots or for any combination of the Lots under this request. Each Lot shall be evaluated, and the 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.

You shall submit in two (2) forms, that is hardcopy and electronic copy. The bidder will be required to submit one (1) hardcopy and an electronic copy (flash drive only) with an exact PDF version of the Hard Copy Tender bearing the name of the project “**Supply and Delivery of Uniforms for the Guyana Energy Agency**” at the top left-hand corner on or before 9:00hrs on **November 7, 2024** .

Bids should be addressed to:

Chairman, Ministerial Tender Board (MTB),

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. Each bidder is required to submit one (1) hardcopy and an electronic copy (flash drive only) with an exact PDF version of the Hard Copy Tender, the electronic copy (flash drive) must be placed in an envelope bearing the name of the project “Supply and Delivery of Uniforms for the Guyana Energy Agency” at the top left-hand corner on or before 9:00hrs on **November 7, 2024** in the MTB tender box at the address above.

3. Bidder shall submit a signed **Bid Securing Declaration** in accordance with Form C found on page 11.

Each bid that exceeds three million dollars (G\$3M) must be accompanied with bid securities as stated in bid Documents.

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** as specified in the Request for Quotation found on page 13. Bidders must have samples of the materials on hand to provide to the Evaluation Committee.

6. 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 each 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.

10. Liquidated Damages

Applicable rate: *(0.05) percent per week* for untimely execution of order.

Maximum deduction: *10% of the contract price*

11. Settlement of Disputes

Disputes arising out of or in connection with the Contract shall be settled in accordance with the Laws of Guyana.

13. Retention

No retention shall be applied on consumables, but warranties /guarantees and expiry dates do apply.

BID FORM

To:

Subject: **SUPPLY AND DELIVERY OF UNIFORMS FOR THE GUYANA ENERGY AGENCY**

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

Sir,

We offer to provide the **SUPPLY AND DELIVERY OF UNIFORMS FOR THE GUYANA ENERGY AGENCY** for the total amount of

.....
.....
.....
.....
/.....

.....(insert the total bid price in words and figures, in Guyana dollars as per details given in the price schedule attached)

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: _____

FORM A

DELIVERY SCHEDULE

Title: SUPPLY AND DELIVERY OF UNIFORMS FOR THE GUYANA ENERGY AGENCY

Description, Specification of Item/Good	Expected Delivery Date	Bidder's Proposal	
		Earliest Delivery Date	Latest Delivery Date
Lot 1: Male long sleeve shirts (with embroidered logo)	60 days from contract signing		
Lot 2: Shirt Jack			
Lot 3: Female Shirts (3/4 sleeve) - (with embroidered logo)			
Lot 4: Polo T-shirts (with embroidered logo)			

Bidders can bid for individual lot or a combination of lots

Title: SUPPLY AND DELIVERY OF UNIFORMS FOR THE GUYANA ENERGY AGENCY

PRICE SCHEDULE

Lots	Description of Goods/Specification	Quantity	Unit	Unit Rate (G\$)	Total Price (G\$)
1	Male long sleeve shirts (with embroidered logo)	130			
2	Shirt Jack	15			
3	Female Shirts (3/4 sleeve) - (with embroidered logo)	120			
4	Polo T-Shirts (with embroidered logo)	400			

Bidders can bid for individual lot or a combination of lots

***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 :

Lot 1:..... (Amount in figures)
.....(Amount in words),

Lot 2..... (Amount in figures)
.....(Amount in words),

Lot 3: (Amount in figures)
.....(Amount in words),

Lot 4: (Amount in figures)
.....(Amount in words), confirmed by the attached Price Schedule which is part of the Request for Quotations.

The Price of our bid, 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 goods.

..... **Date**

.....
Signature of Supplier

.....
Seal/Stamp

SUPPLY CONTRACT FOR GOODS
Supply and Delivery of Uniform for the Guyana Energy Agency

THIS CONTRACT made the _____ day of _____ **2024** between the *Guyana Energy Agency* (hereinafter referred to as "the Procuring Entity"), on the one hand, and _____ of _____ (hereinafter referred to as "the Supplier"), on the other hand have come to an Agreement on the following:

The Procuring Entity has announced bid for procurement of goods, namely _____ and has accepted the Supplier's bid for the supply of indicated goods to the sum of _____ (hereinafter referred to as "the Contract Price").

THIS CONTRACT WITNESSES AS FOLLOWS:

1. In this Contract, the terms and expressions have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall form the Contract and shall be deemed its integral part, viz.:
 - (a) Procuring Entity's Notification of Award;
 - (b) Quotation submitted by Bidder;
 - (c) Other documents included in the Contract documents;
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. 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 Goods, and remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Procuring Entity hereby agrees to pay the Supplier in consideration of the delivery of the Goods 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.

The Contract shall be valid for 7 days from commencement date _____

IN WITNESS of the aforesaid, the parties hereto have caused this Contract to be executed in accordance with the legislation of Guyana the day and year first above written in the beginning of the document.

Dr. Mahender Sharma- Chief Executive Officer- Guyana Energy Agency

Supplier

FORM C

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*

Annex 1

Technical Specification

Uniforms provided must fulfill the specifications listed below:

1. **Type of material:** Chambray (Samples to be supplied by bidder with bid submission).
2. **Shirt Style (Male and Female shirts):** As per attached drawing below, one pocket on the left breast with GEA logo (embroidery). The embroidery must be covered on the inside to avoid skin irritation.
3. **Polo-T-Shirts:** T-shirts with one (1) left chest embroidery logo and (1) colour print across the back
4. **Sizes of Uniforms** shall be communicated to the successful Bidder.

DRAWINGS/DESIGNS

(MALES – Shirts)



Female $\frac{3}{4}$ sleeve shirts



Annex 2

Evaluation and Qualification Criteria

Supply and Delivery of Uniforms for the 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. Document must be clearly legible.		
4	Completed and signed quotation Form on <i>(page 9)</i>		
5	Completed and signed Bid Securing Declaration Form <i>(page 11)</i>		
6	Submission of Samples		

7	Compliance with Technical Specifications (<i>page 12</i>)		
8	Delivery schedule (<i>page 8</i>)		
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.