



Guyana Energy Agency (GEA)

Goods and Related Services

**SUPPLY AND DELIVERY OF DRINKING WATER
FOR THE GUYANA ENERGY AGENCY**

Issue date: October 15, 2024

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
- ✓ Guyana Revenue Authority (GRA) compliance
- ✓ Price Schedule completed and sign
- ✓ Delivery schedule completed and signed
- ✓ Bid securing declaration completed and signed
- ✓ Valid microbiological test report from duly licensed laboratory and Public health certificate/certificate of potability.



REQUEST FOR QUOTATION

Date of issue: **October 15, 2024**

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF DRINKING WATER 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 item:

Table 1:

Brief Description of the Goods/Related Services	Quantity per year	Delivery Period	Place of Delivery
WATER (SEALED 5-GAL BOTTLES)	1560	30 bottles x 1 time by 52 weeks	Each of 3 floors at 295 Quamina Street, South Cummingsburg, Georgetown.

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

The item shall be evaluated, and the contract awarded to the firm(s) offering the lowest evaluated price for this item.

2. **Eligibility Criteria:**

2.1 In order to be awarded the contract, bidders should possess the technical capacity needed to perform the contract, should fulfill their tax and social insurance fund liabilities in Guyana, and should not currently be subject to a debarment penalty, and must comply with the specific eligibility and qualification requirements referred to in the evaluation criteria. Bidders shall provide the information and any supporting documentation required by the Bidder Information Form.

- 2.2 The bidders should not have a conflict of interests, including involvement in more than one bid in this proceeding, should not be associated nor have been associated in the past, directly or indirectly, with any agency or any of its representative, affiliate, that have been engaged by the Procuring Entity to provide consulting services at the preparation stage of the bidding documents, technical specifications and other documentation that are subject to be used in the procurement of goods which must be purchased in accordance with the Invitation for Bids. In case when the indicated facts are discovered, the Bidder's bid shall be rejected.

3. **Bid Submission and Opening**

Each bidder shall submit an original of the quotation and one (1) paper copy in writing and one (1) exact electronic PDF copy of the bid on Flash Drive in a sealed envelopes address to the **Chairman, Ministerial Tender Board (MTB), Office of the Prime Minister (OPM), Colgrain House, Camp Street, Georgetown**. The envelope must be clearly marked ‘**Supply and Delivery of Drinking Water for the Guyana Energy Agency**’ on the top left-hand corner.

The bid must be deposited in the tender box of the MTB no later than **November 7, 2024**. Any bid received by the MTB after the deadline for submission of bids will be rejected. Bids will be opened in the presence of bidders or their representatives who wish to attend at 9:00hrs on **November 7, 2024** at the Ministerial Tender Board, Office of the Prime Minister, Colgrain House, Camp Street, Georgetown

4. **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**.

5. Each bidder shall submit an original of the quotation and one (1) paper copy in writing in sealed envelopes address to the Chairman, Ministerial Tender Board (MTB), Office of the Prime Minister (OPM), Colgrain House, Camp Street, Georgetown as specified using the **Price Quotation** found on *page 9* on or before **November 7, 2024 at 9:00hrs**.

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

7. **Validity of Quotation**

Quotations shall remain valid for a period **not less than 90 days** after the deadline date specified for submission.

8. **Evaluation of Quotations**

The Procuring Entity shall evaluate and compare quotations, using only the **Evaluation Criteria** as specified in the Request for Quotation .

9. The Quotation would be evaluated per item, except when the items are procured in lots.

10. **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 the service.

10.1 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.

10.2 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.

10.3 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.

10.4 The contract period shall be for a period of twelve (12) months.

11. Payment shall be made within **seven (7) working days** after delivery of the goods or related services.

12. You are requested to submit the completed Request for Quotation document on or before **9:00hrs on November 7, 2024**.

13. **Liquidated Damages (NOT APPLICABLE)**

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

Maximum deduction: *10% of the contract price*

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**

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

To:

Subject: **Supply and delivery of drinking water for the**

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

Sir,

We offer to provide the **Supply and delivery of drinking water 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: _____

Title: SUPPLY AND DELIVERY OF DRINKING WATER FOR THE GUYANA ENERGY AGENCY

DELIVERY SCHEDULE

Description, Specification of Item/Good	Expected Delivery Date	Bidder's Proposal	
		Proposed 3 delivery days (Monday to Friday) per week	
WATER (SEALED 5-GAL BOTTLE)	30 bottles per week		

Signature of Service Provider

Date

Stamp

PRICE SCHEDULE

Title: SUPPLY AND DELIVERY OF DRINKING WATER FOR THE GUYANA ENERGY AGENCY

Sr. No.	Description of Goods/Specification	Unit	Unit Rate (G\$)	Quantity per year	Total Price (G\$)
1	WATER SEALED 5-GAL BOTTLE	1 bottle		30 bottles x 52 weeks = 1560 bottles	

***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.

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 Drinking Water 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

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*

Technical Specification

1. The water to be supplied should be “Bottled Drinking Water” preferably mineral water and confirmed fit for human consumption by relevant Authorities such as **(Food and Drug License and Approved for use Testing Certificate)**.

The GEA will perform periodic testing of the water supplied. Failure to meet the standard requirements specified under Section 3 (table 2) below may result in termination of the contract.

2. The water should be packaged and delivered in clean and new bottles.
3. The water to be supplied must be approved by relevant Authorities such as **(Food and Drug License and Approved for use Testing Certificate)**. Valid supportive documentations for the approval must be provided, confirming to Guyana Standard specification for drinking water:

No.	Test	Specification
1	pH	Between 6.5 – 8.5
2	Conductivity	≤250μ/cm
3	Total Dissolved Solids	≤500mg/L
4	Total Coliform	Must not be detectable in any 100ml sample
5	E.coli	Must not be detectable in any 100ml sample

Table 2 showing the Guyana standard specification for drinking water

- 3.1 The supplier shall submit a valid microbiological test report from a duly-licensed Environment Health Laboratory Service and should have Public Health Certificate / Certificate of Potability.
4. Delivery period: The successful tenderer is expected to commence delivery immediately as instructed by the GEA. The responsibility for delivery shall rest entirely with the supplier.
5. Validity Period: the tender shall remain valid for **90 days** from the date of opening of the tender.

Duties and Responsibility of the Supplier:

The supplier shall ensure that the bottles are delivered to each of 3 floors at 295 Quamina Street, South Cummingsburg, Georgetown:

Thirty (30) five gallons sealed bottle water to be delivered at least 3 times per week or based on GEA’s request depending on the needs of GEA.

The supplier shall ensure that the bottles delivered to the Agency are not damaged, old or discoloured.

Evaluation and Qualification Criteria

Supply and Delivery of Drinking Water 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. Or copy of TIN certificate for businesses registered in the last year.		
4	Submission of valid microbiological test report from duly-licensed Environment Health Laboratory Service and Public Health Certificate/ Certificate of Potability.		
5	Completed and signed Price Schedule (<i>page 9</i>)		
6	Completed and signed Bid Securing Declaration Form (<i>page 11</i>)		
7	Compliance with Technical Specifications (<i>page 12</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.