

STANDARD BID SOLICITATION DOCUMENT

GOVERNMENT OF GUYANA



Request for Quotations *Guyana Energy Agency*

***TRANSPORTATION, INSTALLATION AND
COMMISSIONING OF SOLAR PHOTOVOLTAIC
(PV) SYSTEMS FOR THE GUYANA ENERGY
AGENCY IN TWO (2) LOTS***

Date: January 6, 2025

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:

Dr Mahender Sharma
Guyana Energy Agency
295 Quamina Street
South Cummingsburg
Georgetown
Guyana

CONTENTS

1. Invitation for Quotations	5
2. Instructions to Bidders	6
3. Delivery Schedule		
4. Price Schedule	9
5. Bid Securing Declaration	10
6. Evaluation and Qualification Criteria	11
7. Technical Specification	12-18

CHECKLIST

- ✓ Business Registration
- ✓ NIS
- ✓ GRA
- ✓ Price schedule completed and signed
- ✓ Delivery schedule completed and signed
- ✓ Bid securing declaration completed and signed

December 6, 2025

INVITATION FOR BIDS

Dear Sir/Madam,

Sub: TRANSPORTATION, INSTALLATION AND COMMISSIONING OF SOLAR PHOTOVOLTAIC (PV) SYSTEMS FOR THE GUYANA ENERGY AGENCY IN TWO (2) LOTS

1. You are invited to submit your most competitive quote for the following lots: -

Brief Description of the Goods/Related Services	Physical Unit	Delivery Period	Place of Delivery
Lot 1: Transport, Install and commission services of solar PV system at Silver Hill Health Centre and Doctor's Quarters, Region 4	Each	30 DAYS	Silver Hill Health Centre and Doctor's Quarters, Region 4
Lot 2: Transport, Install and commission services of solar PV system at Massara Head Teacher's Quarters and Women's Sewing Group Building, Region 9	Each	30 DAYS	Massara Head Teacher's Quarters and Women's Sewing Group Building, Region 9

Bidders can bid per individual lot or a combination of lots

Goods and Related Services must conform to the Technical Specifications as detailed at page (12-18).

The contract shall be for the full quantity as described above.

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

INSTRUCTIONS TO BIDDERS

1. Bid Price

- a) Corrections, if any, shall be made by crossing out, initialing, 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 10) is required.

Each bidder shall submit **only one (1) price quotation** per lot. 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, Lot 205 Camp Street, Georgetown. The envelope must be clearly marked 'Transportation, Installation and Commissioning of Solar Photovoltaic (PV) systems for the Guyana Energy in two (2) lots' on the top left corner.**

- a) The bid must be deposited in the tender box of the Ministerial Tender Board, Office of the Prime Minister no later than **January 30, 2025@ 09:00 hours**.
- b) Any bid received 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 **January 30, 2025** at the Ministerial Tender Board, Office of the Prime Minister, , Lot 205 Camp Street, Georgetown.

4. Validity of Quotation

Quotations shall remain valid for a period **not less than 60 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 (page 12-18) and qualifications, as specified in the Request for Quotation.

8. The Quotation would be evaluated per item lot or a combination of lots.

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 item/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 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*)
9. You are requested to submit the completed Request for Quotation document on or before **January 30, 2025 @ 9:00hrs.**
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** and deposited in the Tender Box of **Ministerial Tender Board, Office of the Prime Minister, Colgrain House, Lot 205 Camp Street, Georgetown** by 9 am on **January 30, 2025.**
13. Liquidated damages
- Applicable rate: *0.05% per week* untimely execution of order.
- Maximum deduction: 10% of contract total.
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.*

SCHEDULE OF REQUIREMENTS/DELIVERY SCHEDULE

TRANSPORTATION, INSTALLATION AND COMMISSIONING OF SOLAR PHOTOVOLTAIC (PV) SYSTEMS FOR THE GUYANA ENERGY AGENCY IN TWO (2) LOTS

Lot No.	Brief Description of services	Physical Unit	Place of Delivery	Procuring Entity's Completion Schedule (----days as of signing of the contract)	Bidder's Offered Completion Schedule	
					Earliest Delivery	Latest Delivery
1	Transport, Install and commission Solar PV system at Silver Hill Health Centre and Doctor's Quarters	each	Silver Hill, Linden Soesdyke Highway, Region 4	30 days		
2	Transport, Install and commission Solar PV system at Massara Head Teacher's Quarters and Women's Sewing Group Building	each	Massara, North Rupununi, Region 9	30 days		

Duly authorized to sign for and on behalf of

.....
Date

.....
Signature of Supplier

.....
Seal/Stamp

PRICE SCHEDULE

TRANSPORTATION, INSTALLATION AND COMMISSIONING OF SOLAR PHOTOVOLTAIC (PV) SYSTEMS FOR THE GUYANA ENERGY AGENCY IN TWO (2) LOTS

Sr. No.	Description of Goods/Specification	Physical Unit	Unit Rate (G\$)	Total Price (G\$)
Lot 1: Installation of solar PV at Silver Hill Health Centre and Doctor's Quarters, Region 4				
Lot 1	Transport, Install and commission services of solar PV system at Silver Hill Health Centre and Doctor's Quarters, Region 4	Each		
Lot 2: Installation of solar PV at Massara Head Teacher's Quarters and Women's Sewing Group Building, Region 9				
Lot 2	Transport, Install and commission services of solar PV system at Massara Head Teacher's Quarters and Women's Sewing Group Building, Region 9	Each		

Bidders can bid per individual lot or a combination of lots

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 Value Added Tax (VAT) for our bid is (amount in words and figures)

The Price of our bid, including VAT 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

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[to be inserted by the Procuring Entity, insert **number of months or years**] starting on..... [date to be inserted by the Procuring], 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

TRANSPORTATION, INSTALLATION AND COMMISSIONING OF SOLAR PHOTOVOLTAIC (PV) SYSTEMS FOR THE GUYANA ENERGY AGENCY IN TWO (2) LOTS

No.	Descriptions	Responses	
		Yes	No
1	Submission of a valid business registration or certificate of incorporation that is clearly legible. Incorporated companies must submit a list of directors.		
2	Submission of a valid NIS compliance certificate in the name of the business as per business registration. Documents must be clearly legible.		
3	Submission of a valid GRA compliance certificate in the name of the business as per business registration. Documents must be clearly legible.		
4	Completed and signed bid submission form/form of tender/supplier's bid page (12)		
5	Completed and signed delivery schedule (page 8) or statement of agreement to supply goods/services within the period specified in the delivery schedule (page 8).		
6	Completed and signed Bid Securing Declaration Form (page 10)		
7	Provision of documentation detailing the technical specifications for the items listed in the Schedule of Requirement (page 16) or evidence to show that the goods match the Technical Specifications as detailed on (page 17-23).		

1. *All responsive bids must be checked for arithmetic errors show corrected and original sum.*
2. *Successful bidder must obtain all passes (YES) as listed in the evaluation criteria above to be considered for financial assessment.*
3. *The Contract shall be awarded to the bidder whose bid is determined to be substantially responsive (**that is, meeting all the technical/functional specification/requirements as request by the quotation**) and who has offered the lowest price.*
4. *A penalty of immediate rejection of a bid or termination of contract will be applied upon discovery of misrepresentation of information.*

Technical Specification

Background and Justification

Under Guyana's Low Carbon Development Strategy, the Government of Guyana is advancing a number of renewable energy initiatives, including the installation of solar photovoltaic technology (PV) and associated battery energy storage systems.

The Solar PV System arrays are to be installed on the roof of existing public buildings and the inverter/s, battery energy storage system, and balance of system (BoS) equipment within said building. The solar PV system is expected to provide electricity to the building (and other public buildings nearby where applicable).

In this regard therefore, the Guyana Energy Agency is looking for a suitable **solar PV system installer** to offer services, in accordance with these Terms of Reference as it relates to the installation of Solar PV Systems.

Objective

The objective of the Solar PV System Installer is to transport, install and commission the solar PV systems required by the Guyana Energy Agency within the requirements of the NEC code, the Government Electrical Inspectorate (GEI) and the Guyana Energy Agency (GEA).

Scope of service for the Installation of solar PV systems

To meet the objective(s) on the installation of the solar PV systems, the terms of reference are provided below:

1. A detailed quantitative list of materials and equipment for the solar PV system/s to be installed will be provided to the solar PV system installer by the GEA.
2. Tools and auxiliary devices required to install the solar PV systems will be the sole responsibility of the installer.
3. If additional materials are required, this must be communicated to the GEA for approval before acquisition.
4. Official receipts for all items/materials with reasonable market rates must be provided to the GEA for review and subsequent reimbursement of the funds.
5. Transportation of the solar PV system/s equipment and materials from the GEA's main office to the installation site will be the sole responsibility of the solar PV system installer.
6. Damage to equipment during transportation will be covered/replaced/compensated for by the solar PV system installer.
7. The GEA will provide an electrical schematic of the solar PV system/s to the solar PV system installer as a guide for the solar PV system installations. The installer will review the schematic and raise any concerns with the GEA before the installation works commence.
8. A site visit shall be conducted by the solar PV system installer accompanied by the GEA before the installation of the solar PV system. Logistics, including transportation, accommodation and meals, for this visit will be covered by each party separately.
9. The placement and orientation of the solar PV array, inverters, battery energy storage system and BoS must be decided on by the solar PV system installer in collaboration with a GEA energy engineer.

10. The maximum duration for each solar PV system installation will be one (1) week commencing from the day the materials are uplifted from GEA's main office to commissioning of the solar PV system. For example, if materials are uplifted for three solar PV systems, the systems should be commissioned within three weeks of uplifting same.
11. Installation of the solar PV systems must be done in accordance with the NEC 2023 requirements, industry standards and considering recommendations from the equipment manufacturers/installation manuals.
12. **COMPLETION OF WORKS:**
 - a. Installation works will be considered completed when:
 - i. Operational verification of all components has been approved by the GEA.
 - ii. PV Array Output, BESS Charge/Discharge and Inverter output are tested and operate within the requirements of the system.
 - iii. Power output requirements to the interconnected buildings have been tested and verified working satisfactorily.
 - iv. Monitoring of the system via the online/onsite monitoring platform has been established, tested and verified working satisfactorily where applicable.
13. A certificate of inspection (COI) from the GEI must be provided for each system within 1 month of completion of every solar PV system installation.

Details of the solar PV systems to be installed:

Solar PV System, Location	PV Array capacity (kWp), Battery capacity (kWh)	Remarks
Lot 1: Silver Hill Health Centre and Doctor's Quarters, Region 4	4.95kWp, 28.8kWh	<ol style="list-style-type: none">1. The system is to be installed at the Health Centre, inclusive of service equipment and interconnected to the building's load panel.2. The electricity from the solar system is to be extended to the Doctors Quarters with 70A Triplex overhead service conductors.3. Service equipment is required to be installed at the Doctors Quarters and interconnected to the building's load panel.
Lot 2: Massara Head Teacher's Quarters and Women's Sewing Group Building, Region 9	4.95kWp, 28.8kWh	<ol style="list-style-type: none">1. The system is to be installed at the Head Teacher's Quarters, inclusive of service equipment and interconnected to the building's load panel.2. The electricity from the solar system is to be extended to the Women's Sewing Group Building with 70A Triplex overhead service conductors.3. Service equipment is required to be installed at the Women's Group Building and interconnected to the building's load panel.

Pictures of the facilities:



Picture 1: Laluni Health Centre and Living Quarters



Picture 2: Massara HT Quarters and Women's Sewing Group

Preliminary list of materials for the solar PV systems

4.95kWp Solar PV Array with 28.8kWh SLA Battery Bank			
Item	Description	Qty	Unit
1	Amosolar 550W Crystalline Solar PV Module	9	no.
2	MC4 Connector Male	1	no.
3	MC4 Connector Female	1	no.
4	6mm UV resistant PV wire	160	ft.
5	4 String 600VDC Combiner Box with 20A disconnect/protection	1	no.
6	MidNite Surge Protector_SPD_600VDC	1	no.
7	PV module mounting rails (14ft)	6	no.
8	Rail splice with grounding	4	no.
9	L-foot	14	no.
10	Hanger bolt	14	no.
11	Mid-clamp with grounding teeth	16	no.
12	End-clamp with grounding teeth	4	no.
13	Array grounding lug	2	no.
14	PV wire stainless steel clip	36	no.
15	DEYE all-in-one Inverter_SUN-5K-SG01LP1-US	1	no.
16	MidNite Surge Protector_SPD_300VDC/AC	1	no.
17	Amosolar SLA Battery, 12V, 200AH	12	no.
18	MidNite Solar DC Disconnect_MNDC175	1	no.
19	Battery Cable 70mm (2/0 AWG)	42	ft.
20	Lug for 2/0 cable	36	no.
21	3 shelf metal battery rack	1	no.
22	32mm PVC conduit	4	ft.
23	32mm PVC flex conduit	3	m
24	32mm PVC conduit coupler	4	no.
25	32mm PVC conduit bend	6	no.
26	32mm PVC conduit male adaptor	6	no.
27	32mm PVC conduit metal clamp/strap	15	no.
28	20mm PVC conduit	3	ft.
29	20mm PVC flex conduit	5	m
30	20mm PVC conduit coupler	4	no.
31	20mm PVC conduit bend	6	no.
32	20mm PVC conduit male adaptor	6	no.
33	20mm PVC conduit metal clamp/strap	10	no.
34	100mm X 100mm galvanized trunking	1	ft.
35	1 x 10mm ² cable (yellow-green)	1	roll
36	1 x 6mm ² cable (black, red or white)	100	ft.
37	6 ft Earth Rod with Clamp	2	no.
38	3x3 junction box	2	no.
39	2-4 panel, 125A	2	no.
40	4-8 panel, 125A	1	no.
41	15A DP Breaker	3	no.
42	20A DP Breaker	1	no.
43	70A Overhead Triplex Service Conductors	150	ft.
44	Pin Insulator	2	no.
45	Insulated Piercing Connector	6	no.
46	Grounding bar	2	no.
47	Grounding lug, for 10mm conductor	4	no.
48	Solar PV system with BESS lable kit	1	set

Preliminary schematic for the solar PV systems

Silver Hill Health Centre: 4.95kWp/28.8kWh Solar PV System

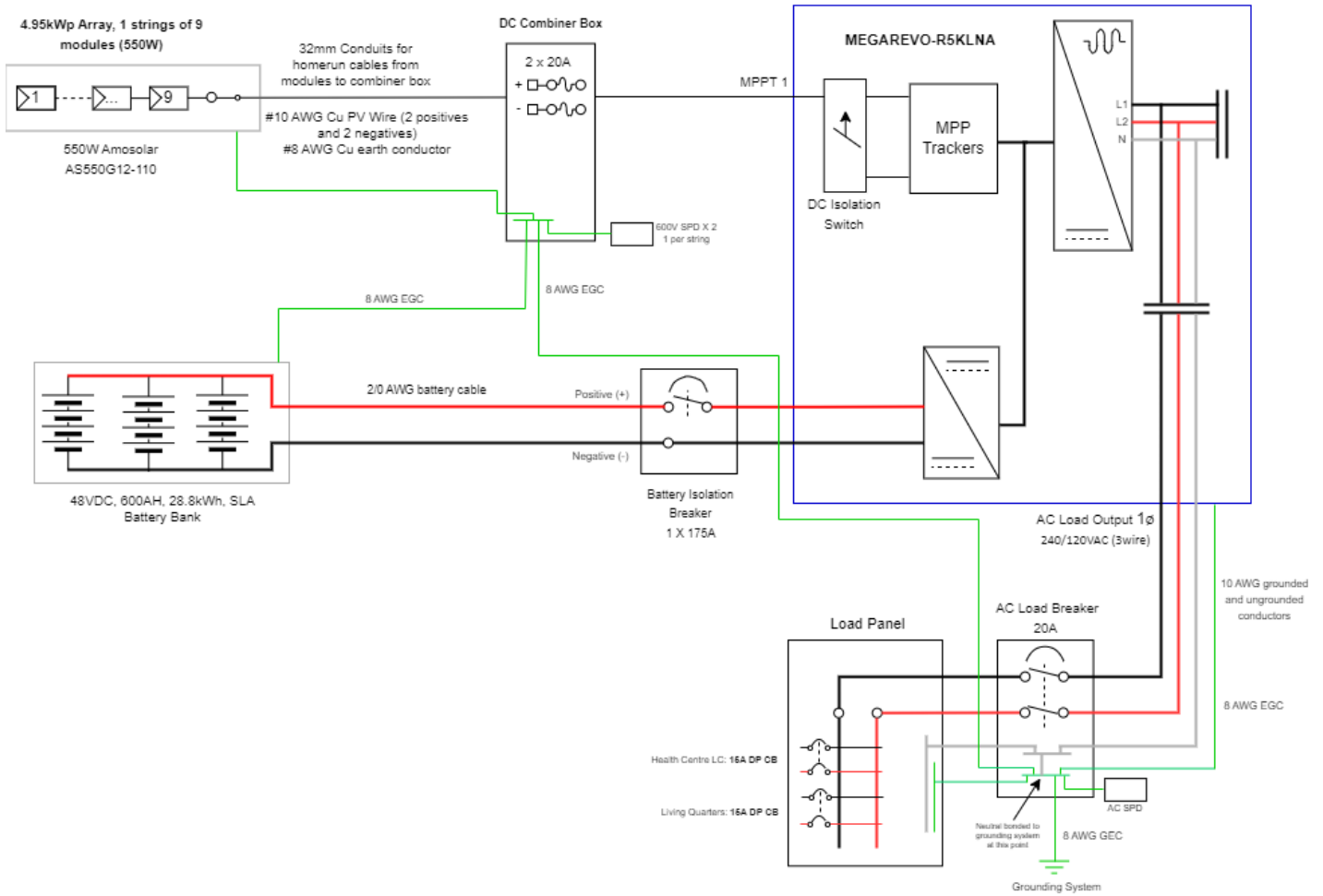


Figure 1: Schematics of Silver Hill Health Post Solar PV System

Massara Head-Teacher's Quarters: 4.95kWp/28.8kWh Solar PV System

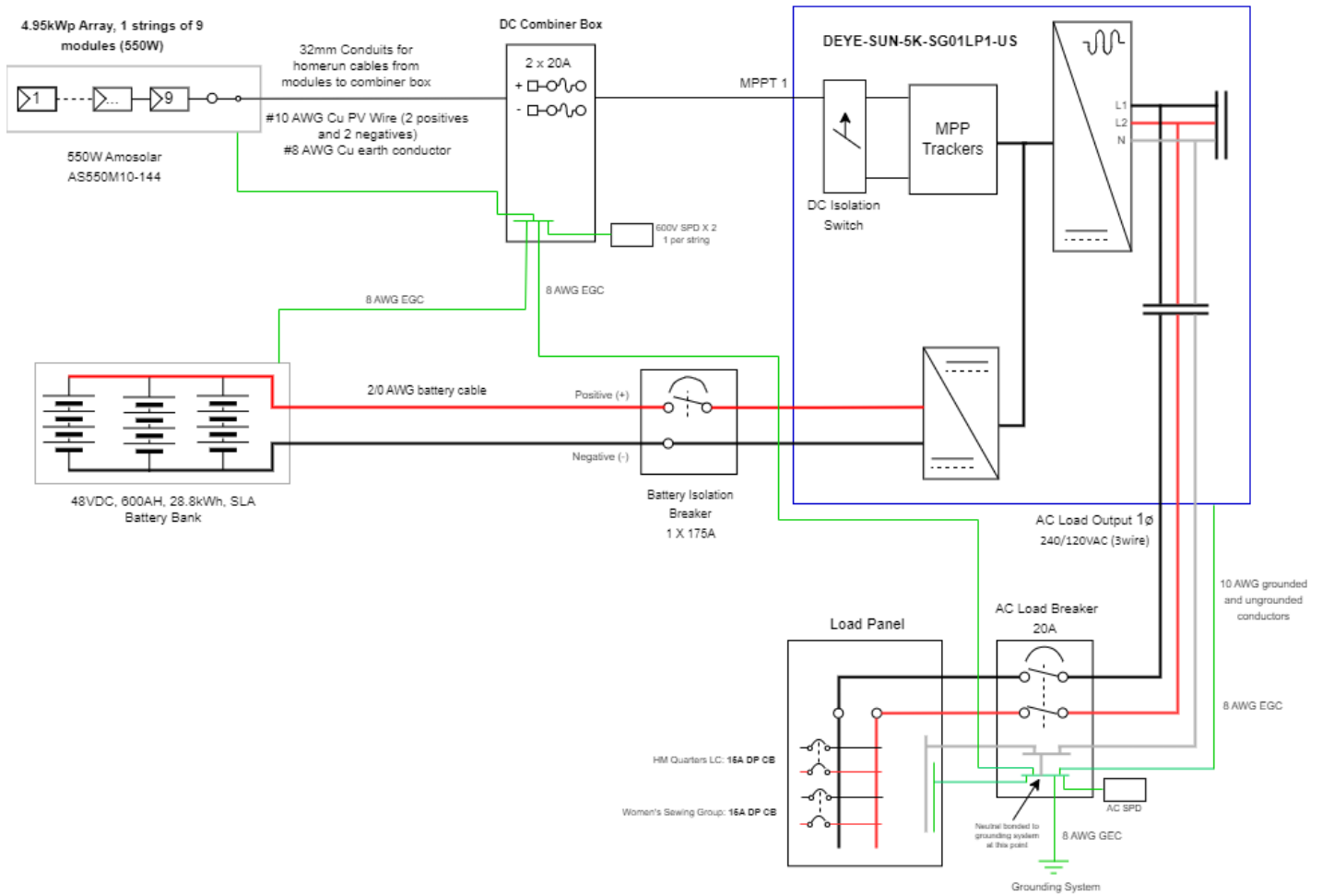


Figure 2: Schematics of Massara Head-Teachers Quarters Solar PV System

Coordination

- The Solar PV Installer will report to the Chief Executive Officer or any other assigned representative of the Guyana Energy Agency, on all matters relating to the execution of this assignment.