

GOVERNMENT OF GUYANA



Guyana Energy Agency

**CONSULTING SERVICES TO STRENGTHEN THE CAPACITY OF
MAJOR STAKEHOLDERS AND EQUIPPING THEM WITH TOOLS
AND TECHNIQUES FOR AVIATION FUEL HANDLING AND
QUALITY ASSURANCE/QUALITY CONTROL STANDARDS**

February 2025



Introduction

This Standard Procurement Documentation has been prepared by the NPTA for use by the Procuring Entities in the procurement of consulting services from individual consultants on a lump-sum 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 Act, 2003 and Regulations 2004.

Request for additional information can be forwarded to:

Guyana Energy Agency
295 Quamina Street, South Cummingsburg, Georgetown
Tel:225-8569

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February 2025

Expressions of Interest

1. The Procuring Entity, Guyana Energy Agency (GEA) (hereinafter referred to as the “the Client”) invites individual consultants to express interest in providing the services **“Strengthening the capacity of major stakeholders and equipping them with tools and techniques for aviation fuel handling and quality assurance /quality control standards”** .
2. The GEA invites eligible individual consultants having the *technical competence, relevant resources, qualifications and experience in similar assignments* herewith to submit an Expressions of Interest (EOI) and financial proposal for services rendering according to the Terms of Reference to provide individual consulting services – **“Strengthening the capacity of major stakeholders and equipping them with tools and techniques for aviation fuel handling and quality assurance /quality control standards”**. (See detailed description of consultative services in the attached Terms of Reference).
3. Description of experience and qualifications should comply with the requirements listed in the Terms of Reference. The evaluation of the curriculum vitae will be carried out taking into account qualifications and experience of candidates in accordance with the following criteria:

Description of Criteria		WEIGHT OF SCORES
1.	Academic and professional qualifications related to the assignment	30
2.	General experience	20
3.	Specific experience in the required area, knowledge of prevailing local conditions, language, administrative system	30
4.	Adequacy for the Assignment and Proficiency Skills	20
Total score:		100

Minimum qualifying score is 70 points.

4. **Bid Securing Declaration**
A Bid Securing Declaration is Applicable.

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



5. **Evaluation Criteria**

The Client will award the Contract to the Bidder whose bid is determined to be substantially responsive to the bidding documents, and who offers the Lowest Evaluated Bid Price, provided that this Bidder has been determined to be eligible and met the minimum qualifying score of 70 points in accordance with **Criteria listed in (3) above.**

6. Contract negotiations may be carried on by telephone, video or email. In case of delay; the Client has a right to withdraw the Letter of Invitation, and in case of a failure to reach an agreement under the Contract, negotiations with the individual consultant will be terminated, and new negotiations will be held with the next highest scored candidate.

7. The successful candidate should start to perform the assignment on **June 16, 2025.**

8. The estimated duration of the assignment from **June 16 to 30, 2025 (5 days level of effort).**

19. Please, consider that the expenses on preparation of a curriculum vitae and negotiation under the contract shall not be reimbursed as direct expenditures on the assignment.

11. The following documents are attached to this Letter of Invitation and may be obtained from the procuring entity.

- I. Sample Form of Curriculum Vitae.
- II. Terms of Reference.

12. For further information on the assignment please, contact The Guyana Energy Agency at the following telephone number, e-mail and address: (592) 226-4424 ext 201, (592) 226-5227, 295 Quamina Street, South Cummingsburg, Georgetown, Guyana or via email gea@gea.gov.gy.

13. Please, submit the Expression of Interest with your financial proposal in PDF format via email to gea@gea.gov.gy on or before **March 25, 2025**

Yours sincerely



Dr. Mahender Sharma- Chief Executive Director

**NATIONAL PROCUREMENT
& TENDER ADMINISTRATION**

27 FEB 2025

APPROVED

Annex No.1

Template Form of Curriculum Vitae

Name of Assignment:	Training aimed at strengthening the capacity of major stakeholders and equipping them with the tools and techniques for aviation fuel handling and quality assurance/quality control standards
Full name of Consultant:	
Profession:	
Date of Birth:	
Nationality:	
Detailed description of tasks assigned:	

Major qualifications:

(List experience and education of the consultant directly related to the tasks assigned. Publications in the area of assignment, experience in the required area, career development according to the assignment requirements, the required foreign experience, knowledge of local features, experience within the country of Client and region. Describe obligations entrusted the employee regarding previous assignments, specifying the dates and locations. Provide information on _____ pages.)

Attached CV

Education:

[Indicate higher (university/institute) and specialized education received by the Consultant giving names of institutions, dates of attendance and degrees obtained. Information is to be presented on _____ pages].

Attached CV

Previously occupied positions:

Starting from the current position, list in reverse chronometric order all previously occupied positions. List every employment held by the consultant since graduation, giving the dates, names of organizations, positions and locations of execution. When indicating experience acquired for the last ten years, indicate also the type of activities performed, names of clients who are able to provide references. Information is to be provided on _____ pages

Attached CV



Languages:

When listing languages, indicate the level of mastership: fluently, good, satisfactorily, or poor - speaking, reading, and writing

English

Certification:

I, the undersigned, certify that to the best of my knowledge, the above information about me is true and it correctly reflects my experience and qualification.

[Signature of consultant]

Date:
day/month/year

Full name of consultant:

Full name of authorized representative:



TERMS OF REFERENCE

TRAINING AIMED AT STRENGTHENING THE CAPACITY OF MAJOR STAKEHOLDERS AND EQUIPPING THEM WITH TOOLS AND TECHNIQUES FOR AVIATION FUEL HANDLING AND QUALITY ASSURANCE/QUALITY CONTROL STANDARDS

Background

The Guyana Energy Agency (GEA) would like to conduct follow-up training aimed at strengthening the capacity of and equipping major stakeholders with updated technology, tools and techniques for effective oversight of aviation fuel handling in Guyana.

Objective

The GEA is seeking refresher training in aviation fuel handling in its continued effort to ensure that its personnel are adequately trained in this area. This will encompass Operational Risk Analysis, Emergency Response Plan, environmental protection, among other areas detailed below. This is to ensure that our Inspectors' and relevant stakeholders' capacities are strengthened in the area of aviation fuel handling and quality control.

Activities

The trainer shall provide training to cover the following areas:

- Fuel Delivery and Storage
- Maintenance of Facilities
- Airport Fuel Storage Operations
- Fuel Handling
- Fuel Quality Control (documentation and records)
- Aircraft Fueling and Air Side operations
- Fuel Safety and Hazard Controls
- Environmental Protection, Safety Equipment and Fuel Management

(Further breakdown of activities may be detailed in the Agenda)



Qualifications

The consultant shall have no less than 15 years practical experience in the aviation fuel industry and its quality controls standards such as JIG, IATA, ATA and ASTM. The consultant must have specific working experience with fuel farms and Jet Fuel operations, storage and delivery. The consultant shall also be fluent in English.

Duration

The training will last for a period of five (5) days during the period **June 16 to 30, 2025.**

Target Groups and number of participants:

Guyana Energy Agency (GEA): 5

Guyana Civil Aviation Authority (GCAA): 1

Cheddi Jagan International Airport (GCAA): 1

Ogle Airport Inc (OAI): 1

Environmental Protection Agency (EPA): 1

Guyana Fire Service (GFS): 1

Guyana National Bureau of Standards (GNBS): 1

Air Services Limited (ASL): 1

Guyana Oil Company Limited (Guyoil): 1

CAMS: 1

Rubis: 1



Location of Training

Training location should be so determined as to offer the best possible use of training facilities for participants.

Online options for training are invited.

Supervision

The consultant will be contracted by the GEA and will report to the Chief Executive Officer, GEA or his designate.

Approved Budget

The consultancy shall not exceed **GYD2,000,000** which shall include airfare, accommodation, meals, insurance and any other related costs. Rate of exchange shall be at the Bank of Guyana rate at the time of payment.



Notification of Results

Date:

To:

1. This is to notify you that your information and qualification in the form of quotation for providing consulting services has been compared in the evaluation and has obtained the maximum scores. You are therefore determined to be successful.
2. This is to offer you to submit your financial proposal (lump-sum price and reimbursable expenses) for providing consulting services to conduct **Training aimed at strengthening the capacity of major stakeholders and equipping them with the tools and techniques for aviation fuel handling and quality assurance/quality control standards**
3. Negotiations on the Contract will be held either by fax, telephone, or email. In case of a failure to reach an agreement under the Contract, negotiations with individual consultant will be terminated, and new negotiations will be held with a candidate who would have won the second place according to the evaluation scores.
4. You should commence the assignment on _____.
5. According to the evaluation to perform that assignment, it is required five days, **June 16 to 30, 2025 (five days LOE)**.
6. Please, consider that the expenses incurred for negotiations under the contract shall not be reimbursed as direct expenditures on the assignment.
7. The following documents shall be attached to the Notification:
 - a. Form of Price Schedule and Reimbursable Expenses.
 - b. Form of Contract.
8. For further information, please, contact _____ at the following number and address: 226-0394 (ext 201) at 295 Quamina Street, South Cummingsburg, Georgetown.

Yours sincerely,

.....
Dr. Mahender Sharma
Chief Executive Officer



Cost Estimate of Services and Schedule of Rates

(1) Remuneration

Full name	Rate (per working day)	Working hours (number of working days)	Total (monetary unit)
			Sub-Total (1)

(2) Reimbursable expenses¹

	Rate	Calendar days	Total
(a) International Travels	Included in Rate	Included in rate above	
(b) Local Transport (Hotel & subsistence)	Nil		
(c) Services of Interpreter	Nil		
(d) Per Diem	Nil		
			Sub-Total

Total Cost	
Contract Ceiling	

¹ Include expenses for international travels, local transport, travel expenses, visas, airport charges, other expenses related to travels; expenses are reimbursed based on their actual price upon having supporting documents/receipts, exclusive of per diem (rates of per diem is fixed and includes cost of accommodation, food and subsistence level for the period spent in traveling).

APPROVED
 27 FEB 2025
 & TENDER ADMINISTRATION

**LUMP-SUM PRICE
CONTRACT FOR CONSULTING SERVICES**

CONTRACT

THIS CONTRACT to conduct **Training aimed at strengthening the capacity of major stakeholders and equipping them with the tools and techniques for aviation fuel handling and quality assurance/quality control standards** is entered into this _____ by and between the Guyana Energy Agency ("the Client"), whose registered address is at 295 Quamina Street, South Cummingsburg, Georgetown and _____ ("the Consultant"), having its principal office located at _____

WHEREAS, the Client wished to have the Consultant to 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**
 - (a) The Consultant shall perform the services specified in the Terms of Reference which is the integral part of this Contract.
 - (b) The Consultant shall submit to the Client the reports in the form and within the time periods specified in the Terms of Reference.
2. **Term**

The Consultant shall perform the Services during the period commencing **June 16, 2025 and continuing through June 30, 2025** or any other period as may be subsequently agreed by the parties in writing.



3. Payment

(a) Ceiling

For Services rendered pursuant to Annex No.2, the Client shall pay the Consultant an amount not to exceed..... This amount has been established based on the understanding that it includes all of the Consultant's costs (air travel plus 3 days hotel and per diem, where applicable) and profits as well as any tax obligation that may be imposed on the Consultant.

(b) Schedule of Payments

The schedule of payment is specified below:

Amount	Currency
_____	GYD upon the satisfactory completion of the service of this Contract signed by the Consultant
_____	GYD 3 days hotel + per diem (if applicable)
_____	GYD Total

(c) Payment Conditions

Payment shall be made not later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4 (at the prevailing rate at the Bank of Guyana, where applicable).

4. Client

(a) Coordinator. The Client designates _____ as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports or of other deliverables by the Client and for receiving and approving invoices for the payment.

(b) Reports. The reports listed in the 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.

5. Defects Liability

The Client will hold the Consultant liable for his/her design for a period of no less than two days.

The form of compensation to be determined also.

6. **Liquidated Damages** 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 0.02 % per week of the bid price
 - (b) A maximum of 5 % of contract price
 - (c) Thereafter, the Client has the right to cancel the contract and demand all form of damages
7. **Mobilization Advance** The Client shall make advance payment to the Consultant in the amount of on the signing of the contract on the provision of a bond. Mobilization advance to be repaid as specified in the contract. (*Not applicable*)
8. **Performance Bond** The Performance bond shall be ..% of the Bid Sum. (*Not applicable*)
9. **Retention** For the purposes of correction of possible defects, the Client shall retain from each payment a portion of the funds in the sum of 10% of the contract sum is paid only at the expiration of defects liability period . (*Not applicable*)
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 Client 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, ethical and moral competence.
12. **Confidentiality** The Consultant 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 Client's business and operations without the prior written consent of the Client.
13. **Ownership of Material** Any studies, reports and other material, graphic, software and otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

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. **Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
16. **Assignment** The Consultant shall not assign this Contract or Subcontract or any portion of it without the Client's prior written consent.
17. **Law Governing Contract and Language** The Contract shall be governed by the laws of Guyana, and the language of all communication between the Client and the Consultant shall be English.
18. **Dispute Resolution** Any dispute which cannot be amicably settled between the parties, shall be referred to adjudication or arbitration in accordance with the laws of Guyana.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____



