

STANDARD BID SOLICITATION DOCUMENT

GOVERNMENT OF GUYANA



REQUEST FOR QUOTATIONS

Maintenance and Repairs of Air Conditioning Units for the Guyana Energy Agency

December, 2025

REQUEST FOR QUOTATION PROCEDURES

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,](#)
[South Cummingsburg,](#)
[Georgetown](#)
[Tel Numbers: 225-8569 \(ext. 203, 232\)](#)

[Or send email to: gea@gea.gov.gy](mailto:gea@gea.gov.gy)

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CHECKLIST

The following documents are required to be submitted with your bid:

- ✓ Valid Business Registration
- ✓ Valid NIS
- ✓ Valid GRA
- ✓ Price schedule completed and signed
- ✓ Delivery schedule completed and signed
- ✓ Bid securing declaration completed and signed
- ✓ Valid certificates of training in AC service, maintenance and repairs
- ✓ List of similar works completed in the last three years. List name of Client, address and contact information.

INVITATION FOR QUOTATIONS TO PROVIDE MAINTENANCE AND REPAIRS OF AIR CONDITIONING UNITS FOR THE GUYANA ENERGY AGENCY

Dear Sir/Madam,

Sub: TO PROVIDE MAINTENANCE AND REPAIRS OF AIR CONDITIONING UNITS FOR THE GUYANA ENERGY AGENCY

1. The GEA is desirous of having its AC units properly serviced and maintained to ensure that they can continue to operate efficiently. As such, bidders are invited to submit their most competitive bid for the provision of maintenance and repairs services for the AC systems described below.

Capacity	Model	Qty
<u>Head Office</u>		
<u>3rd Floor (Secretariat)</u>		
12000BTU (CEO)	Samsung	1
18000BTU (Secretariat)	Samsung	1
12000BTU (Legal officer)	Carrier	1
12000BTU (DCEO)	Samsung	1
<u>2nd Floor</u>		
12000BTU (Head Admin)	Samsung	1
12000BTU (Admin)	CIAC	1
12000BTU (Human Resource)	Samsung	1
12000BTU (Internal Audit)	Samsung	1
12000BTU (Accountant)	Carrier	1
18000BTU (PMU)	Samsung	1
12000BTU (Statistics)	Samsung	1
18000BTU (EESD)	Samsung	1
12000BTU (Head, Finance)	Carrier	1
18000BTU (Accounts Division)	Carrier	1
24000BTU (Engineers)	Carrier	1
12000BTU (Engineers)	Carrier	2
<u>1st Floor</u>		
12000BTU (SHS project)	Samsung	1
36000BTU (Licensing)	Premier	1
12000BTU (Head LLD)	Samsung	1
12000BTU (Registry)	Comfort Star	1
12000BTU (Head FMD)	Samsung	1
12000BTU (Library)	Carrier	1
18000BTU (Data Management)	Carrier	1
24000BTU (Lab)	Carrier	1
12000BTU (Marking)	Samsung	1
12000BTU (Marking Manager)	TCL	1
<u>Other</u>		

12000BTU (Linden outpost situated at Mackenzie Bridge)	Carrier	1
<u>South Wing</u>		
<u>3rd floor</u>		
36000 BTU	Premier	2
<u>2nd Floor</u>		
36000 BTU (Board room)	Premier	3
Total		33

- 1.1 The service provider will be responsible for undertaking general maintenance and repair works to the AC Units for a duration of 1 year, initiated by a request from the procuring entity to effect said maintenance and or repairs and shall respond within 12 hours of all such requests.
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

Bid Securing Declaration in accordance with the form (page 13) is applicable.

3. Bid Submission and Opening

Each bidder shall submit quotations in writing in sealed envelopes address to the 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 9:00 am on **January 8, 2026**

4. Validity of Quotation

Quotations shall remain valid for a period of not less than 120 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 (page 14)

- 6. The Quotation would be evaluated per item, except when the items are procured in 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 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)

10. You are requested to submit the completed Request for Quotation document on or before **January 8, 2026** @ 09:00 hours at the **Ministerial Tender Board, Office of the Prime Minister, Colgrain House, 205 Camp Street**.

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** and deposited in the Tender Box by 9 am on **January 8, 2026**

13. Liquidated damages

Applicable rate: *0.05% of the contract price 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

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

BID FORM

To:

Subject: Maintenance and Repairs of AC Units for GEA

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

Sir,

We offer to provide the **Maintenance and Repairs of AC Units for the GEA** 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 120 days as required in Clause 6 of the Instructions to Bidders.

Yours faithfully,

Authorized Signature: _____ Date: _____

Name & Title of Signatory: _____

Name of Bidder: _____

Address: _____

PRICE SCHEDULE

Payment will be made on request for quotation

Maintenance and Repairs of AC Units for GEA

Type of Units and quantity		Quarterly Servicing per year	Price including VAT (GYD)	
			Unit Cost	Total Cost
20	12000BTU	4		
5	18000BTU	4		
2	24000BTU	4		
5	36000BTU	4		
TOTAL				

Table 1

Type of works (Supply & Installation)	QTY	12000BTU	
		Unit Cost	Total Cost
Repair condenser	5		
Replace condenser	5		
Repair compressor	5		
Replace compressor	5		
Repair evaporator	5		
Replace evaporator	5		
Repair PC Card/Board	5		
Replace PC Card/Board	5		
TOTAL			

Table 2

Type of works (Supply & Installation)	QTY	18000BTU	
		Unit Cost	Total Cost
Repair condenser	2		
Replace condenser	2		
Repair compressor	2		
Replace compressor	2		
Repair evaporator	2		
Replace evaporator	2		
Repair PC Card/Board	2		
Replace PC Card/Board	2		
TOTAL			

Table 3

Type of works (Supply & Installation)	QTY	Price including VAT (GYD) per activity	
		24000BTU	36000BTU
Repair condenser	1		
Replace condenser	1		
Repair compressor	1		
Replace compressor	1		
Repair evaporator	1		
Replace evaporator	1		
Repair PC Card/Board	1		
Replace PC Card/Board	1		
TOTAL			

Table 4

Price Summary Sheet:

Type of works (Supply & Installation)	Price including VAT (GYD) per activity								
	Labour					Material Cost			TOTAL
	12000BTU	18000BTU	24000BTU	36000BTU	12000BTU	18000BTU	24000BTU	36000BTU	
Repair condenser									
Replace condenser									
Repair compressor									
Replace compressor									
Repair evaporator									
Replace evaporator									
Repair PC Card/Board									
Replace PC Card/Board									
Servicing of AC (Quarterly									

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

.....
Date

.....
Signature of Supplier

.....
Seal/Stamp

BID-SECURING DECLARATION

Date: _____ *[insert date (as day, month and year) of Bid Submission]*
 IFB No.: _____ *[insert 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 Entity for the period of time of three (3) years starting on December 4, 2025 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 Invitation for Bids; 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.
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 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 for and on behalf of

_____ *(name of Bidder)*

(Full name) (Title) (Signature and seal)

EVALUATION CRITERIA

Maintenance and Repairs of AC Units for GEA

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	Completed and signed bid submission form/form of tender/supplier's bid page (<i>page 8</i>).		
6	Completed and signed Bid Securing Declaration Form (<i>page 13</i>)		
7	Experience and Technical Capacity: <ul style="list-style-type: none"> • List of similar works completed in the last three years. List name of Client, address and contact information. • Must present certificates of training in the area of AC service, maintenance and repairs 		
8	Warranty of no less than one year must be provided for new equipment installed. Please provide statement on letterhead, signed and dated.		

1. Successful bidder must obtain all passes (YES) as listed in the evaluation criteria above to be considered for financial assessment.
2. 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.
3. A penalty of immediate rejection of a bid or termination of contract will be applied upon discovery of misrepresentation of information.

CONTRACT FOR SERVICES

THIS CONTRACT is made the _____ day of, 2025 BETWEEN Guyana Energy Agency of 295 Quamina Street, South Cummingsburg, Georgetown (hereinafter called “the Procuring Entity”) and _____ having its principal place of business at (hereinafter called “the Service Provider”).

The Procuring Entity has received the Service Provider’s quotation for **Maintenance and Repairs of AC Units for GEA** (hereinafter referred to as “the Services”) and has accepted the Service Provider’s quote for execution of the services at the rates specified under the Price Schedule submitted (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) This Contract for Services
 - (b) The Service Provider’s Bid Form and Price Schedule
 - (c) The Procuring Entity’s Notification of Award
 - (d) Terms and Conditions of Contract
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 Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Procuring Entity to provide the Services, and remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Procuring Entity hereby agrees to pay the Service Provider in consideration of the delivery of Services 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.

IN WITNESS of the foresaid, 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.

Signed and Sealed _____ [Dr. Mahender Sharma, CEO, GEA]

Signed and Sealed _____ [Full name
and title of Service Provider’s representative]

