

STANDARD BID SOLICITATION DOCUMENT

GOVERNMENT OF GUYANA



REQUEST FOR QUOTATIONS

Provision of Customs Brokerage Services 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

- ✓ Valid Business Registration
- ✓ Valid NIS
- ✓ Valid GRA
- ✓ Price schedule completed and signed
- ✓ Delivery schedule completed and signed
- ✓ Bid securing declaration completed and signed
- ✓ Valid Customs Brokerage License
- ✓ List similar works completed in the last three years, including name of Client, address and contract information.
- ✓ Submission of Curriculum Vitae

**INVITATION FOR QUOTATIONS TO PROVIDE CUSTOMS BROKERAGE
SERVICES FOR THE GUYANA ENERGY AGENCY**

Dear Sir/Madam,

**Sub: INVITATION FOR BIDS TO PROVIDE CUSTOMS BROKERAGE
SERVICES FOR THE GUYANA ENERGY AGENCY**

1. The Guyana Energy Agency, from time to time, imports items for its daily operations via air and sea freight. Exports are also processed for goods of a similar nature. As such, the services of a registered customs broker is required to ensure that our customs requirements are handled promptly, efficiently and economically.
 - 1.1 You are invited to submit your most competitive bid for the provision of **Customs Brokerage Services for the Guyana Energy Agency** for an envisaged delivery period of one (1) year. The Services include but not limited to:
 - a) Complete the necessary documentation, worksheet(s), etc. that will accompany the request for exemption letter to the Guyana Revenue Authority (GRA). This is inclusive of permits from the Pesticides, Toxic Chemicals Control Board, Food and Drug Department etc.
 - b) Lodge the entries into GRA's processing system (ASYCUDA/TRIPS) and clear any queries in consultation with the GEA.
 - c) Assist in acquiring lien/freight certified documents for clearance of shipments including determining port of entry for shipments if unclear on Bill of Lading/Airway Bill.
 - d) Assist in the clearance of shipments including the inspection of the cargo by the Customs Authorities.
 - e) Assist in the clearance of bulk alcohol (Ethanol) purchase from DDL.
 - f) Complete the necessary documentation for export as needed.
 - g) Transportation and delivery of items from port of entry to GEA for Hiab services as needed.

Bidders are required to submit a list of similar works completed in the last three years, including name of Client, address and contract information and submission of Curriculum Vitae.

- 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 9) is applicable.

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 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 am on **January 8,2026**

4. Validity of Quotation

Quotations shall remain valid for a period 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 4)

- 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: Provision of Customs Brokerage Services for the Guyana Energy Agency

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

Sir,

We offer to provide the Customs Brokerage Services 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: _____

Annex 2

PRICE SCHEDULE

Provision of Customs Brokerage Services for the Guyana Energy Agency

Description of Services	Frequency per year	Unit	Price including VAT (G\$)
Work Sheet completion	50	each	
Completion of C72	50	each	
Lodgment per entry/shipment	50	per entry	
Collect from shippers/agents, BL/AWD as required per entry/shipment	50	per entry	
Assist with clearance per shipment as required	50	per shipment	
Exemption application	50	each	
Processing of Toxic License (preparation, uplift & payment)	50	each	
Preparation of Import License (Food & Drug)	50	each	
Dropping & uplifting Import License	50	each trip	
Complete the necessary documentation for export as needed.	50	each	
Transport and deliver items from port of entry to GEA for Hiab services as needed	50	each	
Total Cost			\$

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

The Price of our bid, including VAT

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

.....
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 January 8, 2026 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

Provision of Customs **BROKERAGE** Services 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	Completed and signed bid submission form/form of tender/supplier's bid page (<i>insert page number</i>).		
5	Completed and signed delivery schedule (<i>insert page number</i>) or statement of agreement to supply goods/services within the period specified in the delivery schedule (<i>insert page number</i>).		
6	Completed and signed Bid Securing Declaration Form (<i>insert page number</i>)		
7	Provide valid copy of Customs Brokerage License .		
8	List similar works completed in the last three years, including name of Client, address and contract information.		
9	Submission of Curriculum Vitae		

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, 2026 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 Customs Brokerage Services (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]

