

Guyana Elections Commission

Invitation for Quotations

Civic and Voter Education - Infomercials

The **Guyana Elections Commission (GECOM)** invites sealed Quotations from eligible and qualified Contractors to carry out the undermentioned Works as major components of the Commission's Civic and Voter Education Strategy for the conduct of Claims and Objections & Local Government Elections.

The Works:

1. Preparation and publication of space Advertisements and Notices via the print media.
2. Production of 30 seconds and 60 seconds skit type video infomercials with sign language inserts.
3. Production of 30 seconds and 60 seconds skit type audio infomercials.
4. Production of 30 seconds and 60 seconds narrative type video infomercials with sign Language inserts.
5. Production of 30 seconds and 60 seconds narrative type audio infomercials.
6. Publication of 30 seconds and 60 seconds audio and video infomercials via **all** electronic media, including newscasts.

NB: Quotations for publication via electronic media must show costs for peak and off-peak times. Quotes must be VAT inclusive as may be applicable.

Qualifications requirements include:

- Valid GRA Tax Compliance must be in the name of the Business or Individual.
- Valid NIS Compliance must be in the name of the Business or Individual.
- Business Registration.
- List of equipment and tools required to undertake such work. Provide proof of ownership or letter of commitment to lease.
- VAT Certificate.
- Description of the experience and expertise you possess to effectively and efficiently undertake the work. Provide CV.
- Experience in similar jobs. (List the names and contact numbers of five clients).

Quotations must be submitted in an original and one (1) electronic copy (flash drive) with exact PDF version of the hardcopy Quotation. Contractors are to ensure the envelopes of the hardcopy and the electronic copies are identically labeled; Electronic copies (flash drives) should be placed in a smaller envelope and properly affixed to the hardcopy submission.

Bids must be addressed to the Chief Election Officer, Guyana Elections Commission, with the name of the project clearly marked on the top left-hand corner "**Civic and Voter Education**" – **GECOM**". The envelope in no way should identify the Contractor.

Quotations must be deposited in the Box located on the ground floor at the **ground floor of the GECOM Secretariat Building located at Lot 9, Fort and Barrack Streets, Kingston, Georgetown** at or before **09:00 hours on Thursday, June 16, 2022.**

GECOM reserves the right to accept or reject any or all Quotations without assigning any reason(s).

Quotations will be opened at 10:00 hours on Thursday, June 16, 2022.

**Chief Election Officer
Guyana Elections Commission
592-223 9652**