**Invitation for Bids (IFB)**

**Guyana Elections Commission**

**Cooperative Republic of Guyana**

***Provision of Security Services for January 2024 to December 2024***

1. **The****Guyana Elections Commission** invites sealed bids from eligible and qualified bidders for:- (a) Security Services at the Head Office, 41 High & Cowan Streets, Kingston, (b) Security Services at the Secretariat, Lot 9 Fort & Barrack Streets, Kingston, (c) Security Services at the Command Centre, Lot 31 A Fort Street, Kingston and (d) Security Services at its twenty four (24) Registration Offices and four (4) Sub-Offices and Boat House identified in the Schedule of Requirements.

The delivery period will be from January 1, 2024 to December 31, 2024.

1. Bidding will be conducted through the National Competitive Bidding (NCB) procedures, specified in the

Procurement Act 2003, and is open to all bidders, subject to provisions of Section III (Eligible Countries) of this document.

1. Interested eligible bidders may obtain further information from **Guyana Elections Commission: Administrative & Support Services Manager, Tel # 225-5829** and inspect Bidding Documents at **Lot 9 Fort and Barrack Streets, Kingston, Georgetown from Mondays thru Thursdays at 09:00 hrs. to 16:00 hrs. and Fridays at 09:00 hrs. to 15:00 hrs.**

4. Qualifications requirements include:

1. Documentary evidence of being currently in the business of the supply of Security Service, and with at least three (3) years’ experience,
2. Trained and experience guards are required,
3. Valid NIS and GRA Compliances.
4. A complete set of Bidding Documents in English may be purchased by interested bidders upon payment of a non-refundable fee of three thousand dollars (G$3,000). The method of payment will be Cash. The Bidding Documents can be purchased from the **Accounts Division, Guyana Elections Commission, Lot 9 Fort and Barrack Streets, Kingston**.

6. **Bids must be submitted in an original and one electronic Copy (flash drive) with exact PDF version of the hardcopy tender. Bidders are to ensure the envelopes of the hardcopy and the electronic copy are identically labeled; Electronic copy (flash drive) should be placed in a smaller envelope and properly affixed to the hardcopy submission.** The name of the project clearly marked on the top left hand corner **“Provision of Security Service for January 2024 to December 2024”** The envelope in no way should identify the tenderer.

7. Bids must be deposited in the Tender Box located on the ground floor at the **National Procurement and Tender Administration Building, Ministry of Finance, Main and Urquhart Streets, Georgetown** before **09:00** **hours** **on** **or before Tuesday, 12th December, 2023**. Late Bids will be rejected.

8. The Ministry of Finance reserves the right to accept or reject any or all Tenders without assigning any reason(s).

**Administrative and Support Services Manager**

**Guyana Elections Commission**

**Telephone Number: 225-5829.**