

# **GUYANA ELECTIONS COMMISSION**

## **Invitation for Quotations**

### **Civic and Voter Education - Infomercials**

The Guyana Elections Commission (GECOM) **invites sealed Quotations from qualified Contractors to carry out the undermentioned Works** as a major component of the Commission's Civic and Voter Education Plan for the year 2024. In this regard, you are hereby invited to submit a quotation showing costs for the following works.

#### **The Works:**

1. Production of 30 seconds 60 seconds, and 90 seconds skit type video infomercials with sign language inserts.
2. Production of 30 seconds 60 seconds, and 90 seconds skit type audio infomercials.
3. Production of 30 seconds 60 seconds, and 90 seconds narrative type video infomercials with sign language inserts.
4. Production of 30 seconds 60 seconds, and 90 seconds type audio infomercials.
5. Publication of 30 seconds 60 seconds, and 90 seconds audio and video infomercials via **all** electronic media (radio and television), including newscasts.
6. Production of duplicates of infomercials for distribution to the various media houses for publication.
7. Distribution of infomercials to the various media houses for publication.

**NB: Quotations for publication via electronic media must show costs for peak and off-peak times separately. 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.
- Description of the experience and expertise you possess to effectively and efficiently undertake the work.
- Experience in similar jobs. (List the names and contact numbers of at least three clients).

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

**Quotations must be addressed to the Guyana Elections Commission, clearly marked on the top left-hand corner "Civic and Voter Education" – GECOM".**

Quotations must be placed into the sealed Quotation box located at the **GECOM Secretariat Building, Lot 9, Fort and Barrack Streets, Kingston, Georgetown** on or before **12:00 hours on Friday, March 29, 2024.**

**Quotation Box will be opened on Friday, March 29, 2024 at 14:00 hours.**

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

**For further information, contact GECOM on 225-9897 or 225-0277.**