

# Guyana Elections Commission

## Invitation for Bids (IFB)

*Provision of Services in two (2) Lots*

### Co-operative Republic of Guyana

The **Guyana Elections Commission** invites sealed bids from eligible and qualified bidders for the Provision of Services in two (2) Lots as follows:-

**Lot 1 – Sanitary Disposal Service**

**Lot 2 – Pest Control Service**

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 IV (Eligible Countries) of this document.
2. Interested eligible bidders may obtain further information from **Guyana Elections Commission: Administrative and Support Services Manager, Tel # 225-5829.**
3. Qualification requirements include: **Valid GRA Compliance, Valid NIS Compliance, Electronic Copies of Tender Document, Completed Bid Form and completed Price Schedule.** Additional details are provided in the Bidding Documents.
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 Department, Guyana Elections Commission, Lot 9 Fort and Barrack Streets, Kingston, Georgetown.**
5. **Bids must be submitted in an original and two (2) electronic copies (flash drives) with exact PDF version of the hardcopy tender. Bidders 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.**
6. **Bids must be addressed to the Chairman, National Procurement and Tender Administration Board, Ministry of Finance, Main and Urquhart Streets, Kingston** with the name of the project clearly marked on the top left and corner **“Provision of Services: Lot 1- Sanitary Disposal Service, Lot 2- Pest Control Service.”.** 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, 6<sup>th</sup> February, 2024.** 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**