

PREPARING THE TENDER

Continued

Depending on the time and nature of amendments to the Tender document, you can request an extension to the tender submission deadline. Make sure you do so in good time;

As a Tenderer you can seek clarifications from the Procuring Entity. Use the procedures to prescribed in the tender document to do so;

If the tender provides for Site Visits and Pre-Bid Meetings, do not miss your opportunity to attend these visits or meetings;

Pay careful attention to pricing and what it should include, and always consider the following factors before preparing your price proposal:

Any risks and obligations involved for the supplier; All items for which payment is required; Payment of taxes and duties and other factors; Effect of bid validity period on the price quoted, especially when price fluctuation clauses are not included in the contract;

Contractual obligations such as submission of insurance policies, performance security, related services, furnishing of samples, tests, incidental expenses and manuals, which are not reimbursed directly under the contract.

Visit our website <https://ppc.org.gy> for more information.




PUBLIC PROCUREMENT COMMISSION

OUR MISSION


To ensure that the procurement of goods, services and execution of works is done in an equitable, transparent, competitive and cost effective manner according to law.



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**TENDER
PREPARATION
TIPS**
FOR CONTRACTORS,
SUPPLIERS & CONSULTANTS

*"Promoting fairness,
transparency and efficiency
in public procurement"*

CONSIDERATIONS BEFORE PREPARING A TENDER

Evaluate your chances

Putting together a tender document can be both expensive and time-consuming. To improve your chances of success, make sure you can answer "Yes" to the following:

- I/My company's profile matches the requirements of the tender;
- I/My company has the required staff and resources to complete the contract, if awarded;
- I/My Company does not have to make a capital investment and/or expand my/our operations in order to be awarded the contract;
- I/My Company have considered all the risks and the implications if the contract is not awarded to me/us;
- I and/or my team have the required qualifications and experience to complete the work specified in the tender;
- I/my company have successfully completed similar work in the past.
- My business registration, license to operate, GRA and NIS certificates are up to date.
- I have a printed copy of my TIN Certificate.
- I have the means to provide performance bonds and guarantees if necessary;
- I/My company has the necessary health, safety, risk and quality standards in place;
- The Tender document provided all the information I needed in a clear manner and I did not have to make assumptions;

COMMON TENDERING MISTAKES

- Failing to register an Expression of Interest or respond to the pre-qualification;
- Not providing the information requested;
- Not laying out the tender response in the relevant sections of the Invitation to Tender;
- Not including mandatory documents or key documentation - or even explaining why it's not there;
- Failing to provide evidence of recent experience;
- Failing to follow the directions for labelling of the outer envelope; and
- Missing the submission deadline.

PREPARING AND SUBMITTING TENDERS

Depending on how complex a contract is, you may be required to submit quite a lot of information when preparing your tender documents.

Regardless of whether a contract is complex or not, Procuring Entities expect offers to be provided in the format requested - neatly, clearly and in accordance with their requirements.

Procuring Entities will always be pleased to receive tenders/proposals, which are professionally presented and follow a logical structure.

Your tender document should be neatly put together, whether they be loose-leaf or bound copies.

A table of contents with page number references helps the evaluator to quickly find the information they need.

Ensure that your tender contains the required copies and that your tender document meets the page or word limit, if specified.

Always double check your document to make sure nothing was missed - all questions must be answered and the information required provided.

To improve your chances of success, make sure that you have enough time to properly prepare and present your tender.

PREPARING THE TENDER

Getting the details right can make all the difference! Study the instructions given in the tender (bidding) documents carefully, paying special attention to the requirements outlined in the Instruction to Tender (ITT).

Failure to satisfy the instructions given for preparing the tender and omitting key tender requirements may cause your tender to be evaluated as non-responsive and rejected despite having a good or even best bid price.

Remember: A responsive tender is one which conforms to all terms, conditions and specifications of the tender document, without material deviation or reservation.

As a Tenderer, you have certain responsibilities:

- Ensure that all the sections and documents/forms listed in the tender document are received; as it is. If any sections/documents are missing, contact the Procuring Entity's representative mentioned in the ITT, and bring it to their attention;
- Make sure you understand your requirements and rights by carefully going through the tender document;
- If any amendments are made to the Tender Documents by the Procuring Entity make sure you acknowledge receipt of the amended document and use that document for your submissions;