

Tendering Points

Tips for tendering for Suppliers and Contractors

Documentation Compliance:

1. Ensure Validity and Legibility: All required documentation, such as business registration, NIS compliance, and GRA compliance certificates, must be up-to-date and clearly legible.
2. Complete Forms Accurately: Fill out and sign all necessary forms, including the bid submission form and bid securing declaration form, following provided guidelines meticulously.

ENSURE THAT ALL EVALUATION CRITERIA ARE SATISFIED.

Financial Capacity:

3. Provide Evidence of Financial Capacity: Submit evidence representing the required percentage of the bid price, including recent bank statements or lines of credit from licensed financial institutions as required by the Evaluation Criteria.
4. Include Audited Financial Statements: For incorporated companies, furnish audited financial statements for the period specified in the Evaluation Criteria, from the last financial year; for registered businesses, provide certified balance sheets, profit and loss accounts, and income and expenditure accounts.

Experience and References:

5. Demonstrate Construction Experience: Present a list of completed projects and copies of contracts with previous clients to demonstrate both general and specific construction experience as per the outlined requirements.
6. Disclose Litigation History: Clearly disclose any litigation or arbitration stemming from contracts completed or ongoing within the specified timeframe.

Resource Availability:

7. Verify Equipment Ownership: Provide evidence of ownership or possession of key equipment through licenses, purchase documents, or leasing agreements, dated within the specified timeframe.
8. Ensure Adequate Personnel: Submit detailed CVs for designated key personnel and obtain their consent to use their CVs within the outlined timeframe.

Project Planning and Methodology:

9. Develop Detailed Work Programs: Create comprehensive work programs aligned with the bill of quantities, emphasizing step-by-step sequences and adherence to safety regulations.
10. Prepare Method Statements: Craft method statements detailing the scope of works, including descriptions, safety considerations, and equipment lists, reflecting compliance with relevant regulations.

Legal and Compliance Considerations:

11. Resolve Legal Matters: Ensure ongoing legal matters with the Government of Guyana are resolved to avoid disqualification.
12. Disclose Terminated Projects: Provide a letter disclosing any terminated or abandoned projects within the specified timeframe.

Tender Submission:

13. Submit Complete Package: Double-check all submitted documents for accuracy, completeness, and adherence to specified guidelines.
14. Meet Deadlines: Ensure timely submission of the tender package to the procuring entity, meeting all specified deadlines.

Resource Availability:

15. Familiarize with Procurement Legislative Framework: Review and understand the Procurement Act Cap. 73:05 and its amendments to ensure full compliance with legal requirements.
16. Seek Clarifications: Seek clarification from the procuring entity on any unclear requirements or guidelines before submission.

For More Information, Contact Us:

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