

INVITATION TO TENDER

Ref: GYSBI_ITT003_022025: RENOVATION TO GROUND FLOOR, HEAD
OFFICE, MAIN BASE

PART 1 Form of Tender

Name of Bidder:

Date of Invitation for Bid: March 4, 2025

Date of Closing of Bid: April 4, 2025

Date of Pre-Bid Site Visit: March 20, 2024, at 10:00 hrs.

Submission of Bid: One single PDF document containing PART 1 Form of Tender (signed) PART 2 Technical Submission & PART 3 Commercial Submission.
One Document containing copy of PART 3 Commercial Submission.

Email to tenders@gysbi.com

Bid clarifications: To be addressed to the Chief Operations Officer/Procurement Manager at tenders@gysbi.com with the subject "Bid Clarification – Renovations to Ground Floor, Head Office." Answers to clarifications will be sent to all Bidders.

Acknowledgment & Confirmation: Bidders are requested to confirm receipt of this Invitation to Tender to the Chief Operations Officer /Procurement Manager at tenders@gysbi.com within 48 hours, and to confirm their willingness to submit a bid by requesting for bid package at tenderrequests@gysbi.com.

This Invitation to Tender, having been extended to the Bidder, requires that the Bidder provide the information listed in Section 3 - Required Information, having examined Section 1 – Scope of Work, and with consideration that the offered Bid Price includes for the Works to be carried out in full compliance with Section 2 - Security, Safety, Health & Environmental (QHSSE) Compliance and Appendix A - Standard GYSBI Contract.

GYSBI shall not be held liable for any expenses incurred in the preparation or submittal of Bids or any subsequent discussion and/or negotiations.

By written notice to Bidders, GYSBI may modify the enquiry documents in any respect by way of clarification, addition, deletion, or otherwise prior to the Closing Date. GYSBI shall have the right to modify the process timetable.

GYSBI shall be under no obligation to accept the lowest of any bids submitted hereunder.

The Submission by Bidder (Section F) shall be signed by those persons duly authorized to sign for Bidder. The names and titles of those signing shall be typed beneath their usual signatures.

Bidder shall ensure that its Bid is complete in all respects such that GYSBI may perform a complete and meaningful evaluation and following receipt of the Bids.

Bidder shall take no advantage of any apparent errors or omissions. In the event that Bidder discovers any such errors or omissions, Bidder shall immediately notify the Engineering Manager/Procurement Manager at **tenders@gysbi.com** and specifically set forth any such errors or omissions in its Bid.

Bidder shall indicate all proposed subcontract work for each of the subcontractors that it proposes to employ, indicating precise details of the work which each subcontractor shall be expected to perform.

All the data included in these Documents and Annexes are provided for the best estimation of services. It is the sole responsibility of the Bidder to request and analyse any additional information deemed necessary for preparing its Proposal.

It is assumed that the Bidder has studied the current Documents and all additional information available with a reasonable effort in order to evaluate risks, contingencies and all other circumstances that may affect its Proposal.

Moreover, it is assumed that the Bidder has drawn its own interpretations, deductions and conclusions, and the evaluation of the needed costs to develop the services described in these Documents and Annexes.

Public bidders may be invited to make a presentation of their tender to GYSBI at the address above.

Bids to be priced in Guyanese Dollars (GYD) and shall be open for acceptance by GYSBI for a minimum period of ninety (90) days from the date stipulated as the return date for the Bids.

All prices will be Fixed for the duration of the Works.

GYSBI may request Bidders to extend the validity of their Bids at any time prior to award of Contract

FORM OF TENDER ACKNOWLEDGEMENT

Signed and Submitted by the Bidder on the date: _____

Signature on behalf of the Bidder:

Witness to the Signature:

Name:
Designation

Name:
Designation