



## REQUEST FOR PROPOSAL (RFP)

### MULTI-YEAR CONTRACT FOR SUPPLY AND DELIVERY OF STATIONARY

#### INTRODUCTION

Guyana Shore Base Inc. (GYSBI) invites interested and qualified suppliers to submit Proposals for the supply and delivery of Stationary. The selected bidder will enter into a Master Services Agreement (MSA) with GYSBI for the duration of three years.

#### PRODUCT REQUIREMENTS

- The stationary must meet the specifications in the attached document.
- Delivery frequency: Monthly (or as requested via Purchase Orders)
- Delivery Location: GYSBI Warehouse located at the Huston, Georgetown, Guyana.
- Packaging: To be clearly labelled and adequately secured to prevent damage during transportation.
- Location: GYSBI Main base - Huston, Georgetown

#### REQUIREMENTS FOR RFQ SUBMISSION

Interested suppliers must provide the following details:

##### Company Profile & General Submission Requirements

- Company name, and valid business registration or equivalent
- Company profile and overview of core business activities
- Contact details of key representative / point of contact
- Local Content Certificate (if available). If no Local Content Certificate is available; Guyanese-registered businesses can provide evidence of majority-Guyanese ownership and indication that local content certification is being or will be pursued.

##### Supply Details

- Details of product, showing compliance with requirements.
- Details of products delivery capability and lead time.
- Established storefront preferred but not mandatory.



## SUBMISSION DETAILS

- Date published: June 13, 2025
- Deadline for Submission: July 13, 2025
- Submission Format: Single PDF document
- Submission Email Address: [tenders@gysbi.com](mailto:tenders@gysbi.com) with Subject Line: "SUPPLY AND DELIVERY OF STATIONARY"
- Clarifications & Queries: All inquiries can be submitted to the email address above

## 5. EVALUATION AND NEXT STEPS

Only bidders that make relevant submissions and demonstrate suitable experience will be invited to submit product samples (one unit per model).

## 6. DISCLAIMER

Guyana Shore Base Inc. reserves the right to accept or reject any submission at its sole discretion and to proceed with the procurement in any manner it deems fit.

We look forward to receiving your RFP and working with capable suppliers to successfully satisfy our requirements.

### Issued by:

GUYANA SHORE BASE INC. (GYSBI)

June 13, 2025

[tenders@gysbi.com](mailto:tenders@gysbi.com)