



## REQUEST FOR PROPOSAL (RFP) AIR CONDITIONING UNIT SERVICING

### 1. INTRODUCTION

Guyana Shore Base Inc. is seeking proposals from qualified Mechanical service companies to provide routine preventative maintenance, repair and emergency response air conditioner related services for facilities located in Plantation "A" Houston District Georgetown. This RFP outlines the requirements, scope of work, submission guidelines, and evaluation criteria for interested bidders.

### 2. PROJECT OVERVIEW

The scope of this project includes monthly preventative maintenance, breakdown response and on-call servicing for varied types of air conditioning systems located at multiple locations. These components may include, but are not limited to:

- Variety of systems (wall or ceiling mounted, split type cassette & central AC systems)
- Variety of Manufacturers with total units below:
- Multiple locations (industrial, commercial & residential)

### 3. SCOPE OF WORK

Routine Monthly Servicing based on environment and requirements:

- Frequency will be based on environment and field evaluations
- Service minimal tasks
  - Cleaning or replacing filters
  - Purging condensate line
  - Coil cleaning (inside & outside units)
  - Visual inspection of all components
  - Refrigerant top-up if required

New Unit Install

- Materials supplied by GYSBI

Emergency Repairs & Response Time

- 24-hour response required for emergency repairs

### 4. PERSONNEL REQUIREMENTS

- Service technicians should be certified



## 5. PROPOSAL REQUIREMENTS

Bidders must include the following in their submission:

- Company profile and relevant experience (3 year minimum)
- Details of similar past projects (minimum 3 references)
- Itemized rate sheet detailing labor, equipment & overhead costs
- Safety records and quality control procedures
- Any assumptions or exclusions

## 6. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Technical approach and understanding of the scope
- Experience and past performance on similar projects
- Compliance with standards and safety requirements
- Cost competitiveness

## 7. SUBMISSION DETAILS

- Date published: July 11, 2025
- Deadline for Submission: August 11, 2025
- Submission Format: Single PDF document
- Submission Email Address: tenders@gysbi.com
- Clarifications & Queries: All inquiries can be submitted to the email address above

## 8. REQUIREMENTS FOR QUOTATION SUBMISSION

Interested contractors must provide the following documents:

- 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.
- Valid Business Registration or equivalent
- Valid GRA & NIS Compliance
- Any Other Certification

## 9. DISCLAIMER

This RFQ does not constitute a solicitation for bids or an offer to contract. 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.



## 10. TERMS AND CONDITIONS

- The issuing organization reserves the right to reject any or all proposals.
- Costs incurred in preparing proposals are the sole responsibility of the bidder.
- This RFP does not constitute a binding contract.
- Site visits can be arranged by sending request to tenders@gysbi.com

Summary of total units based on size	
BTU	Total Units per BTU
9000 BTU	26
12000 BTU	68
18000 BTU	42
24000 BTU	28
36000 BTU	7
5 tons	1
10 tons	2
<b>Total</b>	<b>174</b>