T: +592.227.2380
E: info@gysbi.com

GYSBI PMO

# TENDER SUBMISSION FORM

**BUSINESS UNIT:** OPERATIONS

**SITE / ASSET:** GYSBI INDUSTRIAL ESTATE (GIE)

**PROJECT TITLE:** EMGL OPERATIONS WAREHOUSE II

**PROJECT NO:** 0001

**DOCUMENT NO: GY02-0001-CM-SUB-001-01**
**REVISION: C1**

# CONTENTS

*1 INTRODUCTION* ..... *3*

*2 SUBMISSION REQUIREMENTS* ..... *3*

**FORM SUB-01: BIDDER INFORMATION** ..... **4**

**FORM SUB-02: COMPLIANCE STATEMENT** ..... **5**

**FORM SUB-03: TECHNICAL DEVIATIONS & CLARIFICATIONS** ..... **6**

**FORM SUB-04: COMMERCIAL DEVIATIONS** ..... **7**

**FORM SUB-05: KEY PERSONNEL** ..... **8**

**FORM SUB-06: PROJECT ORGANIGRAM & COMMUNICATION STRUCTURE** ..... **9**

**FORM SUB-07: SUBCONTRACTOR DECLARATION** ..... **10**

**FORM SUB-08: PRELIMINARY CONSTRUCTION SCHEDULE** ..... **11**

**FORM SUB-09: PRICING BREAKDOWN** ..... **12**

**FORM SUB-10 – NATIONALISATION / LOCAL CONTENT** ..... **13**

**FORM SUB-11: BID DECLARATION** ..... **15**

## REVISION / ISSUE TABLE:

| REV | DATE | DESCRIPTION | INITIATED | REVIEWED | APPROVED |
|---|---|---|---|---|---|
| A1 | MAR 2026 | ISSUED FOR INTERNAL & COMMENT | SJL | GP | NN |
| C1 | 13/03/2026 | ISSUED FOR TENDER | SJL | GP | NN |

## REVISION HISTORY:

| REVISION | SUMMARY OF CHANGES MADE | SECTIONS AFFECTED |
|---|---|---|
| A1 | N/A – FIRST ISSUE | N/A |
| C1 | N/A – NO CHANGE | N/A |

## TABLE OF ACRONYMS:

| ACRONYM | MEANING |
|---|---|
| ITT | Invitation to Tender |
| SOW | Scope of Work |
| TER | Technical Requirements |
| IFC | Issued for Construction |
| JV | Joint Venture |
| NCR | Non-Conformance Report |
| RFI | Request for Information |

# 1 INTRODUCTION

These Tender Submission Forms shall be completed in full by all bidders submitting a tender in response to the Invitation to Tender (ITT) for the EMGL Operations Warehouse II project at the GYSBI Industrial Estate (GIE).

This document defines the mandatory submission forms that bidders are required to complete and return as part of their tender submission. The forms are intended to ensure a consistent, transparent, and auditable tender evaluation process.

Failure to complete and submit all required forms, in the format issued, may result in the bid being deemed non-compliant and excluded from further evaluation.

# 2 SUBMISSION REQUIREMENTS

Bidders shall submit their tenders strictly in accordance with the requirements defined in this document and the Invitation to Tender (ITT).

All Tender Submission Forms shall be returned in the format issued, fully completed, and signed where indicated by an authorised representative of the Bidder. The form structure shall not be amended, altered, or reformatted.

Each Bidder shall submit the following as part of their tender:

- All completed Tender Submission Forms (SUB-01 to SUB-11)
- One (1) Technical Proposal
- One (1) Commercial Proposal

All submission forms shall be:

- Fully completed
- Signed where indicated
- Submitted in accordance with the instructions and deadlines defined in the ITT

Failure to submit any required form, or submission of incomplete, unsigned, or non-compliant documentation, may result in the bid being deemed non-compliant and excluded from further evaluation.

# FORM SUB-01: BIDDER INFORMATION

The Bidder shall provide the following information. All fields are mandatory unless stated otherwise.

| ITEM | DETAILS |
|---|---|
| LEGAL COMPANY NAME | |
| TRADING NAME (IF APPLICABLE) | |
| REGISTERED ADDRESS | |
| LOCAL OFFICE ADDRESS | |
| COMPANY REGISTRATION NUMBER | |
| VAT / TAX IDENTIFICATION | |
| PRIMARY CONTACT NAME | |
| POSITION | |
| EMAIL | |
| PHONE | |
| COMPANY OWNERSHIP / PARENT COMPANY | |
| YEARS IN OPERATION | |
| TYPE OF BIDDER (CONTRACTOR / JV / CONSORTIUM) | |

**Note:** Where the Bidder is a Joint Venture or Consortium, details for all participating entities shall be provided.

# FORM SUB-02: COMPLIANCE STATEMENT

The Bidder confirms compliance with the following documents:

| DOCUMENT | COMPLIANT (Y/N) | COMMENTS |
|---|---|---|
| ITT – GY02-0001-CM-ITT-001-01 | | |
| SOW – GY02-0001-EN-SOW-001-01 | | |

**The Bidder certifies that:**

- No exclusions, deviations, or qualifications exist unless explicitly declared in FORM SUB-03 (Technical Deviations & Clarifications), FORM SUB-04 (Commercial Deviations) or FORM SUB-10 (Nationalisation / Local Content).
- All costs, resources, materials, and services necessary to complete the Works in accordance with the ITT and SOW are included in the Bid.
- The Bid has been prepared in full accordance with the tender documents.

**Authorised Declaration:**

| ITEM | DETAILS |
|---|---|
| COMPANY NAME: | |
| AUTHORISED REPRESENTATIVE NAME: | |
| POSITION / JOB TITLE: | |
| SIGNATURE: | |
| DATE: | |

# FORM SUB-03: TECHNICAL DEVIATIONS & CLARIFICATIONS

The Bidder shall list all technical deviations, qualifications, or requests for clarification against the ITT, Scope of Work (SOW), Client Requirements, or technical appendices.

If no technical deviations or clarifications are proposed, the Bidder shall clearly state "None".

| REF | DOCUMENT / CLAUSE | DEVIATION / CLARIFICATION REQUESTED | JUSTIFICATION |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

**Note:** Any technical deviation or clarification not declared in this form may be disregarded by the Client and/or result in the bid being deemed non-compliant.

# FORM SUB-04: COMMERCIAL DEVIATIONS

The Bidder shall list all proposed commercial deviations, qualifications, or exceptions to the commercial terms defined within the ITT.

If no commercial deviations are proposed, the Bidder shall clearly state "None".

| REF | TERM | DEVIATION REQUESTED | JUSTIFICATION |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

**Note:** Any commercial deviation not declared in this form may be disregarded by the Client and/or result in the bid being deemed non-compliant.

# FORM SUB-05: KEY PERSONNEL

The Bidder shall provide details of the proposed core project team members. All key personnel shall be suitably qualified, experienced, and available for the duration of the Works.

| POSITION | NAME | QUALIFICATIONS | YEARS EXPERIENCE | FULL-TIME? (Y/N) |
|---|---|---|---|---|
| PROJECT MANAGER | | | | |
| CONSTRUCTION MANAGER | | | | |
| HSSE LEAD | | | | |
| QA/QC LEAD | | | | |
| PLANNING / SCHEDULING ENGINEER | | | | |
| OTHER… | | | | |

**Notes:**

1. Minimum experience requirements for the Project Manager and key personnel are fifteen (15) years demonstrable experience in managing projects of similar scale and complexity.
2. CVs/resumes for the Project Manager, Construction Manager, HSSE Lead, and QA/QC Lead shall be included within the Technical Proposal.
3. Any proposed changes to key personnel following bid submission shall be subject to Client approval.

# FORM SUB-06: PROJECT ORGANIGRAM & COMMUNICATION STRUCTURE

## 1. Project Organigram (Mandatory)

The Bidder shall submit a project-specific organisation chart clearly identifying the proposed project team structure.

The organogram shall, as a minimum, include the following roles:

- Project Manager
- Construction Manager
- HSSE Lead
- QA/QC Lead
- Planning / Scheduling
- Site Supervisors
- Document Control
- Key subcontractor roles (identified clearly)

Organigram must show:

- Reporting lines
- Functional relationships
- Full-time/part-time assignment of each role

## 2. Communication & Reporting Structure

Bidder shall provide a Communication Flow Diagram showing:

- Contractor > GYSBI communication channels
- Contractor > Subcontractor communication lines
- HSSE reporting lines
- Technical communication routes
- Escalation path up to senior management

Diagram must identify:

- Authority to issue instructions
- Authority to receive and respond to instructions
- Approval responsibilities for RFIs, NCRs, Method Statements, and Variations

## 3. Narrative Description

The Bidder shall provide a short-written narrative describing:

- Responsibilities of each key role
- Decision-making authority
- Interface management with GYSBI
- Daily/weekly reporting structure

# FORM SUB-07: SUBCONTRACTOR DECLARATION

The Bidder shall declare all proposed subcontractors intended to be engaged in the execution of the Works.

No subcontractor shall be engaged without prior approval from the Client.

| SCOPE OF WORK | SUBCONTRACTOR NAME | COUNTRY | PRIOR WORKING HISTORY (Y/N) |
|---|---|---|---|
| | | | ☐Yes ☐No |
| | | | ☐Yes ☐No |
| | | | ☐Yes ☐No |

**Note:** The Client reserves the right to request additional information relating to any proposed subcontractor and to approve or reject subcontractors at its discretion.

No subcontractor may be engaged without GYSBI approval.

# FORM SUB-08: PRELIMINARY CONSTRUCTION SCHEDULE

The Bidder shall submit a preliminary construction programme demonstrating a clear understanding of the GCT Infrastructure Project scope, logical sequencing of works, and site constraints.

The schedule shall reflect live-site working conditions, interface with ongoing operations where applicable, coordination between multiple disciplines, and key milestones through to completion, commissioning, and handover.

The preliminary schedule shall include, as a minimum, the following activities/phases:

| ACTIVITY / PHASE | START | FINISH |
|---|---|---|
| MOBILISATION | | |
| DETAILED DESIGN & ENGINEERING | | |
| PROCUREMENT & LONG-LEAD ITEMS | | |
| SITE SURVEY & PREPARATION | | |
| DRAINAGE & STORMWATER WORKS | | |
| ELECTRICAL INFRASTRUCTURE & GRID WORKS | | |
| LIGHTING INSTALLATION | | |
| CCTV & SECURITY SYSTEM INSTALLATION | | |
| SITE ACCESS & TRAFFIC INFRASTRUCTURE | | |
| INTEGRATED TESTING & COMMISSIONING | | |
| PRACTICAL COMPLETION & HANDOVER | | |

**Note:** The preliminary schedule shall be consistent with the proposed construction methodology and shall form part of the technical evaluation.

# FORM SUB-09: PRICING BREAKDOWN

The Bidder shall provide a lump sum pricing breakdown for the GCT Infrastructure Project. Prices shall be all-inclusive, covering all labour, materials, plant and equipment, supervision, management, temporary works, testing, commissioning, overheads, and profit necessary to complete the Works in accordance with the ITT and Scope of Work (SOW).

The pricing breakdown shall, as a minimum, include the following categories:

| CATEGORY | LUMP SUM (USD) | NOTES |
|---|---|---|
| PRELIMINARIES / MOBILISATION | | |
| DESIGN & ENGINEERING | | |
| DRAINAGE & STORMWATER WORKS | | |
| ELECTRICAL INFRASTRUCTURE & GRID INTEGRATION | | |
| LIGHTING INSTALLATION | | |
| CCTV & SECURITY SYSTEMS | | |
| SITE ACCESS & TRAFFIC INFRASTRUCTURE | | |
| TESTING & COMMISSIONING | | |
| TEMPORARY WORKS | | |
| OVERHEADS & PROFIT | | |
| **TOTAL LUMP SUM** | **USD** | |

All assumptions, exclusions, or qualifications affecting pricing shall be clearly identified in the submission.

**Notes:**

1. The pricing shall be fully aligned with the Scope of Work and Technical Proposal.
2. Any exclusions or qualifications shall be clearly stated in FORM SUB-04: Commercial Deviations.
3. The Client reserves the right to request further price breakdowns or clarifications during the evaluation process.

# FORM SUB-10 – NATIONALISATION / LOCAL CONTENT

This form captures the Bidder's proposed approach to nationalization and local content in Guyana and shall be used by the Client as part of the Technical Evaluation.

The information provided in this form shall be assessed in accordance with the Evaluation Criteria and the Guyana Local Content Act 2021.

Failure to complete this form may result in the bid being deemed non-compliant.

## A. WORKFORCE COMPOSITION

The Bidder shall provide details of the proposed workforce composition for the execution of the Works.

| ITEM | NUMBER | PERCENTAGE (%) |
|---|---|---|
| **TOTAL PROJECT WORKFORCE** | | 100% |
| **GUYANESE NATIONALS** | | |
| **EXPATRIATE PERSONNEL** | | |

Are Guyanese Supervisory / Lead Roles Included?
☐ Yes ☐ No

If Yes, briefly identify roles:

| |
|---|
| |

## B. TRAINING & SKILLS TRANSFER

| ITEM | RESPONSE |
|---|---|
| **FORMAL TRAINING PLAN PROVIDED** | ☐Yes ☐No |
| **ON-THE-JOB TRAINING / MENTORING** | ☐Yes ☐No |
| **SHADOWING / SUCCESSION PLANNING** | ☐Yes ☐No |

Brief description (max 5 lines):

| |
|---|
| |

## C. SUBCONTRACTING & LOCAL SUPPLIERS

| ITEM | RESPONSE |
|---|---|
| **USE OF GUYANESE-OWNED SUBCONTRACTORS** | ☐ Yes ☐ No |
| **ESTIMATED % OF CONTRACT VALUE SUBCONTRACTED LOCALLY** | ____ % |

Key scopes to be subcontracted locally:

| |
|---|
| |

***Note:*** *Detailed subcontractor information shall be provided in FORM SUB-07.*

## D. LOCAL CONTENT COMPLIANCE

| DECLARATION | RESPONSE |
|---|---|
| **AWARENESS OF GUYANA LOCAL CONTENT ACT 2021** | ☐ Yes ☐ No |
| **ABILITY TO COMPLY WITH LOCAL CONTENT REPORTING REQUIREMENTS** | ☐ Yes ☐ No |
| **PREVIOUS EXPERIENCE UNDER LOCAL CONTENT REGIMES** | ☐ Yes ☐ No |

The information provided in this form forms part of the Bidder's overall tender submission and is covered by the Bid Declaration provided in FORM SUB-11.

No separate signature is required for this form.

# FORM SUB-11: BID DECLARATION

The Bidder hereby declares that:

- The tender submission is accurate, complete, and prepared in accordance with the Invitation to Tender (ITT) and all associated documents.
- The Bidder has reviewed and understood the Scope of Work, Client Requirements, and site conditions relevant to the Works.
- No deviations, qualifications, or exclusions exist other than those explicitly declared in FORM SUB-03 (Technical Deviations & Clarifications) and FORM SUB-04 (Commercial Deviations).
- The Bidder acknowledges that the Client reserves the right to accept or reject any bid, in whole or in part, without obligation.

| CONTRACTOR BID DECLARATION | |
|---|---|
| COMPANY NAME | |
| AUTHORISED REPRESENTATIVE NAME | |
| POSITION / JOB TITLE | |
| SIGNATURE | |
| DATE | |