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REQUEST FOR PROPOSAL (RFP)

REMOVAL AND INSTALLATION OF NEW LAMINATE FLOORING IN THREE OFFICE SPACES

1. INTRODUCTION

Guyana Shore Base Inc. hereby invites interested companies to submit proposals for **REMOVAL AND INSTALLATION OF NEW LAMINATE FLOORING IN THREE OFFICE SPACES** for Guyana Shore Base Inc., Houston, East Bank Demerara.

2. SCOPE OF WORK

The contractor shall furnish all labor, supervision, tools, equipment, and materials necessary to remove existing carpet flooring and install new laminate flooring in three (3) office spaces totaling approximately **844 square feet**.

3. Site Preparation

- Protect adjacent walls, doors, furniture, and existing finishes from damage during construction.
- Remove or relocate furniture as required to complete the work and return furniture to its original location upon completion.
- Maintain a clean and safe work environment throughout the project.

4. Demolition

- Remove and dispose of all existing carpet and carpet padding from the three office spaces.
- Remove existing transition strips, tack strips, staples, adhesive residue, and any other flooring accessories necessary for installation.
- Dispose of all demolition debris in accordance with applicable local regulations.

5. Subfloor Preparation

- Inspect the existing subfloor for damage, uneven surfaces, moisture, or other deficiencies.
- Clean the subfloor and prepare it for installation of the new flooring.
- Repair minor imperfections and level localized low spots as necessary to provide a smooth, stable installation surface.

6. Laminate Flooring Installation

- Supply and install a manufacturer-approved underlayment (if required).



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- Install new laminate flooring throughout the three office spaces in accordance with the manufacturer's installation guidelines.
- Install matching transition strips at all doorways and changes in flooring material.
- Install matching quarter-round or shoe molding where required for a finished appearance.
- Ensure flooring is securely installed, level, and free from gaps, buckling, or visible defects.

7. Cleanup

- Remove all construction debris, excess materials, and packaging from the work area.
- Vacuum and clean the complete flooring surfaces.
- Leave the work area in a clean, safe, and ready-for-occupancy condition.

8. Deliverables

- Complete removal of approximately 844 square feet of existing carpet flooring.
- Installation of approximately 844 square feet of new laminate flooring.
- Finished flooring complete with all required trim and transition pieces.
- Final cleanup and disposal of all waste materials.

9. Contractor Requirements

- All work shall be performed by qualified personnel.
- Contractor shall comply with all applicable building codes and safety regulations.
- Materials shall be new and free from defects.
- Any damage caused during the work shall be repaired by the contractor at no additional cost.
- Contractor shall provide a minimum one-year workmanship warranty.
- Submit laminate flooring sample prior to procurement

10. Owner Responsibilities

- Provide access to the work area during agreed working hours.

11. Project Completion

The project shall be considered complete upon:

- Successful installation of the laminate flooring.
- Final inspection and acceptance by the Owner.
- Removal of all debris and restoration of the work area to a clean condition.



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12. REQUIREMENTS FOR RFP SUBMISSION DETAILS

- **Date published:** August 10th, 2026
- **Deadline for Submission:** September 10th, 2026

All submissions must be provided as separate PDF documents, as outlined below:

- **Document Attachments** - All submissions must be provided as separate PDF documents, as outlined below:
 - **Supplier Business Documents** – Certificate of Incorporation/Business Registration, Local Content Certificate (or proof of application/intention to obtain one). If no LC Certificate is available, please provide details of the company's ownership structure, GRA & NIS compliances, as well as any other relevant documents or certifications.
 - **Technical Proposal** – Required for **RFP** tenders.
 - **Commercial Quotation** – Required for **RFP and RFQ** tenders. Each cost must be presented as a separate line item, such as Item(s) Cost, VAT, Freight/Other Charges, and Transportation/Delivery, etc.
 - **Specification Sheet(s)**: Suppliers are required to provide specification sheet(s) where applicable.
- **Vendor Prequalification Assessment** – As part of the tender process, suppliers are required to complete **GYSBI's Vendor Prequalification Form** using the following link: [SC-FO-011-B: GYSBI Vendor QHSE Pre-qualification Survey Form B](#)
- **Submission & Clarifications**
 - Proposals shall be submitted by email to: **tenders.automate@gysbi.com** and **tenders@gysbi.com** with the subject line:

TenderID RFQ REMOVAL AND INSTALLATION OF NEW LAMINATE FLOORING

- **Clarifications & Queries:** All inquiries must be directed to the same email address listed above.

13. 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.



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Issued by:

GUYANA SHORE BASE INC. (GYSBI)

August 10th, 2026