

MINISTRY OF EDUCATION
COOPERATIVE REPUBLIC OF GUYANA
Invitation for Bids (IFB/MOE(NPATB): 03/2022)

Cooperative Republic of Guyana

1. The Ministry of Education invites sealed bids from Reputable contractors for the following items:
 1. **Supply and Delivery of Multi-Function Printer – National Center of Educational Resources Development**
2. Bidding will be conducted through the National Competitive Bidding (NCB) procedures, specified in the Procurement Act, 2003 and Regulations, 2004, and is open to all eligible Contractors.
3. Interested eligible bidders may obtain further information from Procurement Unit, Ministry of Education, Lot 21 Brickdam, Stabroek, telephone number 227-0470. An inspection of the Bidding Document can be conducted at the above address between the hours of 8:30 to 4:00 hours on weekdays.
4. All bids must be accompanied by **Valid National Insurance Scheme** and **Guyana Revenue Authority Compliance Certificates**.
6. The Tender document may be purchased from the Ministry of Education, Lot 21 Brickdam, Stabroek for a non-refundable fee of **three thousand dollars (\$3,000)**. The method of payment accepted will be cash. Documents will be available for purchase from the 14th **February 2022**. If they're any queries, bidders are asked to submit a written letter of inquiry to the Procurement Unit before Friday, **February 25th, 2022**.
7. The tender must be enclosed in a plain sealed envelope bearing no identity of the Tenderer and must be clearly marked on the top, left-hand corner '**Supply and Delivery of Multi-Function Printer – National Center of Educational Resources Development**'. Late bids will be rejected.
 - a. **Submit one (1) hardcopy and 1 electronic Copy (flash drives) with an exact PDF version of the hard copy tender.**
 - b. **Ensure the envelope of the hardcopy and the electronic copy are identically labeled.**
 - c. **The two electronic copies (flash drives) should be placed in a smaller envelope and properly affixed to the hardcopy submission.**
8. All tenders must be delivered to the address below on or before **9:00 am on Tuesday 01st March 2022**. **All bids will be opened in the presence of the contractor(s), supplier(s), or their representative(s) who choose to attend.** No electronic bidding will be permitted. Late bids will be rejected
9. **Address:**
Chairman
National Procurement & Tender Administration Board
Ministry of Finance Compound
Main & Urquhart Streets
G/town
10. The Employer reserves the right to accept or reject any or all the Tenders without assigning any reason.

Permanent Secretary

Proposed Dates:

February: 11th, 13th, 15th, 17th, 19th, 20th, 22nd, 24th, 27th 2022