

INVITATION FOR BIDS

Ministry of Human Services and Social Security

The Ministry of Human Service and Social Security invites sealed bids from suitably qualified suppliers for the execution of supplies for the following:

❖ **Printing and Compilation of Old Age Pension, Public Assistance and Permanently Disabled Booklets for 2023**

- Bidders must submit one (1) hardcopy (original) and two (2) electronic copies (flash drive only) with an exact PDF version of the hard copy tender. Ensure the envelope of the hardcopy and the electronic copy are identically labelled. The electronic copies (flash drive) should be placed in a smaller envelope and properly affixed to the hardcopy submission.
- The Bid submission must not in any way identify the Bidder, and should be clearly marked on the top left-hand corner the supplies being tendered for. Bids must be delivered to the address below by **Tuesday the 10th May 2022 at 9:00am**.
- Each Bid must be accompanied by valid Business Registration, Guyana Revenue Authority (GRA) and National Insurance Scheme (NIS) certificates of Compliance in the name of the Business.
- Interested bidders may uplift the bidding documents from the Accounts Department of the Ministry of Human Service and Social Security, Lot 357, Lamaha & East Street, Georgetown from 9am to 3pm Monday to Friday upon a nonrefundable payment of two thousand, five hundred dollars (G\$2,500.00) each. The method of payment will be Cash.
- The bidders must submit bid security of two percent (2%) of the tendered sum in the form of a Bank guarantee or a bond from an Insurance company licensed by the Bank of Guyana.
Or
Bidders must complete and sign Bid Securing Declaration form for tendered sum less than G\$3,000,000.
- Bids shall be opened by the National Procurement and Tender Administration Board in the presence of bidders' representatives who wish to attend on **Tuesday at 9:00am on 10th May, 2022** at the address: 49 Main & Urquhart Streets, Georgetown or may request a video link from npta.procurement@finance.gov **9:00am on 10th May, 2022**. All late bids will be rejected.

Submission of Bids:

Chairman,
National Procurement and Tender Administration Board,
Ministry of Finance
Lot 49 Main & Urquhart Streets, Georgetown, Guyana.

For Bid Clarifications and Examination:

Procurement Department,
Ministry of Human Service and Social Security,
Lot 357, Lamaha & East Street, Georgetown.
Tel# 226-1013

Permanent Secretary