

Goods and Related Services (Valued G\$3M to G\$15M)

INVITATION FOR BIDS (IFB)

1. The **Ministry of Human Service and Social Security** hereinafter referred to as "the Procuring Entity", invites eligible bidders to submit their bids for the **Printing and Compilation of Old Age Pension, Public Assistance and Permanently Disabled Booklets for 2024**.
2. The bidding documents may be obtained and be examined by any interested bidder. Bids can be purchased for a non-refundable fee in the amount of **Two Thousand, Five Hundred Dollars (G\$2,500)** at the following address Ministry of Human Services and Social Security Lot 357 Lamaha & East Streets, Georgetown.
3. All Bidders should submit their bids together with an original bid security **in the amount of (2%) of the bid price** or Complete and Sign the Bid Securing Declaration form as required by ITB 8.1 in the Bid Data Sheet.
4. Bids shall be valid for one hundred and twenty (120) days after the date of bid opening.
5. 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 copy (flash drive) should be placed in a smaller envelope and properly affixed to the hardcopy submission.
6. Bidders can access/attend the tender opening virtually by scanning QR code. (See page 5).
7. Suppliers and contractors of all types must be registered in the register of bidders at least seven (7) days before taking part in any procurement proceedings at the link located on the NPTA's website (<https://bidders.npta.gov.gy/registration>)
8. Bids shall be opened by the National Procurement and Tender Administration Board in the presence of Bidders' representatives who wish to attend, at **9:00 hours on 01st June 2023** at the address: 49 Main and Urquhart Streets. or may request a video link from npta.procurement@finance.gov.gy **9:00 hours on 01st June 2023**.

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Shannielle Hoosein-Outar
Permanent Secretary