



INVITATION FOR BIDS

Ministry of Human Services and Social Security

The Ministry of Human Service and Social Security invites sealed bids from suitably qualified service providers for the execution of services for the following:

❖ **Renovation Works to Office Space- East & Lamaha Street**

- Bidders must submit one (1) hardcopy (original) and one (1) electronic copies (flash drive only) with an exact PDF version of the hard copy tender. Ensure the envelope of the hard copy and the electronic copy are identically labeled. 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 the **05th March 2024 at 9:00 a.m.**
- 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 9 a.m. to 3 p.m. 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.
- A completed and signed bid securing declaration form is required if the bid price is less than G\$3,000,000
- 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>)
- 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 05th March, 2024** at the address: 49 Main & Urquhart Streets, Georgetown or may request a video link from npta.procurement@finance.gov **9:00am on 05th March, 2024**. 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