

REQUEST FOR PROPOSALS

GUYANA SHORE BASE INCORPORATED

**CONSULTANCY FOR THE DESIGN AND ENGINEERING OF THE OPERATIONS
WAREHOUSE EXTENSION.**

GUYANA SHORE BASE INCORPORATED

**CONSULTANCY FOR THE DESIGN AND ENGINEERING OF THE OPERATIONS
WAREHOUSE EXTENSION.**

Guyana Shore Base Incorporated

Plantation "A", Houston District

East Bank Demerara,

Georgetown,

Guyana.

Telephone #: (592) 227-2381

E-mail: www.gysbi.gy

December 2024

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SECTION 1

LETTER OF INVITATION

CONSULTANCY FOR THE DESIGN AND ENGINEERING OF THE OPERATIONS WAREHOUSE EXTENSION.

December 9, 2024

Dear Sir / Madam,

Re: Request for Proposals for Design Consultancy for the Design and Engineering of the Operations Warehouse Extension

1. Guyana Shore Base Incorporated is embarking on a project to create additional facilities to support its operations in the fast-growing oil and gas industry.

2. A design consultancy is being launched for the extension of the Operations Warehouse located at Guyana Shore Base Inc., GSB.

3. Given the aforementioned, Guyana Shore Base Inc. now invites proposals to provide the following consulting services: **Design and Engineering of the extension of Operations Warehouse.** More details on the services are provided in the Terms of Reference.

4. This Request for Proposal (RFP) is being advertised on the Centre of Local Business Development Portal and GYSBI Facebook page.

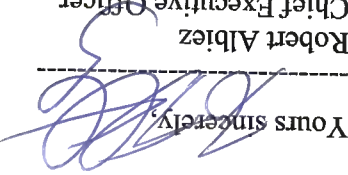
5. A firm will be selected under Quality and Cost Based Selection and procedures described in this simplified RFP.

6. The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 – Modified Standard Contract and Instructions to Consultant:
- ANNEX A - Terms of Reference
- ANNEX B – Bid Data Sheet/Technical Criteria
- ANNEX C – Technical & Financial Proposal - Standard Forms

7. Please inform us of your interest at the email address: tenders@gysbi.com

Robert Albiez
Chief Executive Officer
Guyana Shore Base Incorporated

Yours sincerely,


SECTION 2

**MODIFIED CONTRACT FOR CONSULTING SERVICES
LUMP-SUM PAYMENTS
CONTRACT**

THIS CONTRACT ("Contract") is entered into this (date) by and between
GUYANA SHORE BASE INC ("the Client") a Company incorporated under the Laws of Guyana
and whose registered office is situated at **Plantation A, Houston, East Bank Demerara, Guyana,**
and ("*the Consultant*"), located at,

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter
referred to; and

WHEREAS the Consultant is willing to perform these services.

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

(i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").

(ii) The Consultant shall provide the personnel listed in Annex A, "Consultant's Personnel," to perform the Services.

(iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Paragraph 4.

2. Term

The Consultant shall perform the services commencing **January 6, 2025, to February 10, 2025,** or any other period as may be

4. Design Services:

For Design Services rendered pursuant to Annex A - TOR, the Client shall pay the Consultant agreed sum for the design works. This sum is based on the cost breakdown indicated in the TOR and is VAT exclusive.

This amount has been established based on the understanding that it includes all of the

4. Pay

The commencement date of the consultancy shall be 2 days after the effective date.

3. Commencement Date:

subsequently agreed by the parties in writing. This contract shall represent a period of **five (5) weeks,** with the possibility of extending the contract.

The commencement date of the consultancy shall be 2 days after the effective date.

Consultant's costs and profits as well as all tax obligations, except VAT, that may be imposed on the Consultant.

B. Schedule of Payments

(i) Design:

Payments to the consultant shall be made in accordance to that laid out in Para. 8 of Annex A:

60% interim payment upon approval of the draft design; and

The final amounts upon delivery of the final design.

C. Payment Conditions

Payment shall be made in Guyana dollars and be subject to the following conditions:

(i) Payments for design services shall be made in two (2) tranches based on deliverables.

(ii) Payments shall be made within fourteen days of receipt and approval of invoices by Client

(iii) VAT to be included.

5. Project Administration

A. Coordinator.

The Client, *GYSBI* will hold the main responsibility of administration of this contract. The Client will be responsible for the coordination of activities under this Contract, for acceptance and approval of the designs and of other deliverables and for

receiving and approving invoices for the payment.

B. Reports.

The reports listed herein shall be submitted within the course of the project:

(i) A final design report shall be submitted inclusive of two (2) hard copies and soft copies; editable and non-editable. Additionally, all native files shall be submitted to the Client.

(ii) Matters pertaining to this contract shall be communicated in writing, between parties.

(iii) Other reports referenced in the TOR are to be submitted.

6. Retention

The Client shall retain from each payment a portion of the funds in the sum of 10% of the contract sum pending completion of the assignment and on acceptance of the final report (if required).

7. Liquidated Damages

Any delay on the part of the Consultant in completing the assignment/service within the stipulated period will render him liable to pay liquidated damages as follows:

(a) A rate of 0.03 % per week of the contract price.

(b) A maximum of 10 % of contract price.

Thereafter, the client has the right to cancel the contract and demand all forms of damages.

8. Performance Bond

The Performance bond shall be 10% of the Bid Sum upon demand by the Client.

9. Liability for breach of professional duty

The Consultant shall effect and maintain professional indemnity insurance against liability arising out of any act, error or omission by the Consultant in carrying out the Consultant's design obligations in an amount not less than that stated in the Contract Data (if not stated, the amount agreed with the Employer).

If stated in the Contract Data, such professional indemnity insurance shall also indemnify the Consultant against liability arising out of any act, error or omission by the Consultant in carrying out the Consultant's design obligations under the Contract that results in the Works (or Section or Part, if any), when completed, not being fit for the purpose(s) for which they are intended under the Consultant's General Obligations.

The Consultant shall maintain this insurance for the period specified in the Contract Data. The Consultant shall maintain this insurance for a period of 2 years from the date of approval.

10. Penalties

A Penalty for slow performance or non-performance will be imposed in the rate prescribed for liquidated damages. Slow or non-performance will be assessed against the project's approved work programme.

After 10 % of the contract sum is deducted for penalties, the Client has the right to cancel the contract and demand all forms of damages.

11. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and

integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

12. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client;

13. Ownership of Material

Any studies, reports, or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

14. Consultant Not to be Engaged in Certain Activities

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

15. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage for his staff and equipment. a) The insurance cover shall extend to include loss and damage of any part of

the Works because of failure of elements defectively designed.

notice of 7 days prior to the date of termination.

16. Assignment

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

17. Law Governing Contract and Language

The Contract shall be governed by the laws of Guyana and the language of the Contract shall be English.

18. Termination of Contract

The Client or Consultant shall terminate the contract without prejudice with a minimum

19. Dispute Resolution
An amicable resolution shall be sought for any dispute arising out of or in connection with the Contract. In case where an amicable solution cannot be met, then the conflicting parties shall have an independent arbitrator from the Guyana Association of Professional Engineers (GAPF) to arbitrate on the matter. The arbitrator's pronouncement shall be binding upon the conflicting parties.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by:	Signed by:
Title:	Title:
In witness thereof:	
(1)	(2)

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

ANNEX A - TERMS OF REFERENCE

Design Consultancy for the Design and Engineering of the Operations Warehouse Extension

1. Introduction

- 1.1 The Guyana Shore Base Inc. (GYSBI) continues its infrastructural developmental program across the Houston Area along the East Bank Demerara.
- 1.2 As operations continue to increase in the fast-growing oil and gas industry, so does the need to support operations activities.

2. Brief Description of Project

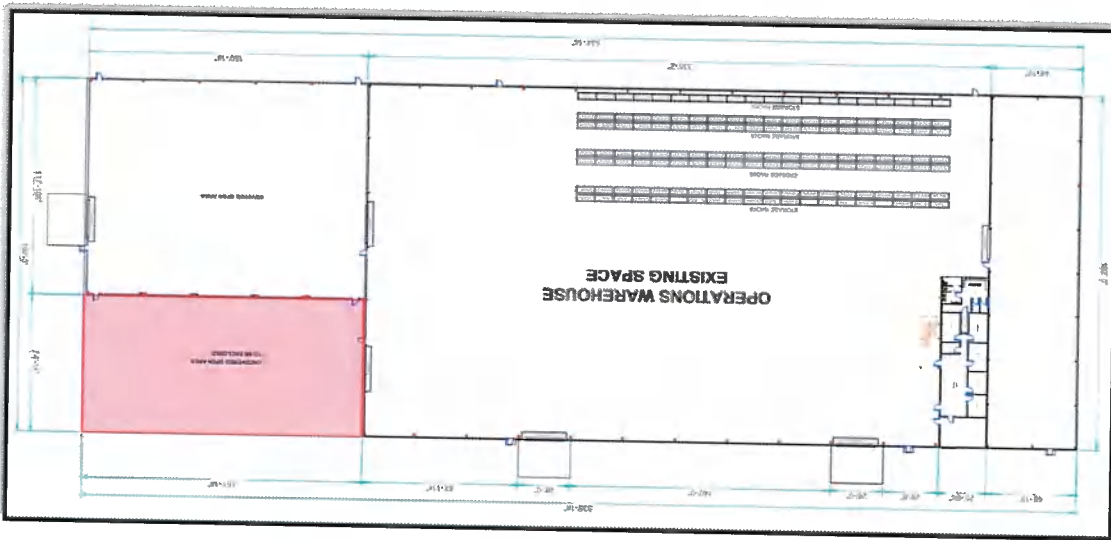
- 2.1 The purpose of this document and its accompanying conceptual drawings is to describe the scope of works for the SBM Operations Warehouse Extension. The scope of work comprises the design & engineering of the extended section of the facility.
- 2.2 The core objective of this consultancy is to develop and submit detailed design and drawings, tender dossier, cost estimation and project timeline for the construction.
- 2.3 The name of this project is identified as *The Extension of the Ops Warehouse*.
- 2.4 It is located within GYSBI, Platoon A Houston, East Bank Demerara.
- 2.5 The extension of the Operations warehouse will entail the enclosure of the open area at the southwestern end to allow for a complete rectangular shaped building as opposed to the existing L-shaped building. See the shaded area in figure 1.

Figure 2: Location of the Existing Ops Warehouse.



- 2.9 The general location of the project site is shown in the image below:
- 2.8 The works include the cover and enclosure of the open southwestern section – Roof and External Walls (foundation, steel frame, roof, wall, doors, windows, electrical, gutting, downspouts, stormwater discharge, ventilation).
- 2.7 The extended area will be an exact replica of the existing section of the building, including the installation of gutting and lighting for its functionality.
- 2.6 The footprint of the extension is 150'-1 1/2" x 96'. The estimated ground floor area is 14,409'-7" sq.ft.

Figure 1: Uncovered open area of Ops Warehouse to be enclosed (shaded region).



2.10 Specific requirements for this extension are as described below but to be finalized during the design consultancy:

2.10.1 The western wall is to be removed from its current location and reinstalled (or replaced if necessary) to the extended western end of the facility.

2.10.2 Drainage pipes and drains located within the footprint of the extended area will need to be relocated to the new end of the building and connected to the stormwater discharge system.

2.10.3 The wall panel material shall consider the alignment with the existing building as well as the existing profile.

2.11 Final approved engineering plans and related documents shall supersede details given in this Technical Description. Alternate materials or methods may be substituted, pending cost and availability, however the intention of this scope will still be met.

3. Objectives

3.1 The objective of this design consultancy is to arrive at an optimized engineering design that captures and satisfies the requirements needed for the extension of the Operations Warehouse.

3.2 Further, the successful consultant is expected to produce complete architectural and design drawings and reports, together with tender dossier documents not limited to bill of quantities, drawings of all designs, technical specifications.

3.3 Specific design objectives shall be focused on:

3.3.1 Full foundation design and drawings of the Operations Warehouse with all associated computations and reports. Foundation shall be designed to minimize potential settlement.

3.3.2 Design of superstructure showing all main elements and details. Computations are to be provided to support chosen member sizes. Attention must be paid to ensure the design of the extended sections of the warehouse remains consistent with the existing sections.

- 3.3.3 Architectural design clearly identifying floor areas and descriptions.
 - 3.3.4 Mechanical, Electrical & Plumbing designs showing all wiring, outlets, connections, plumbing facilities and fixtures. All Mechanical, Electrical & Plumbing fixtures shall be fit for purpose commercial/industrial grade. For consistency, fixtures and other devices shall be similar to the existing.
 - 3.3.5 Consultant to visit the site to verify any site conditions related to the scope of work. Additionally, to conduct any test deemed necessary to determine design parameters.
 - 3.3.6 To conduct stakeholder engagement meetings with GYSBI Technical and Maintenance representatives to gather input and contributions for the final developed design.
 - 3.3.7 To develop a construction schedule for the project from procurement to project close-out.
 - 3.4 The TOR leaves ample room for the consultant's creativity and innovations in determining the most appropriate approach and methodology to be applied in achieving the above consultancy objectives. In so doing, the consultant is expected to work in close liaison with relevant project engineer/manager, as well as the main end user being GYSBI.
- 4. Scope of Work**
- The scope and services to be provided by the consultant includes but not limited to:
- 4.1 **Site Investigation and Survey**
 - 4.1.1 The selected consultancy firm should visit the site to familiarize themselves with the existing conditions. A copy of a sketch map of the area will be provided to the consultant.
 - 4.1.2 A detailed survey should be done showing all topographic features, capturing nearby drainage that may be required for design.

- 4.2 Design of Building/Infrastructure**
- 4.2.1 The concrete foundation shall be constructed considering the alignment with the existing building. All concrete construction shall conform to ACI.
 - 4.2.2 Wall panel material shall be zinc-coated (galvanized) steel, coating designation G90, conforming to the requirements of ASTM A 653 SS, Grade 80, Class 1 or Class 2, or HSLAS, Grade 80 material may be either 26 or 24 gauge.
 - 4.2.3 The design shall provide for adequate site drainage, surface and drains shall be graded to ensure that runoff is diverted away from the building at all points.
 - 4.2.4 The layout plans of the infrastructure should capture at least the details listed in Section 2 of this document.
 - 4.2.5 The detailed and final design should conform to the requirements of the client as gathered through the stakeholder engagement meetings.
 - 4.2.6 The consultant should prepare schematic layouts for all other services such as electrical, plumbing and drainage. The utilities design shall take into consideration providing safe and sufficient access for future maintenance, repair, and replacement.
 - 4.2.7 Lighting design to include emergency lighting in facilities.
 - 4.2.8 Lighting should meet the required illumination per square meter per OSHA requirement in the building or as required by Client. Electrical detailed engineering plans to include (1) conduit routing, (2) electrical grounding plan, (3) electrical power plan, (4) electrical lighting plan.
 - 4.2.9 The main frame of the structure shall be steel framed. All beams, columns, bracing, anchor bolts, seat angles, shear connectors should be properly detailed in the drawing. All steel element designs should be completed in accordance with Guyana Standard GCP 9-9: 1999, BS EN1993-1-1:2005 or equivalent. Designs should consider as far as possible, locally available steel elements.
 - 4.2.10 Structural steel for Mill-rolled sections shall conform to the requirement of ASTM A 36, ASTM A 572 Grade 50 or 55 or ASTM A 992.
 - 4.2.11 Galvanized steel grit will be the basis for the construction of all exterior non-load-bearing wall framing.

- 4.3 Detail Drawings for Building and other Infrastructure**
- 4.3.1 The drawings should be done in an appropriate style and the scales suitably fixed so that they are easily readable at site or workshop by naked eye. Except for the general views, the drawings should preferably be made to the scale of 1:50 and for showing minute details to 1:20 / 1:10 where necessary.
- 4.3.2 Adequate, number of drawings should be produced to represent all details and views.
- 4.3.3 Detail reinforcement schedule should be part of the drawings as it is represented in the foundation construction.
- 4.3.4 All drawings shall be in ISO A3 format (297x420mm). Descriptive reports shall be prepared in A4 format (210x297mm).
- 4.3.5 Except for similar components, each different component shall have separate drawings in cross section, elevation, and plan.
- 4.3.6 For tendering, drawings printed on A3 sizes and available electronically. However, the drawings should be easily readable by naked eye.
- 4.4 Bill of Quantities**
- 4.4.1 The BoQ should be explicit, covering all items of work. It should be as exhaustive as possible to avoid changes, additions, deletions, and substitutions during execution and therefore the undesired disputes and claims.
- 4.4.2 The detailed technical and material specifications should be a part of the BoQ. One copy of the Technical Specifications shall be submitted to Procurement Office/Project Engineer for its comments & suggestions before making the required number of copies.
- 4.4.3 The quantities should be worked out as accurately as possible to avoid unnecessary variations during the execution of the work.
- 4.4.4 Availability of materials may also be specified for those that are unique in features. As far as possible, the materials should be readily available in Guyana. The materials may be suggested to suit the climatic condition of the office location.

4.4.5 The cost estimates should be appropriately worked out to indicate the approximate cost of the entire project. It should be accompanied by analysis of rates where necessary.

4.4.6 All forms of taxes – excise duties, sales tax, royalties, etc. applicable in Guyana and abroad when materials are imported, should be incorporated in the cost analysis.

4.5 Project Schedule

4.5.1 The Consultant shall prepare a work program capturing the:

4.5.1.1 Procurement period

4.5.1.2 Project execution and close-out

4.5.2 The work program shall be produced on MS Project and shall submitted in both editable and non-editable versions.

5. Key Personnel Requirements

5.1 The consultancy firm shall engage the following key personnel but not limited to and whose CV and experience shall be evaluated, apart from any other support staff to fulfill this Terms of Reference:

○ Team Leader/Project Manager

- Must manage at least 3 projects of similar nature and have 5 or more years of experience on construction projects
- Must have a bachelor's degree in architecture or civil engineering
- Must be fluent in spoken and written English.

○ Architect

- Must have a bachelor's degree in Architecture from a reputable University
- Must have at least 5 years' experience in building design works
- Must be fluent in spoken and written English

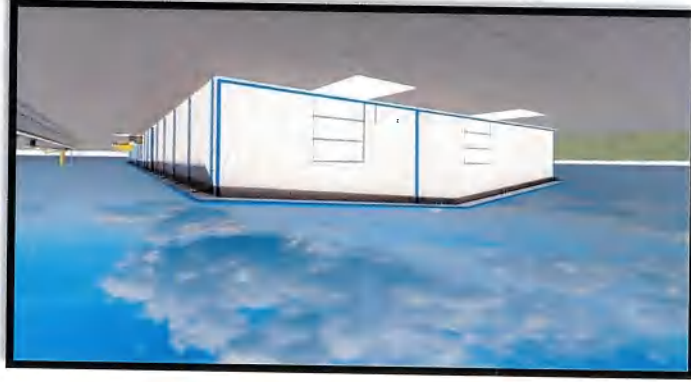
○ Structural Engineer

- Must have at least bachelor's degree in relevant field.
- Must have at least 5 years of experience in Building works.
- Must be fluent in spoken & written English.

○ Electrical Engineer

- Must have at least a bachelor's degree in electrical engineering.
- Must have at least 5 years of experience in Building Electrical.
- Must be fluent in spoken & written English.

Figure 3: Proposed western view of the modified Ops warehouse.



6.2 Architectural proposal layout design with the client main requirements as shown in the picture below.

6.1 The Consultant would be provided with a copy of site plan for the purpose of preparation of lay out plans, designs, and drawings. For detail design and layout, the Consultant will have to carry out detail survey of the site on its own and shall take full responsibility for accuracy of the data collected.

6. Furnished by Company

5.2 The consulting firm should submit detailed references of similar works executed earlier (both by the firm and the key personnel), detailed Curriculum Vitae (CV) and qualification & experience certificates and the letter of commitment of the proposed consulting engineers.

- Sworn Lands Surveyor
 - Must have at least Diploma in Land Surveying
 - Must have a professional local surveying license, SLS.
 - Must have at least 5 years of experience in Engineering and Cadastral Surveying.
 - Must be fluent in spoken & written English
- Mechanical Engineer
 - Must have at least a bachelor's degree in mechanical engineering.
 - Must have at least 5 years of experience in Building Mechanical/HVAC Works.
 - Must be fluent in spoken & written English.

7. Deliverables

7.1 At minimum, the consultant is to furnish the company with the following for review and approval but not limited to:

- Draft design report
 - Plan with site development
 - Architectural drawings with details
 - Interior Design Layouts
 - Ceiling Plans
 - Drainage Drawings
 - Electrical Drawings

Figure 5: Western view of the modified Warehouse (opened traffic doors).

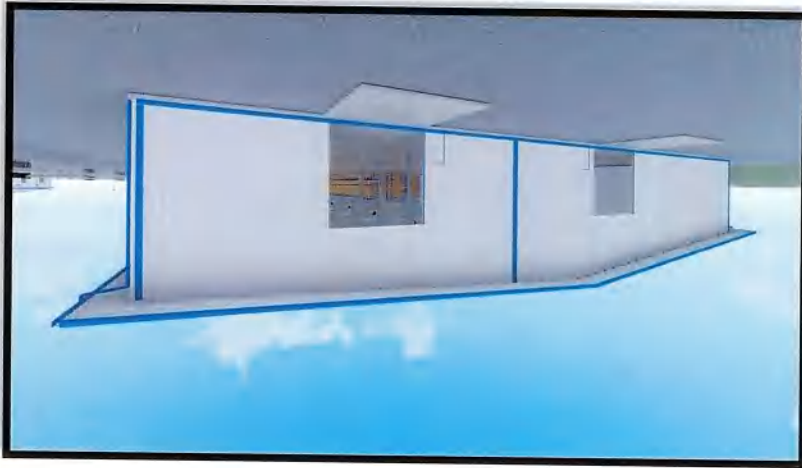
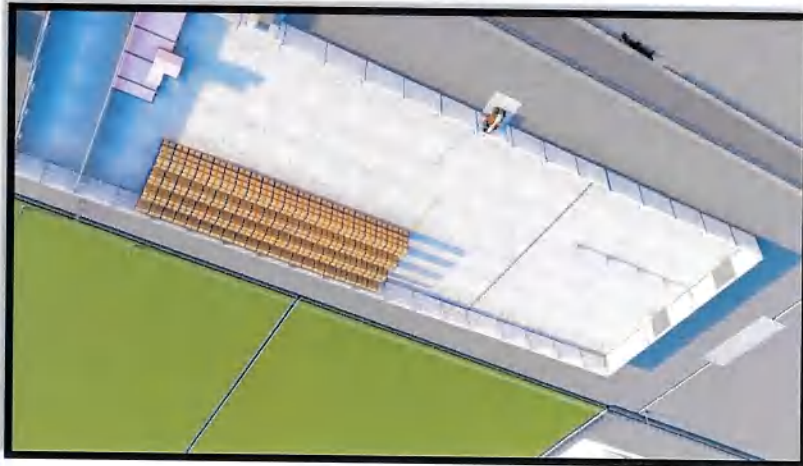


Figure 4: Proposed plan view of the modified Ops Warehouse.



<p>Design and Tender Documentation</p>	<p>Draft Design Report A report submission including: • Narrative explanatory report, covering works and design report. • Site plan (scale 1:50) • Architectural floor plans, sections, and elevations (scale 1:20/1:10) • Cost estimates</p>
<p>Final Design Report and Tender Documents A report submission including: • Narrative explanatory report, covering works and design report. • Site plan (scale 1:50) • Architectural floor plans, sections, and elevations (scale 1:10) • 3-dimensional drawings, including interior designs (perspectives) • Architectural, interior design and external works details (scale 1:10; 1:20; 1:50) • Door, window and finishes schedules (scale: 1:20) • Structural drawings/bending schedules (scale 1:10; 1:20; 1:50) • Services drawings - electrical/mechanical (scale: 1:50) • Technical Specifications and Bills of Quantities (BOQ) for works • Confidential cost estimates for works (based on priced BOQ)</p>	

8. Reporting Requirements

8.1 The Consultant will prepare and submit stage reports to the satisfaction of GYSBI. The content and presentation of reports will be guided by the detailed scope outlined in sub-section 4. The consultant will take into account all comments of the Client on each report submission and accordingly make modifications. Below is more specific guidance on the required reports.

- Structural Drawings with Details
- Structural Calculations
- Other Drawings
- Final design report
 - Revisions to the above as necessary
 - Technical Specifications
 - Completed Bill of Quantities and Cost Estimates
 - MS Project Schedule for Construction Work

8.2 Reporting Schedule

- The Draft Design Report to be submitted 21 days after date of Purchase Order.
- The Final Design Report to be submitted 35 days after date of Purchase Order.
- This includes a 7-day review period by the Client.
- Overall, this consultancy shall run for 5 weeks.

9. Other Information

- 9.1 It is suggested that the tender dossier prepared by the consultancy firm should be prepared in accordance with Guyana Procurement Laws and taking into consideration Local Content Requirements.

- 9.2 Bid Documents shall include the following:
- Instructions to Bidders;
 - Form of Bid;
 - Form of Bid Bond;
 - Form of Agreement;
 - Form of Performance Bond;
 - Form of Payment Bond;
 - Bill of Quantities;
 - Day Work Schedule;
 - General Conditions of Contract
 - Special Conditions of Contract;
 - Technical and Environmental Specifications (General);
 - Drawings.

ANNEX B – BID DATA SHEET AND SELECTION CRITERIA

Instructions to Consultants

DATA SHEET

Paragraph Reference	
1.1	Name of the Client: GUYANA SHORE BASE INC. (GYSBI) Method of Selection: Quality and Cost Based Selection (QCBS)
1.2	Price Proposal to be submitted together with Technical Proposal: YES Name of the assignment is: Design Consultancy for the Design and Engineering of the extension of Operations Warehouse A pre-proposal conference will be held: Yes
1.3	The Client's representatives: Senior Project Manager - GYSBI Address: Plantation "A", Houston District, East Bank Demerara, Georgetown, Guyana Telephone: 592-670-6023 E-mail: mahendra.mentore@gysbi.com
1.4	The Client will provide the following inputs and facilities: i. available relevant reports, documents, and data. The Bidding Document and Contract Document for associated Works will be presented at an appropriate time.
1.6.1 (a)	The Client envisages the need for continuity for downstream work: NO
1.12	Proposals must remain valid 30 days after the submission date.

Paragraph Reference	
2.1	<p>Clarifications may be requested <u>NOT</u> later than <u>3 days</u> before the submission date.</p> <p>The address for requesting clarifications is:</p> <ol style="list-style-type: none"> 1. Savita Lillah-Somra, Procurement Manager 2. Mahendra Mentore, Senior Project Manager <p>Email Address: tenders@gysbi.com</p>
3.1	<p>Proposals shall be submitted in the following language: <u>English</u></p>
3.3	<p>Shortlisted Consultants may associate with other shortlisted Consultants: NO</p>
3.4	<p>The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP)</p>
3.4	<p>Training is a specific component of this assignment: NO</p>
3.5	<p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES</p>
3.8	<p>Consultant to state local cost in the Client's country currency: YES</p>
4.3	<p>Consultant must submit the original and One (1) copy of the Technical Proposal, and Priced Proposal.</p>
4.5	<p>The Proposal submission address is: The Procurement Manager, GYSBI, Plantation "A", Houston District, East Bank Demerara, Georgetown, Guyana.</p> <p>Proposals must be submitted no later than the following date and time: 17:00 hrs on December 27, 2024</p>

BID EVALUATION CRITERIA		
BID SELECTION CRITERIA		Max
Tenders must show compliance with Local Content Act and proof as a		
Guyana registered business		
Business Registration Documents. The company must provide Business		
Registration or Company Number (As per the Certificate of Business		
Registration), Date of Registration or Incorporation, Company Tax		
Identification Number, Business or Company MIS Number, Owners Details		5
(ID Number, TIN, NIS)		
Partnering Businesses or Companies Details (Owner, TIN, NIS)		
UBO: Company must provide Ultimate Beneficial Ownership Chart. What		
percent of the business or company is beneficially owned by Guyanese		5
Nationals (Citizens of Guyana)		
51% Guyanese beneficial ownership		
Management: What percent of Executive and Senior Management positions		
within the business, or company is held by Guyanese Nationals (Citizens of		2.5
Guyana)		
75% Senior Management (Guyanese National) is required		
Workforce: What percent of non-Managerial and other positions within the		
business, or company is held by Guyanese Nationals (Citizens of Guyana) –		2.5
90% Guyanese National is required		
Total points for criterion (i)		15
(ii)	Specific experience of the consultant relevant to the assignment	10
Adequacy of the proposed methodology and work plan in responding to the		
Terms of Reference:		
Technical approach and methodology		10
Work Plan		10
Organization and Staffing		5
Total points for criterion (iii)		25
Key professional staff qualifications and competence for the assignment:		
Team Leader		14
Structural Engineer		8
Architect		8
Electrical Engineer		8
Mechanical Engineer		8
Sworn Lands Surveyor		4
Total points for criterion (iv)		50
The number of points to be assigned to each of the above positions shall be		
determined considering the following sub-criteria and relevant percentage		
weights:		
General qualifications		15%
Adequacy for the Assignment (Specific Experience)		85%
Total points Weight		
The minimum technical score St required to pass is: 70 Points		100%

5.2

Paragraph Reference			
The single currency for price conversion is: GYD			
<p>The formula for determining the price scores is the following:</p> $P_p = 100 \times P_m / F$ <p>in which P_p is the price score, P_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Price Proposals are:</p> <p>$T = 0.7$ and $P = 0.3$</p>			5.7
Expected date and address for contract negotiations: January 3, 2025, in Guyana.			6.1
Expected date for commencement of consulting services: January 6, 2025			7.2

ANNEX C. TECHNICAL & FINANCIAL PROPOSAL - STANDARD FORMS

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

TECH-1	Technical Proposal Submission Form
TECH-2	Consultant's Organization and Experience A Consultant's Organization B Consultant's Experience
TECH-3	Comments or Suggestions on the Terms of Reference
TECH-4	Description of the Approach, Methodology and Work Plan for Performing the Assignment
TECH-5	Team Composition and Task Assignments
TECH-6	Curriculum Vitae (CV) for Proposed Professional Staff
PR - 1	Price Proposal Form

FORM TECH-1 Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Price Proposal in a sealed envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:

Form TECH-2 Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate (JVCA) for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country:	Location within country:
Name of Client:	Total Nº of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current G\$):
Start date (month/year):	Completion date (month/year):
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name:

FORM TECH-3 Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the Proposal.) Such suggestions should be concise and to the point, and incorporated in your

Form TECH-4 Description of Approach, Methodology and Work Plan for Performing the Assignment

(For small or very simple assignments the Client should omit the following text in *italics*)

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

*Technical Approach and Methodology,
Work Plan, and
Organization and Staffing.*

a) *Technical Approach and Methodology.* In this section you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) *Work Plan.* In this section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) *Organization and Staffing.* In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff:]

Form TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** [only one candidate shall be nominated for each position]: _____

2. **Name of Firm** [Insert name of firm proposing the staff]: _____

3. **Name of Staff** [Insert full name]: _____

4. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of attainment]: _____

5. **Membership of Professional Associations:** _____

6. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: _____

7. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]: _____

8. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: _____ To [Year]: _____
Employer: _____
Positions held: _____

<p>10. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 9.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>	<p>9. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>
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11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

 [Signature of staff member or authorized representative of the staff]

 Date: _____

 Day/Month/Year

 Full name of authorized representative:

PRICE - 1. Price Proposal - Standard Forms

[Comments in brackets] provide guidance to the shortlisted Consultants for the preparation of their Price Proposals; they should not appear on the Price Proposals to be submitted.]

Price Proposal Standard Forms shall be used for the preparation of the Price Proposal. Such Forms are to be used whichever is the selection method indicated in para. 5 of the Letter of Invitation.

PR-1 Price Proposal Submission Form

FORM PR-1 PRICE PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Price Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Price Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____