

**GUYANA SHORE BASE INC.****DESIGN SERVICES****INSTRUCTIONS TO BIDDERS****Definitions**

"Contract" means the legally binding document and any appendices, along with any Purchase Orders entered into by the Company and Contractor. The terms "Contract" or "Agreement" may be used interchangeably however, they represent the same definition.

"Company" means the entity entering into a Contract with a Contractor.

"Contractor" means the supplier of the services and/or goods.

"Goods" means the materials to be supplied by the Contractor.

"Services" means the works; permanent and/or temporary, to be performed by the Contractor.

"Days" means calendar days; **"Months"** means calendar months.

"Bid Price" means the total cost for the execution of the works in accordance with the Bid/ RFP Documents.

introduction**Description of the Procurement**

The Company identified in the Bid Data Sheet intends to procure the goods and/or services identified in the Bid Data Sheet and in the Schedule of Requirements.

Bids are invited for the Design of Pressure Wastewater Reticulation Systems at the Company's three Bases located at Houston and Mc Doom.

The design of pressure wastewater reticulation systems shall be in accordance with the Terms of Reference stated. It is understood for the purposes of this tender and any contractual arrangement entered thereafter that the successful Bidder shall provide the services and/or goods that meet these requirements.

Eligibility and Qualifications of Bidders



In order to be awarded a procurement contract, Bidders should possess the technical and financial capacity needed to perform the contract, should fulfil their tax and social insurance fund liabilities, and should not currently be subject to a debarment penalty, and must comply with the specific eligibility and qualification requirements referred to in the Evaluation Criteria.

Bidding documents

Clarification and Amendment of Bidding Documents

The Company will respond in writing (including by electronic mail) to any request for clarification of the bidding documents which are submitted to the e-mail address stated in the Bid Data Sheet within the period specified in the Bid Data Sheet (BDS). At the same time, the Company's response shall, without identifying its source of the request, be distributed to all bidders who have received the bidding documents from the Company.

At any time before the deadline for submission of bids, the Company may amend the bidding documents by issuing an Addendum and notifying it to the bidders.

Preparation of bid

Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents related to that bid and exchanged by the Bidder and the Company shall be written in the language specified in the Bid Data Sheet.

Documents Included in Bid

The bid prepared by the Bidder should contain the requirements as outlined in Appendix A: Terms of Reference and the Evaluation Criteria and the other documents to be submitted in accordance with these Instructions to Bidders.

Bid Price

The prices given in the Schedule of Price/ Rates shall include all activities required for performing the contractual obligations inclusive of but not limited to labour, materials, equipment, tools, transportation, storage, etc. Additionally, the bid price shall include all taxes, duties and the like, in accordance with the laws as specified in the Bid Data Sheet.

The prices offered by the Bidders shall remain fixed during the whole period of Contract performance unless there are Changes to the Terms of the Contract which shall be mutually agreed.

**Bid and Payment Currency**

The prices shall be indicated in the currency specified in the Bid Data Sheet.

Period of Validity of Bid

Bids shall remain in force during the period specified in the Bid Data Sheet after the date of bid opening.

Format, Signing and Submission of Bid

The Bidder shall prepare an electronic copy of the bid, which shall be typed or written in indelible ink, and shall be signed and stamped by the Bidder, or by the person (persons) duly authorized to sign the bid in accordance with the power of attorney to be submitted with the bid. All pages of the bid where new information, modifications or erasures are entered shall be initialed (signed) by the person(s) signing the bid.

The bid shall contain no interlineations, erasures or overwriting, except cases when the Bidder needs to correct errors which must be initialized by the person(s) signing the bid.

Bids shall be submitted to the e-mail address stipulated in the Bid Data Sheet.

Deadline for Submission of Bids

Bids must be received by the Company via the e-mail address and within the period specified in the Bid Data Sheet. All bids received by the Company upon the expiry of a period established for submission of bids as indicated by the Company shall be rejected.

Modification and Withdrawal of Bids

The Bidder may modify or withdraw his bid after the bid's submission, provided that the Company will receive a written notice of modification, including substitution or withdrawal of bid until the expiry of the established period for submission of bids.

The Bidder shall submit its modification or withdrawal notice by electronic mail no later than the deadline for submission of bids.

Evaluation of Bids

During the evaluation of bids, the Company may, at its discretion, request the Bidder to provide clarification of his bid. The request for clarification and the response thereto shall be made in



writing, and in that case no change in price or substance of the bid shall be sought, offered, or permitted.

The Company shall determine the responsiveness of each bid to the requirements of the bidding documents. For the purposes of this Clause a substantially responsive bid is one which satisfies all the indicated provisions without a material deviation or reservation.

The Company shall evaluate and compare only the bids that are determined to be responsive to the bidding documents.

The Company may waive any minor nonconformity, or small mistake or inaccuracy in the bid which is not a material deviation from the requirements of the bidding documents, and such non-conformity or inaccuracy will not affect the bid evaluation.

To the extent feasible and appropriate, for the purposes of comparing bids, acceptable deviations shall be quantified in monetary terms and reflected in adjustments to the bid price (for the purposes only of comparison of bids).

Arithmetical errors shall be rectified in the following manner. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall be preferable. If the Bidder disagrees with such correction of errors, his bid shall be rejected.

Confidentiality and Contacting the Company

No Bidder shall contact the Procuring Entity on any matter related to his bid from the date of bid opening until the date of contract award, except for requests related to clarification of the bid. Information concerning the evaluation of bids is confidential.

Any effort by the Bidder to influence the Procuring Entity's decision on bid evaluation and comparison, or contract award may result in the rejection of that Bidder's bid.

Award of Contract

Award Criteria

Subject to ITB Clause 4.3, the Company will award the Contract to the Bidder whose bid is determined to be substantially responsive to the requirements of the Request for Proposal, and who offered the Evaluated Bid with the lowest evaluated cost, provided that the Bidder has been determined:



(a) to be eligible pursuant to Clause 1.2,

(b) to comply with the schedule of requirements and qualification requirements, in accordance with Clause 1.2, and any technical requirements and technical evaluation criteria disclosed in the Request for Proposal.

Procuring Entity's Right to Vary Quantities at Time of Entering into a Contract

The Company reserves the right, when entering into a contract, to increase or decrease the quantity of goods and related services specified in the Terms of Reference, by the percentage indicated in the Bid Data Sheet, no change in the unit price or other conditions shall be made.

Notification of Award

The Bidder whose bid is accepted will be notified of the Award of Contract by the Company prior to the expiration of the bid validity period.

The notice of acceptance shall be equal to entering into an Contract, provided that the Bidder furnishes the performance security, if applicable, and the signed Contract.

Signing of Contract, Insurances and Bonds

At the same time as the notification of award, the Company will send the successful Bidder the Form of Contract contained in the Request for Proposal. The successful Bidder shall sign and date the Contract and return it to the Company within seven (7) days of receipt of notice of award.

Together with the signed Contract, the Bidder shall, if required to do so, furnish the Company with the insurances and bonds in the amount(s) and form specified in the Bid Data Sheet.

If the successful Bidder fails to furnish the insurances and bonds, if required to do so, or within the 7 (seven) days fails to return the Contract signed by him, then it shall be a sufficient ground to refuse the Award of Contract. In that case the Company shall award the Contract to the next lowest evaluated Bidder, subject to the right of the Company to reject all bids.

Corrupt and Fraudulent Practices

The Company requires that Bidders observe the highest standards of ethics during the procurement of such contracts. In pursuance of this policy, the Company:

(a) will reject the bid if it establishes that the Bidder recommended for award has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract in question;



(b) will declare the bidder, for indefinite or specified period of time, to be ineligible to participate in Company biddings.

Bid Data Sheet (BDS)

The following specific data to clauses of the provisions of Instructions to Bidders which supplement or amend the provisions of the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

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 of a Pressure Wastewater Reticulation System		
1.3	A pre-proposal conference will be held: Yes The Client's representatives: Glenn Pasley, Project Director - GYSBI Address: Plantation "A", Houston District, East Bank Demerara, Georgetown, Guyana E-mail: glenn.pasley@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.		



Paragraph Reference			
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.		
2.1	<p>Clarifications may be requested <u>NOT</u> later than 3 <u>days</u> before the submission date.</p> <p>The address for requesting clarifications is:</p> <ol style="list-style-type: none"> 1. Savita Liliah-Somrah, Procurement Manager 2. Glenn Pasley, Project Director <p>Email Address: tenders@gysbi.com</p>		
3.1	Proposals shall be submitted in the following language: English		
3.3	Shortlisted Consultants may associate with other shortlisted Consultants: NO		
3.4	The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP)		
3.4	Training is a specific component of this assignment: NO		
3.5	<p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation:</p> <p>YES</p>		
3.8	Consultant to state local cost in the Client's country currency: YES		



Paragraph Reference	
4.3	Consultant must submit the original and One (1) copy of the Technical Proposal, and Priced Proposal.
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 May 7, 2025</p>
	The single currency for price conversion is: GYD
5.7	<p>The formula for determining the price scores is the following: $P_p = 100 \times P_m / F$, 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: $T = 0.7$ and $P = 0.3$</p>
6.1	Expected date and address for contract negotiations: May 22, 2025, in Guyana.
7.2	Expected date for commencement of consulting services: June 2, 2025