**Guyana Elections Commission**

**Invitation for Bids (IFB)**

**Building Contractors**

1. The **Guyana Elections Commission** invites sealed bids from eligible and qualified

 Bidders for the following project:

* **Renovation to GECOM’s Lethem Office. Lethem**

**Region No. 9**

2. Bidding will be conducted through the National Competitive Bidding (NCB) procedures, specified in the Procurement Act 2003, and is open to all bidders, subject to provisions of Section IV (Eligible Countries) of this document.

3. Interested eligible bidders may obtain further information from **Guyana Elections Commission: Administrative Manager, Tel # 225-5829** and uplift Bidding Documents at **Lot 9 Fort and Barrack Streets, Kingston, Georgetown from 08:00 hours to 16:00 hours Monday – Thursday and 08:30 to 15:00 Friday** upon payment of a non-refundable fee of **five thousand dollars** **(G$5,000) per document.** The method of payment will be cash.

4. Qualification requirements include: **Valid GRA Compliance, Valid NIS Compliance, Completed Bid Form and Completed Bill of Quantities; at least three (3) years’ experience in Building Construction**. Additional details are provided in the Bidding Documents.

5. **Bids must be submitted in an original and two (2) electronic Copies (flash drives) with exact PDF version of the hardcopy tender. Bidders are to ensure the envelopes of the hardcopy and the electronic copies are identically labeled; Electronic copies (flash drives) should be placed in a smaller envelope and properly affixed to the hardcopy submission, addressed to** **the Chairman, National Procurement and Tender Administration Board, Ministry of Finance, Main and Urquhart Streets, Kingston** with the name of the project clearly marked on the top left hand corner **“Renovation to GECOM’s Lethem Office.”** The envelope in no way should identify the tenderer.

6. Bids must be deposited in the Tender Box at the **National Procurement and Tender Administration Board, Ministry of Finance, Main & Urquhart Street, Georgetown** before **09:00 hours** **on** **or before Thursday, 9th November, 2023**.

7. The Ministry of Finance reserves the right to accept or reject any or all Tenders without assigning any reason(s).

 **Administrative and Support Services Manager**

 **Guyana Elections Commission**

 **Telephone Number: 225-5829**