

INVITATION FOR PREQUALIFICATION GUYANA ELECTIONS COMMISSION

The Guyana Elections Commission (GECOM) invites suitably qualified and experienced contractors and/or individuals to pre-qualify for the following works/services for the calendar year 2025:

- i. Prequalification of Contractors for Repairs/Maintenance of Building and Infrastructure in Guyana's ten (10) Administrative Regions.
- ii. Prequalification of Contractors for the provision of Engineering Consultancy Services for Repairs/Maintenance of Building and Infrastructure.
- iii. Prequalification of Contractors for Provision of Air Conditioner Repair Services in Guyana's ten (10) Administrative Regions.
- iv. Prequalification of Contractors for Repairs/Serviceing to Vehicle & Generators in Guyana's ten (10) Administrative Regions.
- v. Prequalification of Contractors for Auto Spares and Accessories.
- vi. Prequalification of Contractors for Extermination and Sanitation services in Guyana's ten (10) Administrative Regions.
- vii. Prequalification of Contractors for the supply of Pharmaceuticals and Medical Supplies
- viii. Prequalification of Contractors for the supply of Office Furniture.
- ix. Prequalification of Contractors for Printing Services
- x. Prequalification of Contractors for Janitorial and Cleaning Supplies.
- xi. Prequalification of Contractors for Weeding & Cleaning Services
- xii. Prequalification of Contractors for the provision of land (Taxi/Mini Bus) and river Transportation Services in Guyana's ten (10) Administrative Regions.
- xiii. Prequalification of Contractors for the provision of Meals and Refreshments in Guyana's ten (10) Administrative Regions.
- xiv. Prequalification of Contractors for Production and Publication of promotional video/audio (Civic and Voter Education) messages via electronic media.
- xv. Prequalification of contractors for maintenance of Fire Alarms and Electronic Security Surveillance Systems.
- xvi. Prequalification of Contractors for Provision of Uniform and Uniform Materials.

Prequalification will be conducted through the National Competitive Bidding (NCB) Procedures specified in the Procurement Act 2003 and is open to all Bidders subject to the provisions of the Bid Document.

Interested contractors and/or individuals may inspect the Document(s) and obtain Terms of Reference from the Administration Department, Guyana Elections Commission, Lot 9 Barrack and Fort Streets, Kingston, Georgetown, between 08:30 hours and 15:30 hours, Monday to Friday.

Pre-qualification Documents will be available at the Finance Department, Guyana Elections Commission, Lot 9 Barrack and Fort Streets, Kingston, Georgetown, upon payment of a non-refundable fee of Five Hundred, (\$500) dollars.

Pre-qualification Documents shall be submitted in a plain sealed envelope bearing no identification of the contractors and/or individuals. Each envelope should clearly state the name of the project at the top left-hand corner, and the statement 'Do NOT Open Before 9.00 hrs. Friday, January 10, 2025'.

Bids shall be addressed to: - Chairman, *Department Tender Board, Guyana Elections Commission* and deposited in the Tender Box at **Lot 9 Barrack and Fort Streets, Kingston, Georgetown, between 08:00 hours and 16:30 hours, Mondays to Thursdays, 08:00 hours and 15:30 hours on Fridays, not later than 09:00 hours on Friday, January 10, 2025.**

Late Bids will be rejected. Bids will be opened starting at 9:00 hours on **Friday, January 10, 2025**, in the Boardroom of the Guyana Elections Commission, Lot 9 Fort and Barrack Streets Kingston, in the presence of those contractors and/or individuals or their representatives who choose to attend the opening.

Chief Election Officer
Guyana Elections Commission