

# **Guyana Elections Commission**

## **Invitation for Bids (IFB)**

### ***Procurement of Office Supplies:***

#### ***Lot 1: Stationery, Lot 2: Toners***

#### **Co-operative Republic of Guyana**

1. The **Guyana Elections Commission** invites sealed bids from eligible and qualified bidders for the **Procurement of Office Supplies: Lot 1: Stationery, Lot 2: Toners**.
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 and Support Services Manager, Tel # 225-5829**.
4. Qualifications requirements include: **Valid GRA Compliance, Valid NIS Compliance, Completed Bid Form and Completed Price Schedule**. Additional details are provided in the Bidding Documents.
5. A complete set of Bidding Documents in English may be purchased by interested bidders upon payment of a non-refundable fee of **two thousand dollars (G\$2,000)**. The method of payment will be cash. The Bidding Documents can be purchased from the **Accounts Department, Guyana Elections Commission, Lot 9 Fort and Barrack Streets, Kingston**.
6. **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.**
7. **Bids must be 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 **“Procurement of Office Supplies: Lot 1: Stationery, Lot 2: Toners”**. The envelope in no way should identify the tenderer.
8. Bids must be deposited in the Tender Box located on the ground floor at the **National Procurement and Tender Administration Board, Ministry of Finance, Main & Urquhart Street, Georgetown** at or before **09:00 hours on Tuesday, April 15, 2025**.
9. The Ministry of Finance reserves the right to accept or reject any or all Tenders without assigning any reason(s).

**Admin Support & Services Manager**  
**Guyana Elections Commission**  
**592-225-5829**