

# **Guyana Elections Commission**

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

### **Cooperative Republic of Guyana**

1. The **Guyana Elections Commission** invites sealed bids from eligible bidders for the following project:

#### **1. Procurement of Goods:**

**Lot 1- Desktop Computers**

**Lot 2 – Servers**

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. Qualification 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 uplifted from the **Accounts Department, Guyana Elections Commission, Lot 9 Fort and Barrack Streets, Kingston, Georgetown** from **08:00 hours to 16:00 hours Monday – Thursday and 08:00 to 15:00 Friday.**
6. **Bids must be submitted in an original and one electronic Copy (flash drive) with exact PDF version of the hardcopy tender. Bidders are to ensure the envelopes of the hardcopy and the electronic copy are identically labeled; Electronic copy (flash drive) 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 “Procurement of Goods: Lot 1 – Desktop Computers, Lot 2 – Servers”. The envelope in no way should identify the tenderer.**
7. Bids must be deposited in the Tender Box located on the ground floor at the **National Procurement and Tender Administration Building, Ministry of Finance, Main and Urquhart Streets, Georgetown** before **09:00 hours on or before Tuesday, 8<sup>th</sup> April, 2025.** Late Bids will be rejected.
8. 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**