



Cooperative Republic of Guyana
MINISTRY OF PUBLIC SERVICE

INVITATION FOR BIDS (IFB)

1. Ministry of Public Service hereinafter referred to as “the Procuring Entity”, invites eligible bidders to submit their bids for the *Supply of Desktop and Tablet Computers*.

Lot 1: 60 Desktop Computers
Lot 2: 2,000 Tablet Computers

2. The bidding documents may be obtained and be examined by any interested bidder. Bids can be purchased for a non-refundable fee in the amount of three thousand dollars (\$3,000) via cash at the Ministry of Public Service- 164 Waterloo Street, North Cummingsburg Georgetown. Email: ps@mps.gov.gy.
3. All Bidders should submit their bids together with an original bid security of 2% of the contract sum not later than 9:00 hours on **28th day of March, 2023** at the **National Procurement & Tender Administration Board Ministry of Finance Compound Main & Urquhart Streets G/town**
4. All bids must be accompanied by **Valid NIS and GRA Compliance Certificates**.
5. The tender must be enclosed in a plain sealed envelope bearing no identity of the Tenderer and must be clearly marked on the top, left hand corner “**Tender for Supply of Desktop and Tablet Computers**”. No electronic bidding will be permitted. Late bids will be rejected.
6. Bids shall be valid for Ninety (90) days after the date of bid opening.
7. Bids shall be opened by the National Procurement and Tender Administration Board in the presence of Bidders’ representatives who wish to attend, at **9:00hours on 28th day of March, 2023** at Ministry of Finance: 49 Main and Urquhart Streets. Or may request a video link from npta.procurement@finance.gov.gy
8. The Employer reserves the right to accept or reject any or all the Tenders without assigning any reason.
9. In accordance with section 4 (2) of the procurement (Amendment) Act 2019, Every supplier or contractor shall apply to be registered as a bidder in the register of bidders in order to participate in procurement proceedings at least seven (7) days before taking part in any procurement proceedings. Bidders can register at the link below:
<https://bidders.npta.gov.gy/registration>

Permanent Secretary
Ministry of Public Service