



CO-OPERATIVE REPUBLIC OF GUYANA
MINISTRY OF PUBLIC SERVICE

INVITATION FOR PRE-QUALIFICATION OF CONTRACTORS

The Ministry of Public Service hereinafter referred to as "**the Procuring Entity**", invites eligible bidders to submit pre-qualification bids for the following categories of services:

- Maintenance/Repairs of Buildings and Infrastructure (carpentry, plumbing, mason)
- Maintenance/Servicing of Vehicles
- Maintenance of AC Units
- Provision of Electrical Services
- Weeding and Cleaning Services
- Provision of Office Equipment Maintenance/Repair Services (printers, scanners, photocopiers)

1. These bidding documents may be obtained and examined by any interested bidder. Bidding documents will be available from 21st January, 2025, free of cost from the:

**Permanent Secretary's Secretariat,
Ministry Of Public Service,
164 Waterloo Street,
North Cummingsburg, Georgetown.
Tel. No. 226-6528**

2. **Only pre-qualification documents obtained from the Ministry will be accepted and each pre-qualification application must be accompanied by a recent Guyana Revenue Authority (GRA) and National Insurance Scheme (NIS) Compliance Certificate.**

3. All pre-qualified bidders shall seal the original and two electronic PDF copies of the bid in different envelopes, marking them "Original" and "Copy" as appropriate. The envelopes shall then be sealed in an outer envelope.

4. All bidders should address their bids to:

**The Chairman
Ministerial Tender Board
Ministry of Public Service,
164 Waterloo Street,
North Cummingsburg, Georgetown.**

Bids should be submitted not later than 9am on the 13th February, 2025 in the Tender Box of the Ministerial Tender Board located at the above address.

5. Bids shall be valid for **ninety (90) days** after the date of bid opening.