

# **For Hire of Equipment**

## SECTION 1 – INSTRUCTIONS TO APPLICANTS

1. The Ministry of Public Works will utilise the information provided by applicants to produce a database for 2017, with respect to hire of equipment.

Applicants are to indicate their Region of preference for execution of work as indicated in Form PRE 1. (Area of preference to be ticked). Applicants may select one or several areas of preference.

2. Applicants are requested to complete the tables in Section 2 of the Application Forms. Applicants may choose to submit for any category of equipment or all categories of equipment.

3. All completed forms **must** be accompanied by the following supporting documents:

- Registration or document of Ownership
- Valid vehicle insurance
- License

4. The declaration in Section 4 **must** be signed.

5. The Employer's address for the purpose of Application submission is:

***Attention: The Chairman***  
**National Procurement and Tender Administration Board**  
**Ministry of Finance Building,**  
**Main & Urquart Street,**  
**Georgetown.**

6. Applications must be submitted by 9:00 a.m, **December 27, 2016** at the above address and should be placed in an envelope and clearly marked:

**“Pre-Qualification of Contractors for Hire of Equipment for 2017”**

## SECTION 2 – APPLICATION FORMS

### FORM PRE 1: Company Profile & Preference

#### 1.0 Company Profile

1 Applicant's /Company's .....  
Name

2 Applicant's / Company .....  
Address

Telephone Number: .....

Mobile Number: .....

Email Address .....

#### 2.0 State preference of District for which to be pre-qualified for executing Works (Tick appropriate boxes).

No	NAME OF DISTRICT	CATEGORY OF WORKS (GY\$)			
		MTB		NPTAB	
		MAINTENANCE	CAPITAL		
		( ≤ 5 M)	5M – 14M	14M – 25M	>25M
1	- Region 2, Essequibo Coast				
2	- Leguan Island				
3	- Wakenaam Island				
4	- Region 3- East Bank Essequibo, West Coast Demerara, West Bank Demerara				
5	- Region 4 – East Coast Demerara, East Bank Demerara				
6	- Region 5 – West Coast Berbice, West Bank Berbice				
7	- Region 6 – Corentyne Coast, East Bank Berbice				
8	-Region 10				
9	-Hinterland Regions (1,7,8,9)				

**FORM LIT 1: Pending Litigations**

**State whether your organization has any pending litigations with the Government of Guyana or any other institutions.**

	<b>Name of Contract</b>	<b>Client</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**FORM EQP 1: Hauling of Materials**

Fill in all information requested. Use as many forms as required.

	<b>Equipment Category</b>	<b>Type</b>	<b>Rating</b>	<b>Brand</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
<b>A</b>	<b>Tractor &amp; Trailer</b>	<b>2Wheel /4 Wheel Drive</b>	<b>Engine Horse Power</b>			
	1					
	2					
	3					
	4					
	5					
<b>B</b>	<b>Dump Trucks</b>	<b>No. of Rear Axles</b>	<b>Hauling Capacity (Cubic Yards)</b>	<b>Brand</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
	1					
	2					
	3					
	4					
	5					

**FORM EQP 2:      Transportation of Workers, Equipment and Light Materials**

Fill in all information requested. Use as many forms as required.

Transportation of workers will require special insurance and seating accommodations.

	<b>Equipment Category</b>	<b>Type</b>	<b>Rating</b>	<b>Brand</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
<b>A</b>	<b>Tractor &amp; Trailer</b>	<b>2Wheel /4 Wheel Drive</b>	<b>Engine Horse Power</b>			
	1					
	2					
	3					
	4					
	5					
<b>B</b>	<b>Dump Trucks /Lorries</b>	<b>No. of Rear Axles</b>	<b>Hauling Capacity (Cubic Yards)</b>	<b>Brand</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
	1					
	2					
	3					
	4					
	5					

**FORM EQP 3: HIRE OF HEAVY DUTY EQUIPMENT**

Fill in all information requested. Use as many forms as required.

	<b>Equipment Category</b>	<b>Model</b>	<b>Rating</b>	<b>Brand</b>	<b>Length of Boom (ft)</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
<b>A</b>	<b>Excavators</b>	<i>(e.g. 320L, 315 etc)</i>	<b>Engine Horse Power</b>				
	1						
	2						
	3						
	4						
	5						
<b>B</b>	<b>Backhoe Loader</b>	<i>(e.g. 416F)</i>	<b>Engine Horse Power</b>	<b>Brand</b>	<b>Length of Reach (ft)</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
	1						
	2						
	3						
	4						
	5						

**FORM EQP 3: HIRE OF HEAVY DUTY EQUIPMENT (Con't)**

Fill in all information requested. Use as many forms as required.

	<b>Equipment Category</b>	<b>Model</b>	<b>Rating</b>	<b>Brand</b>	<b>Blade Length</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
<b>C</b>	<b>Bulldozer</b>	<i>(e.g. D4, D5 etc)</i>	<b>Engine Horse Power</b>		<i>(e.g. 15 Ft)</i>		
	1						
	2						
	3						
	4						
	5						
<b>D</b>	<b>Front End Loader</b>	<i>(e.g. CAT 950, 170C etc)</i>	<b>Engine Horse Power</b>	<b>Brand</b>	<b>Bucket Capacity</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
	1						
	2						
	3						
	4						
	5						



**FORM EQP 3: HIRE OF HEAVY DUTY EQUIPMENT (Con't)**

Fill in all information requested. Use as many forms as required.

	<b>Equipment Category</b>	<b>Model</b>	<b>Rating</b>	<b>Minimum Lattice Boom Length (ft)</b>	<b>Blade Capacity (Cu.yd)</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
<b>E</b>	<b>Dragline</b>	<i>(e.g. 22RB, 18RB, etc)</i>	<b>Engine Horse Power</b>		<i>(e.g. -3.0Cuyd)</i>		
	1						
	2						
	3						
	4						
	5						
<b>F</b>	<b>Grader</b>	<i>(e.g. 120F etc)</i>	<b>Engine Horse Power</b>		<i>(e.g. 10 Ft)</i>		
	1						
	2						
	3						
	4						
	5						

	<b>Equipment Category</b>	<b>Type</b>	<b>Capacity</b>	<b>Brand</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
<b>G</b>	<b>Roller</b>	<b>Vibratory Drums</b>	(e.g. 10 Tonne)			
	1					
	2					
<b>H</b>	<b>Roller</b>	<b>Pneumatic Tyre</b>	(e.g. 10 Tonne)			
	1					
	2					
<b>I</b>	<b>Roller</b>	<b>Combination Pneumatic and Vibratory Drum</b>	(e.g. 10 Tonne)			
	1					
	2					
<b>J</b>	<b>Compressor</b>	<b>Portable</b>	(e.g. 100 Cfm)			
	1					
	2					

From EQP 3: HIRE OF HEAVY DUTY EQUIPMENT Cont'd  
 Fill in all information requested. Use as many forms as required.

	<b>Equipment Category</b>	<b>Capacity</b>	<b>Size</b>	<b>Brand</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
<b>K</b>	<b>Low Bed</b>	(e.g. 30 Tonne)	<b>LxW</b>			
	1					
	2					
	3					
<b>L</b>	<b>Compressor</b>	(e.g. 100 Cfm)				
	1					
	2					
	<b>2</b>					
	4					
	5					

From EQP 3: HIRE OF HEAVY DUTY EQUIPMENT Cont'D

Fill in all information requested. Use as many forms as required

	<b>Equipment Category</b>	<b>Model</b>	<b>Rating</b>	<b>Brand</b>	<b>Blade Capacity (Cu.yd) and Type</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
<b>M</b>	<b>Skid Loader</b>	<i>(e.g. S-185)</i>	<b>Engine Horse Power</b>		<i>(e.g. 1.5Cuyd)</i>		
	1						
	2						
	3						
	4						
	5						
<b>N</b>	<b>Compacting Plate</b>	<i>(e.g. C-100)</i>	<b>Engine Horse Power</b>	<b>Brand</b>	<b>Dimension Of Plate</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
	1						
	2						
	3						
	4						

From EQP 3: HIRE OF HEAVY DUTY EQUIPMENT Cont'd

Fill in all information requested. Use as many forms as required.

	<b>Equipment Category</b>	<b>Size</b>	<b>Rating</b>	<b>Brand</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
<b>O</b>	<b>Paver</b>	<i>(e.g. 10 Ft)</i>	<b>Engine Horse Power</b>			
	1					
	2					
	3					
	4					
	<b>Equipment Category</b>	<b>Type</b>	<b>Rating</b>	<b>Brand</b>	<b>Number Available</b>	<b>State Document of Ownership</b>
<b>P</b>	<b>Bitumen Distributer</b>					
	1					
	2					
	3					
<b>Q</b>	<b>Hauler/Tractor</b>					

### **SECTION 3 – CONDITIONS OF PRE-QUALIFICATIONS**

- Only applicants substantially responsive will be placed on the 2017 database of pre-qualified contractors for equipment hire.
- All persons pre-qualified will be required to submit recent GRA & NIS compliances in the event of any contract award.
- If applicant is successful in being placed on the Database and consistently refuses to bid for projects when invited this may result in his/her name being removed from the database unless valid reasons are given.
- Evaluations of work done, which indicate poor performance, can also result in disqualification/suspension.
- Any false declaration/information submitted herein, will result in automatic disqualification of the applicant.
- Selected equipment submitted for tendering will be subjected to inspection by a representative of the Ministry.
- There will be no standby time payments in general.

**SECTION 4 – DECLARATION OF ACCEPTANCE OF  
CONDITIONS**

I hereby declare that I agree to the terms of reference of the prequalification application document and that all the information submitted herein is true and valid.

.....  
Signature of Applicant  
(Company's Stamp If Available)

.....  
Date

**Weeding and Cleaning**

**And**

**The Provision of Labour Only Contracts**



## SECTION 1 – INSTRUCTIONS TO APPLICANTS

1. The Work Services Group/Sea & River Defence will utilise the information provided by bidders to produce a database for 2017, with respect to weeding and cleaning of sea dam and/or labour only contracts.
2. Applicants are to indicate their Region of preference for execution of work as indicated in Form PRE 1. (Area of preference to be ticked). Applicants may select one or several areas of preference.
3. Applicants are requested to complete the tables in Section 2 of the Application Forms. Applicants may choose to submit for the provisions of:
  - Labour only
  - Weeding and Cleaning only; or
  - Labour and Weeding and Cleaning
4. All completed forms **must** be accompanied by a list of equipment/tools and **proof of ownership**.
5. The declaration in Section 4 must be signed.
6. The Employer's address for the purpose of Application submission is:

***Attention: The Chairman***  
**National Procurement and Tender Administration Board**  
**Ministry of Finance Building,**  
**Main & Urquart Street,**  
**Georgetown.**

7. Applications must be submitted by 9:00 a.m, **December 27, 2016** at the above address and should be placed in an envelope and clearly marked:

**“Pre-Qualification of Contractors for Weeding and Cleaning of Sea Dam and/or Labour only Contracts” for 2017.**

## SECTION 2 – APPLICATION FORMS

### FORM PRE 1: Company Profile & Preference

#### 2.0 Company Profile

1 Applicant's /Company's Name .....

.....

2 Applicant's / Company Address .....

.....

Telephone Number: .....

Mobile Number: .....

Email.: .....

#### 2.0 State preference of District for which to be pre-qualified for executing Works (Tick appropriate boxes).

No	NAME OF DISTRICT	CATEGORY OF WORKS (GY\$)			
		MTB		NPTAB	
		MAINTENANCE	CAPITAL		
		( ≤ 5 M )	5M – 14M	14M – 25M	>25M
1	- Region 2, Essequibo Coast				
2	- Leguan Island				
3	- Wakenaam Island				
4	- Region 3- East Bank Essequibo, West Coast Demerara, West Bank Demerara				
5	- Region 4 – East Coast Demerara, East Bank Demerara				
6	- Region 5 – West Coast Berbice, West Bank Berbice				
7	- Region 6 – Corentyne Coast, East Bank Berbice				
8	-Region 10				
9	-Hinterland Regions (1,7,8,9)				

**3.0 Indicate preference of prequalification. (Tick appropriate box.)**

- Labour-Only Works
- Weeding & Cleaning Works
- Both (Labour-Only Works and Weeding & Cleaning Works)

**4.0 State the number of years experience as a contractor in the category**

Years Experience	Description of Service
	Labour Only Service
	Weeding and Cleaning
	Other, Please State

**FORM LIT 1: Pending Litigations**

**State whether your organization has any pending litigations with the Government of Guyana or any other institutions.**

	<b>Name of Contract</b>	<b>Employer</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		



**FORM EQP 1: EQUIPMENT CAPACITY**

Indicate the plant, tools and equipment to be provided by the company.

Fill in all information requested. Any other equipment should be listed in blank spaces provided. Use as many forms as required.

	<b>Tools/Equipment</b>	<b>Number Available to Company</b>	<b>Owned/Hired / To be Purchased</b>	<b>Proof of Ownership</b>
1	Brush cutters			
2	Spades			
3	Shovels			
4	Trucks			
5	Cutlass			
6				
7				
8				
9				
10				

### **SECTION 3 – CONDITIONS OF PRE-QUALIFICATIONS**

- Only applicants substantially responsive will be placed on the 2016 database of pre-qualified contractors for Weeding and Cleaning of Sea Dam and/or Labour only Contracts.
- If applicant is successful in being placed on the Database and consistently refuses to bid for projects when invited this may result in his/her name being removed from the database unless valid reasons are given.
- All persons pre-qualified will be required to submit recent GRA & NIS compliances in the event of any contract award.
- Evaluations of work done, which indicate poor performance, can also result in disqualification/suspension.
- Any false declaration/information submitted herein, will result in automatic disqualification of the applicant.
- Selected equipment submitted for tendering will be subjected to inspection by a representative of the Ministry.

### **SECTION 4 – DECLARATION OF ACCEPTANCE OF CONDITIONS**

I hereby declare that I agree to the terms of reference of the prequalification application document and that all the information submitted herein is true and valid.

.....  
Signature of Applicant  
(Company's Stamp If Available)

.....  
Date

**For Rehabilitation / Maintenance of  
Sea Defence Structures**



## SECTION 1 – INSTRUCTIONS TO APPLICANTS

1. The Work Services Group/Sea & River Defence will utilise the information provided by applicants to produce a database for 2017, with respect to maintenance/rehabilitation of sea defences.
2. Applicants are to indicate their Region of preference for execution of work as indicated in Form PRE 1. (Area of preference to be ticked). Applicants may select one or several areas of preference.
3. Applicants are requested to complete the tables in Section 2 of the Application Forms.
4. Tendered documents **must** be accompanied by:
  - A valid copy of the Company/ Business Registration.
  - Organisational Chart
  - List of equipment and proof of ownership (Registration, Affidavit of Ownership)
5. The declaration in Section 4 **must** be signed.
6. The Employer's address for the purpose of Application submission is:

***Attention: The Chairman***  
**National Procurement and Tender Administration Board**  
**Ministry of Finance Building,**  
**Main & Urquart Street,**  
**Georgetown.**

7. Applications must be submitted by 9:00 a.m, **December 27, 2016** at the above address and should be placed in an envelope and clearly marked:  
**“Pre-Qualification of Contractors for Maintenance/Rehabilitation of Sea Defences” for 2017.**

**SECTION 2 – APPLICATION FORMS**  
**FORM PRE 1: Company Profile & Preference**

**3.0 Company Profile**

1 Applicant's /Company's Name .....

.....

2 Applicant's / Company Address .....

.....

Telephone Number: .....

Mobile Number: .....

Email Address.: .....

**2.0 State preference of District to be pre-qualified for executing Works (Tick appropriate boxes).**

No	NAME OF DISTRICT	CATEGORY OF WORKS (GY\$)			
		MTB		NPTAB	
		MAINTENANCE	CAPITAL		
		( ≤ 5 M)	5M – 14M	14M – 25M	>25M
1	- Region 2, Essequibo Coast				
2	- Leguan Island				
3	- Wakenaam Island				
4	- Region 3- East Bank Essequibo, West Coast Demerara, West Bank Demerara				
5	- Region 4 – East Coast Demerara, East Bank Demerara				
6	- Region 5 – West Coast Berbice, West Bank Berbice				
7	- Region 6 – Corentyne Coast, East Bank Berbice				

**FORM LIT 1: Pending Litigations**

**State whether your organization has any pending litigations with the Government of Guyana or any other institutions.**

	<b>Name of Contract</b>	<b>Client</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**FORM EQP 1:      EQUIPMENT CAPACITY**

Indicate the equipment considered by the company to be necessary for undertaking sea defence projects and whether this is already in the company's ownership or will be purchased, hired or leased.

Fill in all information requested. Use as many forms as required.

	<b>Equipment</b>	<b>Model<sup>1</sup></b>	<b>Number Available to Company</b>	<b>Owned/Hired / To be Purchased</b>	<b>Proof of Ownership</b>
1	Excavator (large)				
2	Excavator (mini)				
3	Bull Dozer				
4	Front End Loader				
5	Skid Steer Loader				
6	Backhoe				
7	Dragline				
8	Tractor Trailer				
9	Tower Lights				
10	Low Bed and Hauler				

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<sup>1</sup> Indicate the model of the equipment e.g. "320L" for a 320L Excavator

**FORM EQP 1: EQUIPMENT CAPACITY**

Indicate the equipment considered by the company to be necessary for undertaking sea defence projects and whether this is already in the company's ownership or will be purchased, hired or leased.

Fill in all information requested. Any other equipment should be listed in blank spaces. Use as many forms as required.

	<b>Equipment</b>	<b>Model<sup>2</sup></b>	<b>Number Available to Company</b>	<b>Owned/Hired / To be Purchased</b>	<b>Proof of Ownership</b>
11	Concrete Mixer (Ransom)				
12	Concrete Mixer (Truck)				

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<sup>2</sup> Indicate the model of the equipment e.g. "320L" for a 320L Excavator



### **SECTION 3 – CONDITIONS OF PRE-QUALIFICATIONS**

- Only applicants substantially responsive will be placed on the 2016 database of pre-qualified contractors for maintenance and rehabilitation of sea defences.
- All persons pre-qualified will be required to submit recent GRA & NIS compliances in the event of any contract award.
- If applicant is successful in being placed on the Database and consistently refuses to bid for projects when invited may result in his/her name being removed from the database unless valid reasons are given.
- Evaluations of work done, which indicate poor performance, can also result in disqualification/suspension.
- Any false declaration/information submitted herein, will result in automatic disqualification of the applicant.
- Equipment submitted for tendering will be subjected to inspection by a representative of the Ministry.

### **SECTION 4 – DECLARATION OF ACCEPTANCE OF CONDITIONS**

I hereby declare that I agree to the terms of reference of the prequalification application document and that all the information submitted herein is true and valid.

.....  
Signature of Applicant  
(Company's Stamp If Available)

.....  
Date

# **Provision of Surveying Services**



## SECTION 1 – INSTRUCTIONS TO APPLICANTS

1. The Work Services Group/Sea & River Defence will utilise the information provided by applicants to produce a database for 2017, for the provisions of Surveying Services.
2. Applicants are to indicate their Region of preference for execution of work as indicated in Form PRE 1. (Area of preference to be ticked). Applicants may select one or several areas of preference.
3. Applicants are requested to complete the tables in Section 2 of the Application Forms.
4. Tendered documents **must** be accompanied by:
  - A valid copy of the Company Registration in case of a company.
  - List of surveying equipment
5. The declaration in Section 4 **must** be signed.
6. The Employer's address for the purpose of Application submission is:

***Attention: The Chairman***  
**National Procurement and Tender Administration Board**  
**Ministry of Finance Building,**  
**Main & Urquart Street,**  
**Georgetown.**

7. Applications must be submitted by 9:00 a.m, **December 27, 2016** at the above address and should be placed in an envelope and clearly marked:  
  
**“Pre-Qualification of Contractors for Provisions of Surveying Services” for 2017.**

**SECTION 2 – APPLICATION FORMS**  
**FORM PRE 1: Company Profile & Preference**

**4.0 Company Profile**

1 Applicant's /Company's Name .....

.....

2 Applicant's / Company Address .....

.....

Telephone Number: .....

Mobile Number: .....

Email Address .....

**2.0 State preference of District for which to be pre-qualified for executing Works (Tick appropriate boxes).**

No	NAME OF DISTRICT	CATEGORY OF WORKS (GY\$)			
		MTB		NPTAB	
		MAINTENANCE	CAPITAL		
		( ≤ 5 M)	5M – 14M	14M – 25M	>25M
1	- Region 2, Essequibo Coast				
2	- Leguan Island				
3	- Wakenaam Island				
4	- Region 3- East Bank Essequibo, West Coast Demerara, West Bank Demerara				
5	- Region 4 – East Coast Demerara, East Bank Demerara				
6	- Region 5 – West Coast Berbice, West Bank Berbice				
7	- Region 6 – Corentyne Coast, East Bank Berbice				
8	-Region 10				
9	-Hinterland Regions (1,7,8,9)				

**FORM LIT 1: Pending Litigations**

**State whether your organization has any pending litigations with the Government of Guyana or any other institutions.**

	<b>Name of Contract</b>	<b>Employer</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**FORM EQP 1:      EQUIPMENT CAPACITY**

Indicate the plant, tools and equipment available to your company.

Fill in all information requested. Any other equipment should be listed in blank spaces provided. Use as many forms as required.

	<b>Tools/Equipment</b>	<b>Number Available to Company</b>	<b>Owned/Hired / To be Purchased</b>
1	Theodolite		
2	Automatic Level		
3	Tripod		
4	Total station		
5	Steel tape		
6			
7			
8			
9			
10			
11			
12			



### **SECTION 3 – CONDITIONS OF PRE-QUALIFICATIONS**

- Only applicants substantially responsive will be placed on the 2016 database of pre-qualified contractors for maintenance and rehabilitation of sea defences.
- All persons pre-qualified will be required to submit recent GRA & NIS compliances in the event of any contract award.
- All surveyors qualifying must produce a Tax Practice Certificate at the time of bidding.
- If applicant is successful in being placed on the Database and consistently refuses to bid for projects when invited may result in his/her name being removed from the database unless valid reasons are given.
- Evaluations of work done, which indicate poor performance, can also result in disqualification/suspension.
- Any false declaration/information submitted herein, will result in automatic disqualification of the applicant.
- Equipment submitted for tendering will be subjected to inspection by a representative of the Ministry.

### **SECTION 4 – DECLARATION OF ACCEPTANCE OF CONDITIONS**

I hereby declare that I agree to the terms of reference of the prequalification application document and that all the information submitted herein is true and valid.

.....  
Signature of Applicant  
(Company's Stamp If Available)

.....  
Date

## **REPAIRS TO VEHICLES AND EQUIPMENT**

## INSTRUCTIONS TO APPLICANTS

1. The Ministry of Public Works will utilise the information provided by applicants to produce a database for 2017, with respect to Repairs to Vehicles.

Applicants are to indicate their Region of preference for execution of work.

2. Applicants are requested to complete the relevant tables and forms of this Application.
3. The Employer's address for the purpose of Application submission is:

***Attention: The Chairman***  
**National Procurement and Tender Administration Board**  
**Ministry of Finance Building,**  
**Main & Urquart Street,**  
**Georgetown.**

4. Applications must be submitted by 9:00 a.m, **December 27, 2016** at the above address and should be placed in an envelope and clearly marked:

**“Pre-Qualification of Contractors for Repairs to Vehicles for 2017”**



**Contractor's Registration Pre-Qualification Form**

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**(1) Applicant's Legal Name** .....

**(2) Applicant's Legal Address (Postal).....**

.....

**Telephone and Fax Nos.** .....

**Email Address** .....

**(3) Applicant's representative:**

**Name:** .....

**Address:** .....

**Telephone and Fax Nos.** .....

**Email Address** .....

**(4) Attach copies of:**

**Registration and/or Certification of Firm named above OR Curriculum Vitae in case of individuals.**

**(5) Completed forms must be accompanied with:-**

**(i) List of tools and equipment owned and their status.**

**(ii) Structure of the Company/Business.**

**Attach Additional sheet/s if necessary.**

**(6) Type of vehicles/equipment of the Ministry to be rehabilitated/maintained are:-**

- **Excavator**
- **Grader**
- **Roller**
- **Front End Loader**
- **Bob Cat**
- **Trucks**
- **Motor Cars**
- **Minibus**
- **Land Cruisers**

**Contractors should indicate which Category they wish to be placed and their preference in relation to the Regions they wish to work.**

**CONTRACTOR WILL NOT BE SELECTED FOR MORE THAN TWO (2) CATEGORIES.**

No	NAME OF DISTRICT	CATEGORY OF WORKS		
		Light Duty (cars, pickups, minibus)	Heavy Duty (Trucks)	Equipment (Roller, Grader, etc.)
1	- Region 2, Essequibo Coast			
2	- Leguan Island			
3	- Wakenaam Island			
4	- Region 3- East Bank Essequibo, West Coast Demerara, West Bank Demerara			
5	- Region 4 – East Coast Demerara, East Bank Demerara			
6	- Region 5 – West Coast Berbice, West Bank Berbice			
7	- Region 6 – Corentyne Coast, East Bank Berbice			
8	-Region 10			
9	-Hinterland Regions (1,7,8,9)			

- (7) (i) If applicant is successful in being placed on the Database and consistently refuses to bid for projects when invited this may result in his name being removed from the database unless valid reasons are given.**
- (ii) Evaluations of work done, which indicate poor performance, can also result in disqualification/suspension.**
- (iii) If it is ever found that any information submitted herein is false, this can lead to the automatic disqualification of the applicant.**
- (8) This document must be accompanied by recent Compliance Certificates from the Guyana Revenue Authority and the National Insurance Scheme. Failure to submit these compliances would result in the submission being deemed non responsive.**
- (9) I hereby declare that all the information submitted herein is true.**

.....  
**Signature of Applicant**  
**(Company's Stamp if available)**

.....  
**Date**

**FORM LIT 1: Pending Litigations**

**State whether your organization has any pending litigations with the Government of Guyana or any other institutions**

	<b><u>Name of Contract</u></b>	<b><u>Employer</u></b>
<b><u>1</u></b>		
<b><u>2</u></b>		
<b><u>3</u></b>		
<b><u>4</u></b>		
<b><u>5</u></b>		

**REHABILITATION/MAINTENANCE OF ROADS AND  
BRIDGES**

## INSTRUCTIONS TO APPLICANTS

1. The Ministry of Public Works will utilise the information provided by applicants to produce a database for 2017, with respect to Rehabilitation/Maintenance of Roads and Bridges.

Applicants are to indicate their Region of preference for execution of work.

2. Applicants are requested to complete the relevant tables and forms of this Application.
3. The Employer's address for the purpose of Application submission is:

***Attention: The Chairman***  
**National Procurement and Tender Administration Board**  
**Ministry of Finance Building,**  
**Main & Urquart Street,**  
**Georgetown.**

4. Applications must be submitted by 9:00 a.m, **December 27, 2016** at the above address and should be placed in an envelope and clearly marked:

**“Pre-Qualification of Contractors for Rehabilitation/Maintenance of Roads and Bridges for 2017”**

**Contractor's Registration Pre-Qualification Form**

---

(10) **Applicant's Legal Name**  
.....

(11) **Applicant's Legal Address**  
**(Postal)**.....  
.....

**Telephone and Fax Nos.** .....

**Email Address** .....

(12) **Applicant's representative:**  
**Name:** .....

**Address:** .....

**Telephone and Fax Nos.** .....

**Email Address** .....

(13) **Attach copies of:**  
**Registration and/or Certification of Firm named above OR Curriculum Vitae in case of individuals.**

(14) **All completed forms (Appendix 1) must be accompanied with:-**

- (iii) **List of equipment owned and their status or those to be leased and from where.**
- (iv) **Structure of the Company/Business.**
- (v) **List of works completed in the past three years 2014, 2015 and 2016 to be submitted on the form (Appendix 1 enclosed). Not applicable for new entrants**

**Attach Additional sheet/s if necessary.**

(15) **Contractors will be placed in four Categories – A, B, C and D as follows:-**

**Category A: capable of executing works above the value of \$25M.**

**Category B:** capable of executing works to the value between \$14M - \$25M.  
**Category C:** capable of executing works between \$5M - \$14M.  
**Category D:** capable of executing works to below the value of \$5M.  
**Contractors should indicate which Category they wish to be placed and their preference in relation to the Regions they wish to work.**

**CONTRACTOR WILL NOT BE SELECTED FOR MORE THAN TWO (2) CATEGORIES.**

No	NAME OF DISTRICT	CATEGORY OF WORKS (GY\$)			
		MTB		NPTAB	
		MAINTENANCE	CAPITAL		
		( ≤ 5 M)	5M – 14M	14M – 25M	>25M
1	- Region 2, Essequibo Coast				
2	- Leguan Island				
3	- Wakenaam Island				
4	- Region 3- East Bank Essequibo, West Coast Demerara, West Bank Demerara				
5	- Region 4 – East Coast Demerara, East Bank Demerara				
6	- Region 5 – West Coast Berbice, West Bank Berbice				
7	- Region 6 – Corentyne Coast, East Bank Berbice				
8	-Region 10				
9	-Hinterland Regions (1,7,8,9)				

- (16) List contract(s)/job(s) terminated, if any and give the reasons.
- (17) (i) If applicant is successful in being placed on the Database and consistently refuses to bid for projects when invited this may result in the name being removed from the database unless valid reasons are given.
- (ii) Evaluations of work done, which indicate poor performance, can also result in disqualification/suspension.



- (iii) **If it is ever found that any information submitted herein is false, this can lead to the automatic disqualification of the applicant.**
  
- (18) **This document must be accompanied by recent Compliance Certificates from the Guyana Revenue Authority and the National Insurance Scheme.**
  
- (19) **I hereby declare that all the information submitted herein is true.**

.....  
**Signature of Applicant**  
**(Company's Stamp if available)**

.....  
**Date**

**FORM LIT 1: Pending Litigations**

**State whether your organization has any pending litigations with the Government of Guyana or any other institutions.**

	<b>Name of Contract</b>	<b>Client</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**Appendix I**

**Applicant's Legal Name:** .....

**Applicant should provide information for 2014, 2015 and 2016 (not applicable for new entrants).**

<b>Start Date</b>	<b>Completion Date</b>	<b>Client and Description of Works</b>	<b>Value of Works</b>
		<b>Contract Name: Name of Employer Address Description of Works</b>	
		<b>Contract Name Name of Employer Address Description of works</b>	
		<b>Contract Name Name of Employer Address Description of Works</b>	

.....  
**(Company's Stamp if available)**

.....  
**Signature of Applicant**  
**Date**

# **REHABILITATION AND MAINTENANCE OF BUILDINGS**

## INSTRUCTIONS TO APPLICANTS

1. The Ministry of Public Infrastructure will utilise the information provided by applicants to produce a database for 2017, with respect to Rehabilitation and Maintenance of Buildings.

Applicants are to indicate their Region of preference for execution of work.

2. Applicants are requested to complete the relevant tables and forms of this Application.
3. The Employer's address for the purpose of Application submission is:

***Attention: The Chairman***  
**National Procurement and Tender Administration Board**  
**Ministry of Finance Building,**  
**Main & Urquart Street,**  
**Georgetown.**

4. Applications must be submitted by 9:00 a.m, **December 27, 2016** at the above address and should be placed in an envelope and clearly marked:

**“Pre-Qualification of Contractors for Rehabilitation and Maintenance of Buildings for 2017”**

**Contractor's Registration Pre-Qualification Form**

---

(20) **Applicant's Legal Name**  
.....

(21) **Applicant's Legal Address**  
**(Postal)**.....

.....

**Telephone and Fax Nos.** .....

**Email Address** .....

(22) **Applicant's Principal:**

**Name:** .....

**Address:** .....

**Telephone and Fax Nos.** .....

**Email Address** .....

(23) **Attach copies of:**  
**Registration and/or Certification of Firm named above OR Curriculum Vitae in case of individuals.**

(24) **All completed forms (Appendix 1) must be accompanied with:-**

(vi) **Structure of the Company/Business.**

(vii) **List of works completed in the past three years 2014, 2015 and so far in 2016 to be submitted on the form (Appendix 1 enclosed). Not applicable for new entrants.**

**Attach Additional sheets as necessary.**

**Contractors should indicate which Category they wish to be placed and their preference in relation to the Regions they wish to work.**

**CONTRACTOR WILL NOT BE SELECTED FOR MORE THAN TWO (2) CATEGORIES.**

No	NAME OF DISTRICT	CATEGORY OF WORKS (GY\$)			
		MTB		NPTAB	
		MAINTENANCE	CAPITAL		
		( ≤ 5 M)	5M – 14M	14M – 25M	>25M
1	- Region 2, Essequibo Coast				
2	- Leguan Island				
3	- Wakenaam Island				
4	- Region 3- East Bank Essequibo, West Coast Demerara, West Bank Demerara				
5	- Region 4 – East Coast Demerara, East Bank Demerara				
6	- Region 5 – West Coast Berbice, West Bank Berbice				
7	- Region 6 – Corentyne Coast, East Bank Berbice				
8	-Region 10				
9	-Hinterland Regions (1,7,8,9)				

**(25) This document must be accompanied by recent Compliance Certificates from the Guyana Revenue Authority and the National Insurance Scheme.**

**(26) If it is found that any information submitted is false, this will lead to the automatic disqualification of the applicant.**

**(27) I hereby declare that all the information submitted herein is true.**

.....  
**Signature of Applicant**  
**(Company’s Stamp if available)**

.....  
**Date**

**FORM LIT 1: Pending Litigations**

**State whether your organization has any pending litigations with the Government of Guyana or any other institutions.**

	<b>Name of Contract</b>	<b>Client</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		



**Appendix I**

**Applicant's Legal Name:** .....

**Applicant should provide information for 2014, 2015 and 2016 (not applicable for new entrants).**

<b>Start Date</b>	<b>Completion Date</b>	<b>Client and Description of Works</b>	<b>Value of Works</b>
		<b>Contract Name: Name of Employer Address Description of Works</b>	
		<b>Contract Name Name of Employer Address Description of works</b>	
		<b>Contract Name Name of Employer Address Description of Works</b>	

.....  
**(Company's Stamp if available)**

.....  
**Signature of Applicant**  
**Date**

**MAINTENANCE/ REPAIRS/REFURBISHMENT  
OF  
ELECTRICAL INSTALLATION TO BUILDINGS  
TRAFFIC & HIGHWAY LIGHTS INSTALLATIONS  
AIR CONDITIONERS & REFRIDGERATORS  
GENERATORS**

## SECTION 1 – INSTRUCTIONS TO APPLICANTS

1. The Work Services Group will utilise the information provided by applicants to produce a database for 2017, with respect to maintenance and rehabilitation of electrical appliances.
2. Applicants are requested to complete the tables in Section 2 of the Application Forms.
3. Application documents **must** be accompanied by:
  - A valid copy of the Company/ Business Registration.
  - Letter of line of Credit
  - Organizational Chart
  - List of equipment and proof of ownership (Registration, Affidavit of Ownership)
  - A copy of a valid electrical Contractor License. Licenses pertaining to the category of Electrical Works selected must be attached.
4. The declaration in Section 4 **must** be signed.
5. The Employer's address for the purpose of Application submission is:

***Attention: Chairman***  
**National Procurement and Tender Administration Board**  
**Ministry of Finance Building,**  
**Main & Urquart Street,**  
**Georgetown.**

6. Applications must be submitted by 9:00 a.m, ***December 27, 2016*** at the above address and should be placed in an envelope and clearly marked:

**“Pre-Qualification of Contractors for Maintenance/Rehabilitation of Electrical Appliances for 2017”**

**Electrical works – Maintenance / Repairs / Refurbishment**

**SECTION 2- APPLICATION FORMS**

**Contractor’s Registration Pre-Qualification Form**

---

(28) Applicant’s Legal Name  
.....

(29) Applicant’s Legal Address  
(Postal).....  
.....

Telephone and Fax Nos. ....

Email Address .....

(30) Applicant’s Principal:  
Name: .....

Address: .....

Telephone and Fax Nos. ....

Email Address .....

(31) All completed forms (Appendix 1, 2, and 3) must be accompanied with

(i) A copy of a valid electrical Contractor License. Licenses pertaining to the category of Electrical Works selected must be attached.

(ii) Structure of the Company/firm.

(iii) Evidence of financial resources from banking institutions available to undertake the works.

(32) This document must be accompanied by valid Compliance Certificates from the Guyana Revenue Authority and National Insurance Scheme.

**CONTRACTOR WILL NOT BE SELECTED FOR MORE THAN TWO (2) CATEGORIES.**

No	NAME OF DISTRICT	CATEGORY OF WORKS (GY\$)			
		MTB		NPTAB	
		MAINTENANCE	CAPITAL		
		( ≤ 5 M)	5M – 14M	14M – 25M	>25M
1	- Region 2, Essequibo Coast				
2	- Leguan Island				
3	- Wakenaam Island				
4	- Region 3- East Bank Essequibo, West Coast Demerara, West Bank Demerara				
5	- Region 4 – East Coast Demerara, East Bank Demerara				
6	- Region 5 – West Coast Berbice, West Bank Berbice				
7	- Region 6 – Corentyne Coast, East Bank Berbice				
8	-Region 10				
9	-Hinterland Regions (1,7,8,9)				

**(33) If it is found that any information submitted herein is false, this will lead to the automatic disqualification of the applicant.**

**(34) I hereby declare that all the information submitted herein is true.**

.....  
**Signature of Applicant**  
**(Company's Stamp if available)**

.....  
**Date**

FORM LIT 1: Pending Litigations

**State whether your organization has any pending litigations with the Government of Guyana or any other institutions.**

	<b>Name of Contract</b>	<b>Client</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

**FORM EQP 1: EQUIPMENT CAPACITY****APPLICATION FOR TRAFFIC/HIGHWAY LIGHTS**

Indicate the equipment considered by the company to be necessary for undertaking *Traffic/Highway Lights* projects and whether this is already in the company's ownership or will be purchased, hired or leased.

Fill in all information requested. Any other equipment should be listed in blank spaces. Use as many forms as required.

	<b>Equipment/Tools</b>	<b>Number Available to Company</b>	<b>Owned/Hired / To be Purchased</b>	<b>Proof of Ownership</b>
1	Basket Truck (45 ft Min Height )			
2	Hydraulic Lift Truck (Hiab)			
3	Ladder			
4	Hot Line Stick			
5	Grip All Stick			
6	Line Man Tools			
7	Lines Man Belt			

**FORM EQP 1: EQUIPMENT CAPACITY      APPLICATION FOR ELECTRICAL INSTALLATION TO BUILDINGS**

Indicate the equipment considered by the company to be necessary for undertaking *Electrical Installation to Buildings* projects and whether this is already in the company’s ownership or will be purchased, hired or leased.

Fill in all information requested. Any other equipment should be listed in blank spaces. Use as many forms as required.

	<b>Equipment/Tools</b>	<b>Number Available to Company</b>	<b>Owned/Hired / To be Purchased</b>	<b>Proof of Ownership</b>
1	Ladder			
2	Multitester			
3	Ampmeter (Clamp ON)			
4	Mega Ohm Meter			



**FORM EQP 1: EQUIPMENT CAPACITY*****APPLICATION FOR AIR CONDITIONERS AND REFRIGERATORS  
MAINTENANCE AND INSTALLATION***

Indicate the equipment considered by the company to be necessary for undertaking *Air conditioners and refrigerators maintenance and installation* projects and whether this is already in the company's ownership or will be purchased, hired or leased.

Fill in all information requested. Any other equipment should be listed in blank spaces. Use as many forms as required.

	<b>Equipment/Tools</b>	<b>Number Available to Company</b>	<b>Owned/Hired / To be Purchased</b>	<b>Proof of Ownership</b>
1	Ladder			
2	Multitester			
3	Ampmeter (Clamp ON)			
4	Mega Ohm Meter			
5	Manifold Gauge and charging hose for refrigerator and Air Conditioner			
6	Refrigerator Vacuumed pump			
7	Welding/soldering torch			
8	Flairing Tool			

**FORM EQP 1: EQUIPMENT CAPACITY***Application For Generator Maintenance and Installation*

Indicate the equipment considered by the company to be necessary for undertaking *Generator maintenance and installation* projects and whether this is already in the company's ownership or will be purchased, hired or leased.

Fill in all information requested. Any other equipment should be listed in blank spaces. Use as many forms as required.

	<b>Equipment/Tools</b>	<b>Number Available to Company</b>	<b>Owned/Hired / To be Purchased</b>	<b>Proof of Ownership</b>
1	Ladder			
2	Multitester			
3	Ampmeter (Clamp ON)			
4	Mega Ohm Meter			
5				
6				
7				
8				

### **SECTION 3 – CONDITIONS OF PRE-QUALIFICATIONS**

- Only Applicants substantially responsive will be placed on the 2016 database of pre-qualified contractors for maintenance and rehabilitation of Electrical Appliances.
- All Contractors pre-qualified will be required to submit valid GRA & NIS compliances in the event of any contract award.
- If Applicant is successful in being placed on the Database and consistently refuses to bid for projects when invited this may result in the Applicant's name being removed from the database unless valid reasons are provided.
- Evaluations of work done, which indicate poor performance, can also result in disqualification/suspension.
- Any false declaration/information submitted herein, will result in automatic disqualification of the applicant.
- Equipment submitted for tendering will be subjected to inspection by a representative of the Ministry.

### **SECTION 4 – DECLARATION OF ACCEPTANCE OF CONDITIONS**

I hereby declare that I agree to the terms of reference of the prequalification application document and that all the information submitted herein is true and valid.

.....  
Signature of Applicant  
(Company's Stamp If Available)

.....  
Date