

**GUYANA WATER INCORPORATED**

**SUPPLIER/CONTRACTOR  
PRE - QUALIFICATION DOCUMENT**

**LOT B**

**MINOR WORKS/SERVICES**

**PRE-QUALIFICATION NUMBER : REF: GWI/PRE/01/2017**

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**DECEMBER, 2016**

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## GUYANA WATER INC

### **Invitation for Expression of Interest (Pre-qualification of Contractors/Suppliers)**

The Guyana Water Inc intends to prequalify contractors and/or firms for operational works and works under funding made available by the Government of Guyana towards the company's Capital Investment Programme.

Prequalification will be conducted through prequalification procedures specified in the Procurement act 2003 for the Procurement of Works and Goods and is open to all bidders from Guyana.

Interested eligible applicants may obtain further information from the Executive Director, Procurement at [procurement@gwi.gy](mailto:procurement@gwi.gy) and inspect the document at the address \* given below from 8:00 to 16:30 hrs, Monday to Thursday and 8:00 to 15:30 hrs on Friday.

A complete set of document can be made available upon request to the Executive Director, Procurement at [procurement@gwi.gy](mailto:procurement@gwi.gy) or be obtained for a non-refundable fee of **G\$500.00** from the Cashier , Customer Services & Commercial Relations, Vlissengen Road & Church Street, Bel Air Park, Georgetown or any of GWI.s Regional Offices.

Expression of Interest should be submitted in sealed envelopes and deposited into the Tender Box located at the address \*\* below on or before **14:00 hrs on Tuesday, January 31, 2017** . Envelopes should be clearly marked **“Expression of Interest (Pre-qualification)” Lot B: Minor Works/Services**

Electronic Expression shall not be permitted. Late submissions will be rejected.

The addresses referred to above are:

For information:

\* Executive Director, Procurement  
Guyana Water Incorporated  
Vlissengen Road & Church Street  
Bel Air Park  
Georgetown  
Tel: 227-1399

For bid submission and opening

\*\* Executive Director, Procurement  
Guyana Water Inc.  
Vlissengen Road & Church Street  
Bel Air Park  
Georgetown.

## **1. Introduction**

Guyana Water Inc is the National water utility company in Guyana (GWI) responsible for the provision of water throughout the country, with oversight of the centralized Sewer systems in the City of Georgetown. .

Guyana Water Inc invites contractor/suppliers for goods and services to pre-qualify in accordance with its Tender Board Rules.

The Pre-qualification document and the response thereof shall be the ONLY basis for pre-qualification as a supplier in specified category.

Please read through this document carefully and provide the requested information together with ALL required supporting documents

### **Lot B - Minor Works/Services.**

#### **Category of Works/Services**

- Civil Works
- Mechanical Works – Vehicle Maintenance
- Electrical Maintenance – High Voltage and Low Voltage/Motor Rewinding
- Rehabilitation of Pumps & Accessories- (Machining, Fabrication, Workshop Services)
- Upgrading/Installation of Service Connections
- Installation of Distribution Network
- Repairs & Service to Generators
- Repairs to leaks
- Disconnection & Reconnection
- Transportation - (Pick-ups, Buses, Light Trucks, 10 Ton Trucks)
- Meter Reading
- Air Conditioning Installation & Maintenance
- Motor Vehicle Repairs & Maintenance
- Welding
- Extermination Services/ Pest Control
- Sanitary Services
- Weeding
- Brokerage
- Cranage
- Sewage Tank Services
- Sewerage maintenance services
- Solid Waste Disposal
- Road Repairs/Maintenance
- Supply of Sand/Loom/Crusher Run

- Region 1 – Hinterland (Regions 1,7,8 & 9)**  
**2 – Essequibo Coast, Islands, Bartica**  
**3 – West Demerara**  
**4A – Georgetown**  
**4B – East Coast Demerara**  
**4C – East Bank Demerara**  
**4D – Linden**  
**5 – West Berbice**  
**6 – East Berbice**

## **2. Important Notes**

- a) The purpose of this document is to assist Guyana Water Inc in the identification and evaluation of potential contractors/suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category.
- b) All documents must be submitted in English Language.
- c) In order to simplify this process, you need to provide **certified copies** of all supporting documents requested.
- d) You may also be asked to clarify your answers or provide more details. Please answer ALL questions. If the question does not apply to you please write **N/A**.
- e) Guyana Water Inc will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the contractor's/supplier's elimination from further consideration.
- f) Guyana Water Inc reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein. The information provided in the prequalification document is strictly confidential and solely for use by Guyana Water Inc
- g) Participants to kindly note that this does not amount to any contractual obligation on the part of Guyana Water Inc, and that Guyana Water Inc is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.
- h) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- i) Corrections must be initialed by the person who signs the document.

- j) The completed document shall be signed off and rubber stamped (if applicable) by Director/Partner or authorized personnel of the company/organization on the last page in the space provided.
- k) Guyana Water Inc. requires that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications. As such, Guyana Water Inc. defines, for the purpose of this provision, the terms set forth below as follows:
  - i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
  - ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among contractors/suppliers (prior to or after submission) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
  - iii) Guyana Water Inc will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question.

## **LOT B**

### **MINOR WORKS/SERVICES**

The following categories and requirements relate to minor works/services. Completion and submission of forms under **APPENDIX A and APPENDIX F** for each category of works/services for which you wish to be pre-qualified.

#### **1. Transportation Services**

- **Types of vehicles: Pick-up, Canter, Truck, Mini Bus**

Vehicle owners must provide the following:

- Valid GRA Tax Compliance
- Valid NIS Compliance
- Valid Police Clearance
- Certificate of Registration, Motor Vehicle and Road Traffic Regulations Certificate, Certificate of Insurance, Driver's license (for the class of vehicle stipulated) no less than 3 years driving experience and a clean driving history.

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#### **2. Weeding and clearing of shrubs**

- Valid GRA Tax Compliance
- Valid NIS Compliance
- List of relevant equipment owned and manpower to undertake the job
- Valid Police Clearance

#### **3. Meter Reading**

- Valid GRA Tax Compliance
- Valid Police Clearance
- Valid NIS Compliance
- Experience in similar work

#### **4. Leak Repairs/Disconnections-Reconnections/Upgrade-Installation of Service Connections/Meters**

- Valid GRA Tax Compliance Certificate
- Valid NIS Compliance
- Valid Police Clearance
- List of relevant tools and equipment to undertake such work
- Experience in similar work.



## **5. Brokerage Service**

- Valid GRA Tax Compliance
- Valid NIS Compliance
- Brokerage license
- Experience in job
- VAT Certificate (if applicable)

## **6. Extermination Services**

- Valid GRA Compliance
- Valid NIS Compliance
- Pest Control License
- Business Registration
- VAT Certificate (if applicable)

## **7. Technical Works (Welding, Electrical, Mechanical, Civil)**

- Valid GRA Tax Compliance
- Valid NIS Compliance
- Proof of Qualification from a recognized University or Institution
- Experience in similar jobs
- List of equipment and tools to undertake such work
- VAT Certificate (if applicable)
- Description of the experience and expertise you possess to effectively and efficiently undertake the work.

## **8. All other Works / Services**

- Valid GRA Tax Compliance
- Valid NIS Compliance
- Business Registration ( if Applicable)
- Proof of Qualification from a recognized University or Institution
- Experience in similar jobs
- List of equipment and tools to undertake such work
- VAT Certificate (if applicable)
- Description of the experience and expertise you possess to effectively and efficiently undertake the work.

## EVALUATION

### Mandatory Requirements for Pre-Qualification

**You shall be required to attach the following mandatory documents where applicable**

- i. Certificate of Incorporation/Business Registration
- ii. VAT Certificate
- iii. GRA Tax Compliance certificate.
- iv. Valid Police Clearance
- v. Valid NIS Compliance
- vi. Certificate of Registration for Motor Vehicle
- vii. Certificate of Insurance for Motor Vehicle
- viii. Driver's License
- ix. Relevant Licenses

x. **List of works/services for which you wish to be considered and preference of the Division(s). (see Appendix F)**

<b>Form Completed by</b>	
Name:	
Position (Job Title)	
Signature	
Date:	
Stamp/Seal	

APPENDIX A

NO.	PARTICULARS	RESPONSE
	Full Name of Company/Organization/Individual	
	Type – Public/Private/Partnership/Sole Trader/Other (please specify)	
	Full address of business place	
	Telephone No.	
	Fax No.	
	E- mail address:	
	Taxpayer Identification No. (TIN)	
	Business Registration No.	

## **APPENDIX F**

### **List of Works/Services of interest: LOT B**

<b>Item #</b>	<b>Description</b>	<b>Region</b>	<b>Remarks</b>