

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 2018, 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 19, 2017** 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 2018.

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.:

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

| | NAME OF DISTRICT | |
|---|--|--|
| 1 | - Region 2, Essequibo Coast | |
| 2 | - Leguan Island | |
| 3 | - Wakenaam Island | |
| 4 | - Region 3- East Bank Essequibo, West Bank Demerara, West Coast 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 | |

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.

| | Name of Contract | Employer |
|----------|-------------------------|-----------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

FORM EXP 1: COMPANY EXPERIENCE

Provide list of works executed of a similar nature as a prime contractor, over the past 3 years.

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

| NAME OF PROJECT | EMPLOYER | CONTRACT VALUE G\$ |
|------------------------|-----------------|---------------------------|
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FORM PER 1: LIST OF KEY PERSONNEL

Identify the number of construction/project staff currently employed by the organization; amalgamated by skill.

Fill in all information requested. Other categories to be filled in blank spaces as maybe required.

Use as many forms as required.

| | Category | Number Available |
|----|--------------------|-------------------------|
| 1 | Manager | |
| 2 | Supervisor/Foreman | |
| 3 | Labourers | |
| 4 | Masoner | |
| 5 | Carpenter | |
| 6 | Steel bender | |
| 7 | Machine Operator | |
| 8 | Weeders | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| | | |
| | | |
| | | |
| | | |

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.

| | Tools/Equipment | Number Available to Company | Owned/Hired / To be Purchased | Proof of Ownership |
|----|------------------------|------------------------------------|--------------------------------------|---------------------------|
| 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 2018 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