

# **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 2018, 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.
  - Curriculum Vitae of key personnel
  - 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 19, 2017*** at the above address and should be placed in an envelope and clearly marked:

**“Pre-Qualification of Contractors for Provisions of Surveying Services” 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 Address .....

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

No	Name of District	
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>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			

**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. Use as many forms as required.

	<b>Category</b>	<b>Number Available</b>
1	Manager	
2	Sworn Land Surveyor	
3	Technician	
4	Linesman	
5	Staffman	
6	Labourer	
7		
8		
9		
10		
11		
12		

**FORM PER 2: RESUME OF KEY PERSONNEL**

Provide a summary of the resume of **key personnel** within the company, in the format provided. Fill in all information requested. Use as many forms as required.

<b>Position</b>		
<b>Personnel information</b>	<b>Name</b>	<b>Date of birth</b>
	<b>Professional qualifications</b>	
	<b>Telephone</b>	<b>Contact (manager / personnel officer)</b>
	<b>Fax</b>	<b>E-mail</b>
	<b>Years of General Experience</b>	<b>Years with present employer</b>

Summarize professional experience over the last 5 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

<b>From</b>	<b>To</b>	<b>Company / Project / Position / Relevant technical and management experience</b>





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

- Only applicants substantially responsive will be placed on the 2018 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