

REPAIRS TO VEHICLES AND EQUIPMENT

INSTRUCTIONS TO APPLICANTS

1. The Ministry of Public Infrastructure will utilise the information provided by applicants to produce a database for 2018, 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 19, 2017** at the above address and should be placed in an envelope and clearly marked:

“Pre-Qualification of Contractors for Repairs to Vehicles for 2018”

Contractor's Registration Pre-Qualification Form

(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) Financial Statements for 2015 and 2016.

(ii) List of tools and equipment owned and their status.

(iii) Curriculum Vitae of key personnel.

(iv) Structure of the Company/firm.

(v) List of works completed in the past three years (2014, 2015 and 2016) to be submitted on the form (Appendix 1 enclosed).

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**

(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

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

Appendix I

Applicant's Legal Name:

Applicant should provide information for 2015, 2016 and 2017.

Start Date	Completion Date	Client and Description of Works	Value of Works
		Name of Client: Address: Description of Works	
		Name of Client: Address: Description of Works	
		Name of Client: Address: Description of Works:	

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

.....
Signature of Applicant
Date