

**GUYANA WATER INCORPORATED**

**SUPPLIER/CONTRACTOR  
PRE - QUALIFICATION DOCUMENT**

**LOT A**

**MAJOR 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 eligible source countries of this document.

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 documents 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.

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, January31, 2017**. Envelopes should be clearly marked "**Expression of Interest (Pre-qualification)**". **Lot A: Major 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 of Guyana 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 A - Major Works/Services .

### Category of Works/Services

- Civil
- Electrical
- Mechanical
- Consultancy

- Region : 1 – Hinterland (Regions 1,7,8, & 9)**  
**2 – Essequibo Coast, Islands and 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.

## SECTION A

### 3. CORPORATE INFORMATION

NO.	PARTICULARS	RESPONSE
	Full Name of Company/Organization/Individual	
	Business 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.	

## 4. FINANCIAL INFORMATION

4.1 The Contractor/supplier must provide details of credit available from bank or financial institution.

4.2 The contractor should provide proof in the following forms:

- Bank Statement(s)
- Letter of Credit (L/C)
- Bank Reference
- Any other evidence in support of funding

4.3 Audited financial statements for the last three fiscal years and evidence to access to funds

Where the potential contractor/supplier does not have sufficient trading history to be able to provide the required information for three years, please provide the information for as many years as are available (minimum one year) and an explanation of why the information is not available for the full three years.

Please give details if you had any contracts terminated by GWI for non- performance in the last three years, or any contracts where damages have been claimed.

## 5. TECHNICAL INFORMATION

### Machinery/Equipment

The Contractor needs to provide proof of ownership or access to the machinery or equipment, if not owned. Other relevant machinery may be listed.

Type	Ownership	Lease/Rent
Backhoe		
Lorry/Truck		
Pick-up/Canter		
Mini Bus		
Pressure Pump		
Crane		
Compressor 300 – 450 CFM		



## 6. PERSONNEL & MANAGERIAL INFORMATION

### 6.1 Personnel

Curriculum Vitae(s) of Personnel listed in the table must be provided. Certified copies of certificates must be provided for evaluation.

<b>Personnel</b>	<b>Qualification &amp; Experience</b>
Project Manager	
Project Engineer	
Supervisor	
Foreman	
Plumber	
Maison	

### 6.2 Managerial Adequacy

Projects managed in the last 5 years

<b>Item</b>	<b>Amount G\$</b>
No. of Projects in the last 5 years	
No. of Projects in the last 3 years	
No. of projects in the last 2 years	

## 7. Trade References

Please provide in the table below details of at least five (5) projects you have undertaken relevant to the job you are bidding for and performed over the last three (3) years, or that are relevant to this prequalification document.

<b>Entity( Customer)</b>	<b>Duration</b>	<b>Contract Amount G\$</b>	<b>Brief description of works/services</b>

## 8. Business Probity and Litigation Management

Please confirm whether any of the following criteria applies to your company/organization. Note that failure to disclose information relevant to this section may result in your exclusion as a potential contractor/supplier of Guyana Water Inc.

	<b>Particulars</b>	<b>Response</b>
	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Guyana or the country in which it is established?	
	Has any partner, director, shareholder or employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct?	
	Has the company/organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under law or the laws of the country in which it is established?	
	Please state if any Director shareholder/ Partner and / or Company Secretary of the Company/Organization is currently employed by Guyana Water Inc. and who is in a position to influence the award of any supply. For purpose of pre-qualification process close relative refers to parents, siblings, spouse or children.	

## 9. 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 NIS Compliance
- v. Financial statements
- vi. CVs of Senior Staff
- vii. Organogram
- viii List of works/services for which you wish to be considered (attach separate sheet)

## 10. Declaration

I declare that to the best of my knowledge the answers submitted in this pre qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my company/organization ineligible to participate in any future business activities with Guyana Water Inc.

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