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FRIDAY 9TH SEPTEMBER, 2022

THE OFFICIAL GAZETTE 9TH SEPTEMBER, 2022
LEGAL SUPPLEMENT — B

GUYANA No. 23 of 2022

REGULATIONS

Made Under

THE PROCUREMENT ACT

(Cap. 73:05)

IN EXERCISE OF THE POWERS CONFERRED UPON ME BY SECTION 61 OF THE PROCUREMENT ACT, AND WITH THE ADVICE OF THE NATIONAL PROCUREMENT AND TENDER BOARD, I MAKE THE FOLLOWING REGULATIONS:-

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PART I
GENERAL PROVISIONS

Citation.

1. These Regulations may be cited as the Procurement (Register of Bidders) Regulations 2022.

Interpretation.

2. In these Regulations-

"Acknowledgement of Application for Registration" means a document issued by the Administration to a Registered Bidder in accordance with regulation 8;

Cap. 73:05

"Act" means the Procurement Act;

"Administration" means the National Procurement and Tender Administration established under the Act;

"applicant" means a supplier or contractor, as defined in section 2 of the Act, who submits an Application for Registration in accordance with Part III;

"Application for Registration" means a document submitted by a supplier or contractor to the Administration in accordance with Part III;

"Certificate of Compliance" means a Certificate of Compliance issued by the Guyana Revenue Authority;

"National Identification Card" means a card issued by the Elections Commission in accordance with section 12 of the National Registration Act;

Cap. 19:08

"National Insurance Scheme Compliance Certificate" means the Certificate of Compliance issued in accordance with section 55 of the National Insurance and Social Security Act;

Cap. 36:01

"Public Procurement Commission" means the Public Procurement Commission referred to in Article 212W of the Constitution of the Co-operative Republic of Guyana;

Cap. 1:01

"Register" means the Register of Bidders established by section 4A of the Procurement Act;

"Registered Bidder" means a supplier or contractor who has submitted an Application for Registration in accordance with Part III and to whom the Administration has issued an Acknowledgement of Application for Registration in accordance with regulation 9;

Objective.

3. The objective of these Regulations is to effectively administer the Act by adding specific instructions regarding the implementation of the Register of Bidders.

PART II

THE REGISTER OF BIDDERS

Purpose of the Register of Bidders.

4. The Register seeks to-

(a) enable Registered Bidders to identify relevant procurement opportunities, by matching their qualifications to the requirements of procurement contracts awarded under the Act;

(b) facilitate implementation of those relevant laws which rely on procurement in whole or in part for their implementation;

(c) allow procuring entities governed by the Act to use the Register to identify Registered Bidders who may be invited to bid for specific procurement contracts, based on the information about each Bidder's qualifications, resources and experience.

PART III

REGISTRATION

Application for Registration.

5. (1) An applicant who is desirous of bidding for a contract to be awarded under the Act shall make an application to become a Registered Bidder in accordance with this Part.

Schedule

(2) All suppliers and contractors who are interested in participating in procurement governed by the Act shall submit an Application for Registration as set out in the Schedule, at least seven days before submitting a bid for a procurement contract for which they are interested in bidding.

(3) The Administration shall promptly record and acknowledge all Applications for Registration in a reasonable

time to allow Registered Bidders to bid for contracts in which they are interested.

Categories of Registration.

6. An applicant may apply to become a Registered Bidder in one or more of the following categories of procurement contracts awarded under the Act-

(a) construction;

(b) consulting services;

(c) goods; and

(d) services.

Supporting documentation for Application for Registration.

7. An Application for Registration shall be accompanied by the following documentations-

(a) in the case of an individual-

(i) completed Application Form;

(ii) business registration;

(iii) National Identification Card or national passport;

(iv) Taxpayer Identification Number;

(v) Certificate of Compliance;

(vi) National Insurance Scheme Compliance Certificate;

(vii) such financial accounts, bank statements or financial reports as the Administration shall deem necessary;

(viii) such academic qualifications, trade certifications, approvals, recommendations,

references or other documentation as the Administration may deem necessary;

(b) in the case of a company-

(i) completed Application Form;
(ii) Certificate of Incorporation issued by the Registrar of Companies;
(iii) Taxpayer Identification Number;
(iv) Certificate of Compliance;
(v) National Insurance Scheme Compliance Certificate;
(vi) trade references, permits, licences or approvals as the Administration may deem necessary.

Acknowledgement of Application for Registration.

8. Upon receipt of an Application for Registration, the Administration shall-

(a) issue an Acknowledgement of Application for Registration; or
(b) request from an applicant such further information pertaining to its Application for Registration, in accordance with this Part, as may be necessary to enable the Administration to issue an Acknowledgement of the Application for Registration.

PART IV
PUBLICATION

Publication of invitation for Applications for Registration.

9. (1) The Administration shall publish an invitation for Applications for Registration at least annually in a manner consistent with section 30 of the Act.

(2) Notwithstanding subregulation (1), the Register of Bidders shall remain open continuously for submission of applications from any eligible applicant.

Publication of the Register of Bidders.

No. 9 of 2004.

10.(1) The Administration shall publish and maintain the Register on the website established under regulation 4 of the Procurement Regulations.

(2) The information published in accordance with subregulation (1) shall include the following-

(a) the date of Application for Registration by each applicant;

(b) the categories of procurement for which each Registered Bidder has applied to be registered; and

(c) such other information the Administration deems appropriate to ensure the transparent operation of the Register.

SCHEDULE

Reg. 5(2)

NATIONAL PROCUREMENT AND TENDER ADMINISTRATION

REGISTRATION FORM

NPTA REGISTRATION FORM Page 1

A.1 Supplier Trading Name*

A.2 Supplier Trading Type*

- ☐ Registered Company
- ☐ Registered Small Business
- ☐ Partnership
- ☐ Sole Trader
- ☐ Other

A.3 Supplier Business Trading Address*

A.4.a Primary Contact Name*

A.4.b Phone Main*

A.4.c e-mail Address*

A.4.d Phone Next*

A.5.a Next Contact Name*

A.5.b Phone*

A.6.a Supplier Business Outline*

A.6.b Supplier of:*

- ☐ Works
- ☐ Goods
- ☐ Consulting Services
- ☐ Other Services
- ☐ Other

A.7 Supplier Registered Location*

- ☐ Guyana
- ☐ Other CARICOM
- ☐ International
- ☐ Other

B.1.a Company Registration No.*

B.1.b Reg. Date (DD/MM/YYYY)*

B.2.a Small Business Reg. No.*

B.2.b Reg. Date (DD/MM/YYYY)*

B.3.a CARICOM CSME Reg. No.*

B.3.b Reg. Date (DD/MM/YYYY)*

B.4.a Supplier Trader TIN No.*

B.4.b TIN Date (DD/MM/YYYY)*

B.5.a Supplier Trader VAT No.*

B.5.b VAT Date (DD/MM/YYYY)*

B.6.a. Supplier Trader NIS No.*

B.6.b NIS Date (DD/MM/YYYY)*

B.7 Employee Count*

- ☐ 10 or less
- ☐ 11 to 25
- ☐ 26 to 50
- ☐ 51 to 75
- ☐ 76 to 100
- 101 to 150
- 151 to 200
- Over 200
- Other

NPTA REGISTRATION FORM

Page 2

C. Enter the Full Names, Gender, Role Titles, and TIN Nos of all Owners/Partners/Directors/Other Supplier Owners. At least one owner is required for sole proprietors. Attach a list of the remainder full owners details if insufficient place is provided below.

C.1.a Full Owner Name: First Names LASTNAME*	C.1.b Gender:*	C.1.c Title*	C.1.d TIN No.*

C.2.a Full Owner Name: First Names LASTNAME	C.2.b Gender:	C.2.c Title	C.2.d TIN No.

C.3.a Full Owner Name: First Names LASTNAME	C.3.b Gender:	C.3.c Title	C.3.d TIN No.

C.4.a Full Owner Name: First Names LASTNAME	C.4.b Gender:	C.4.c Title	C.4.d TIN No.

C.5.a Full Owner Name: First Names LASTNAME	C.5.b Gender:	C.5.c Title	C.5.d TIN No.

C.6 Provide any additional owner information that may be useful below.

NPTA REGISTRATION FORM

Page 3

C. List core works/goods/services (non consulting)/consulting services provided together with any certified national or international standards compliance, and what, if any, dealerships are held by the supplier.

D.1.a Core W/G/S/C Provided*		D.1.b Compliance Standard*	
D.2.a Core W/G/S/C Provided		D.2.b Compliance Standard	
D.3.a Core W/G/S/C Provided		D.3.b Compliance Standard	
D.4.a Core W/G/S/C Provided		D.4.b Compliance Standard	
D.5.a Core W/G/S/C Provided		D.5.b Compliance Standard	

D.6 Provide any additional information that may be useful below.

NPTA REGISTRATION FORM

D.7.a Dealer No.	D.7.b Date	D.7.c Contact Info.	D.7.d Type & Products

D.8.a Dealer No.	D.8.b Date	D.8.c Contact Info.	D.8.d Type & Products

D.9.a Dealer No.	D.9.b Date	D.9.c Contact Info.	D.9.d Type & Products

D.10.a Dealer No.	D.10.b Date	D.10.c Contact Info.	D.10.d Type & Products

D.11 Provide any additional authorized dealership information that may be useful below.

NPTA REGISTRATION FORM

Page 5

C. List the details of the last 5 contracts held; e.g. the contract title and the contractor agency, the contract sign date, the contract Guyana dollar value, and its current status. Provide any additional information as deemed necessary.

E.1.a Contract Title & Issuer Name*	E.1.b Date Signed*	E.1.c GY$ Value*	E.1.d Status*

E.2.a Contract Title & Issuer Name	E.2.b Date Signed	E.2.c GY$ Value	E.2.d Status

E.3.a Contract Title & Issuer Name	E.3.b Date Signed	E.3.c GY$ Value	E.3.d Status

E.4.a Contract Title & Issuer Name	E.4.b Date Signed	E.4.c GY$ Value	E.4.d Status

E.5.a Contract Title & Issuer Name	E.5.b Date Signed	E.5.c GY$ Value	E.5.d Status

E.6 Provide any additional contracts information that may be useful below.

NPTA REGISTRATION FORM Page 6

F.1 Legally Binding Code of Conduct

The following applies to all suppliers:-

- The supplier may not engage in corrupt practices
- The supplier adheres to the tenents of Guyana's Green Economy and Guyana's environmental policy
- The supplier recognizes the existing labour laws of Guyana
- The supplier does not discriminate as defined by the Constitution and laws of Guyana
- The supplier must disclose any conflict of interest where the procuring entity or NPTA staff may have any interest of anykind in the supplier's business or has economic ties with the supplier

F.2. Legally Binding Self-Declaration*

We the undersigned declare that the details provided in this form as supplier owners, are correct to the best of our knowledge, and that, in the event of changes, details will be provided as soon as possible to NPTA. We further agree to comply with F.1 Code of Conduct listed above. **UNSIGNED FORMS WILL NOT BE PROCESSED BY NPTA.**

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: Date:

Dated this ....9th.... day of September, 2022.

.....

Hon. Dr. Ashni K. Singh, M.P.

Senior Minister in the Office of the President

with Responsibility for Finance.