



Power Producers & Distributors
INCORPORATED

Mudlot Water Street, Kingston, Georgetown, Guyana 

info@ppdinc.co 

www.ppdinc.co 

(592) - 227-0982 /0983 

POWER PRODUCERS & DISTRIBUTORS INC.

SUPPLIER/CONTRACTOR

PRE - QUALIFICATION DOCUMENT

MINOR WORKS/SERVICES

PRE-QUALIFICATION NUMBER: REF:



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INVITATION FOR PRE-QUALIFICATION OF CONTRACTORS - Invitation

1. **Power Producers and Distribution Inc. (PPDI), hereinafter referred to as “the Employer”, invites expressions of interest for the Provision of Works, Supplies, & Services to the Employer for the period January 2025- December 2025 in respect of the following categories: -**

- **Construction & Maintenance of Building & other Infrastructure**
- **Plumbing Services**
- **Installation & Maintenance of AC Units**
- **Inland Transportation-Freight & Personnel**
- **International Freight Forwarding Services**
- **Customs Brokerage**
- **Consultancy Services – Civil Engineering, Taxes, Quality Management Certification, Public Relations, Travel Agencies**
- **Maintenance of Fire Alarm Systems & Fire Extinguishers**
- **Washer/Dryer Maintenance Services**
- **Pest Control/Sanitact Services, Collection & Disposal of Garbage**
- **Engineering Services – Boiler Inspection & Servicing, Motor Rewinding, Component Fabrication, Welding, Exhaust Stack Repairs**
- **Printing of Banners, Business Cards & Brochures.**
- **Moving Equipment and Amenities Rental.**
- **Provision of Catering & Hosting Services**
- **Vehicle Maintenance Services**
- **Photography**
- **Website Maintenance**
- **Publishing of Advertisements**

2. **Interested applicants may obtain a complete set of Pre-Qualification documents from PPDI’s website. <https://ppdi.gy/>**

3. **Only Pre-Qualification documents obtained from PPDI’s website will be accepted. Each Pre-Qualification document must be accompanied by up-to-date Business Registration,**



Guyana Revenue Authority (GRA) compliance and National Insurance Scheme (NIS) Compliance.

4. Applications must be deposited in the PPDI Tender Box at the address below or submitted to our functional mail box info@ppdinc.co on or before August 30, 2024, at 15:00hrs.

**Power Producers and Distribution Inc.
Kingston 2 Power Plant (Opposite the lighthouse)
Mudlot, Water Street, Georgetown, Guyana.
Tel: (592) 227 0982 and (592) 227 0983**

5. Pre-Qualification applications must be placed in a separate envelope for each category a vendor is applying for and marked in the top left-hand corner: - **Power Producers and Distribution Inc, Pre-Qualification Application 2025 and the NAME OF CATEGORY.** Applicants must also state their name and address on the reverse of the envelopes used in their submissions.
6. Applications received after the deadline will be rejected.



1. Introduction

Power Producers & Distributors Inc. provides Operations & Maintenance Services via an Operating and Maintenance Agreement with the Guyana Power and Light Inc that covers four (4) Two of the aforementioned Power Plants are located at Kingston, and the others are at Garden of Eden and Vreed en Hoop. GPL is responsible for the transmission of the combined generation from the four (4) plants to the end users via their distribution network

To facilitate the fulfilment of its mandate, Power Producers & Distributors Inc. invites contractors/suppliers for goods and services to pre-qualify in accordance with its Procurement Regulations.

The Pre-qualification document and the responses thereof shall be the ONLY basis for pre-qualification as a supplier in a specified category.

Please read through this document carefully and provide the requested information together with ALL required supporting documents

Category of Works/Services

- **Construction & Maintenance of Building & other Infrastructure**
- **Plumbing Services**
- **Installation & Maintenance of AC Units**
- **Inland Transportation-Freight & Personnel**
- **International Freight Forwarding Services**
- **Customs Brokerage**
- **Consultancy Services – Civil Engineering, Taxes, Quality Management Certification, Public Relations, Travel Agencies**
- **Maintenance of Fire Alarm Systems & Fire Extinguishers**
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- **Provision of Catering & Hosting Services**
- **Vehicle Maintenance Services**



- **Photography**
- **Website Maintenance**
- **Publishing of Advertisements**

2. Important Notes

- a) The purpose of this document is to assist Power Producers & Distributors Inc. in identifying and evaluating potential contractors/suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified categories.**
- b) All documents must be submitted in English Language.**
- c) To simplify this process, you must provide copies of all supporting documents requested. Original documentation may also be requested at PPDI's**
- 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) Power Producers & Distributors 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) Power Producers & Distributors 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 pre-qualification document is strictly confidential and solely for use by Power Producers & Distributors Inc.**
- g) Participants are required to kindly note that this does not amount to any contractual obligation on the part of Power Producers & Distributors Inc. and that Power Producers & Distributors Inc. is not obliged to invite tenders/quotations from any or all who express interest by responding to this pre-qualification process.**



h) Where necessary and if insufficient space has been provided on the questionnaire, please provide the answers as supplementary on separate sheets.

i) Any corrections must be initiated by the person who signs the document.

j) The completed document shall be signed off and rubber-stamped (if applicable) by the Director/Partner or authorized personnel of the company/organization on the last page in the space provided.

k) Power Producers & Distributors Inc. requires that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications. As such, Power Producers & Distributors Inc. defines, for 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 to influence the pre-qualification process to the detriment of the Purchaser/Employer and includes collusive practices among contractors/suppliers (before 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) Power Producers & Distributors Inc. will disqualify a supplier when it is determined that the supplier has engaged in corrupt or fraudulent activities competing for pre-qualification.



MINOR WORKS/SERVICES REQUIREMENTS

The following categories and requirements relate to minor works/services.

Complete and submit forms under APPENDIX A and APPENDIX B for each category of works/services you wish to be pre-qualified, along with the required information.

Category A

- 1. Construction & Maintenance Building & Infrastructure**
- 2. Installation & Maintenance of AC Units**
- 3. Consultancy Services – Civil Engineering, Taxes, Quality Management Certification, Public Relations, Travel Agencies**
- 4. Maintenance of Fire Alarm Systems & Fire Extinguishers**
- 5. Engineering Services – Boiler Inspection & Servicing, Motor Rewinding, Component Fabrication, Welding, Exhaust Stack Repairs**

Required information: -

- **Valid GRA Tax Compliance**
- **Valid NIS Compliance**
- **Business Registration (if Applicable)**
- **Proof of Qualification of Key Personnel from a recognized University or Institution**
- **At least two (2) recent trade references (2019-2020)**
- **List of equipment and tools to undertake such work**
- **VAT Certificate (if applicable)**
- **Describe your experience and expertise to undertake the work effectively and efficiently.**



Category B

- 1. Plumbing Services**
- 2. Washer/Dryer Maintenance Services**
- 3. Printing of Banners, Business Cards & Brochures.**
- 4. Vehicle Maintenance services**
- 5. Photography**

Required information: -

- **Valid GRA Tax Compliance Certificate**
- **Valid NIS Compliance**
- **Valid Police Clearance**
- **List of relevant tools and equipment to undertake such work**
- **At least two (2) recent trade references (2019-2020).**

Category C

- 1. Inland Transportation-Freight & Personnel**

Types of vehicles: Light Truck with Hydraulic tail lift and/or Hydraulic Arm, Mini Bus

Vehicle owners must provide the following:

- **Valid GRA Tax Compliance**
- **Valid NIS Compliance**
- **Valid Police Clearance**
- **Certificate of Registration, Motor Vehicle and Road Traffic Regulations Certificate, Certificate of Insurance, Driver's license (for the class of vehicle stipulated), no less than three years of driving experience and a clean driving history.**

Category D

- 1. Pest Control/Sanitact Services, Collection & Disposal of Garbage**
- 2. Customs Brokerage**
- 3. International Freight Forwarding Services**
- 4. Provision of Catering & Hosting Services**



Required information: -

- **Valid GRA Compliance**
- **Valid NIS Compliance**
- **Applicable License (Pest Control, Brokerage, Food Handlers)**
- **Business Registration**
- **VAT Certificate (if applicable)**
- **Trade references**
- **List of equipment and tools to undertake such work**
- **Description of the experience and expertise you possess to effectively and efficiently undertake the work.**

Category E

1. Publishing of Advertisements

- **Valid GRA Tax Compliance**
- **Valid NIS Compliance**
- **Business Registration (if Applicable)**
- **Proof of Qualification of Key Personnel from a recognized University or Institution**
- **At least two (2) recent trade references (2019-2020)**
- **List of equipment and tools to undertake such work**
- **VAT Certificate (if applicable)**
- **Description of the experience and expertise you possess to effectively and efficiently undertake the work.**

Category F

5. Moving Equipment and Amenities Rental

- **Valid GRA Tax Compliance Certificate**
- **Valid NIS Compliance**
- **Valid Police Clearance**
- **List of relevant equipment/items available for Rental**
- **Trade References**
- **Safety & Quality Certification of equipment/items available for Rental**



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 Police Clearance**
- v. Valid NIS Compliance**
- vi. Certificate of Registration for Motor Vehicle**
- vii. Certificate of Insurance for Motor Vehicle**
- viii. Driver's License**
- ix. Relevant Licenses**
- x. List the works/services you wish to be considered and your preference for the division (s). (see Appendix F)**

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



APPENDIX A

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



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APPENDIX B

Item #	Description	Power Plant	Remarks



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