



**THE UNIVERSITY OF GUYANA
PROCUREMENT GUIDELINES AND PROCEDURAL MANUAL**



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Approved by the Finance and General Purposes Committee (F&GPC): December 7, 2020

Abbreviations

AP&PC	Academic Policy and Planning Committee
APP	Annual Procurement Plan
BGS	Board for Graduate Studies
BOQ	Bill of Quantities
CIT	Centre for Information Technology
DECC	Department of Events Conferences and Communication
DP&P	Director of Planning and Procurement
DVC-IA	Deputy Vice-Chancellor for Institutional Advancement
EDOSS	Education Online Support Services
F&GPC	Finance and General Purposes Committee
IDCE	Institute of Continuing and Distance Education
IR	Internal Requisition
IFB	Invitation for Bids
ITT	Invitation to Tender
KPI	Key Performance Indicator
COI	Conflict of Interest
LOI	Letter of Intent
PACE	Philanthropy Alumni and Civic Engagement
PCM	Price Comparison Matrix
PD	Procurement Director
PO	Procurement Officer
PO	Purchase Order
PQ	Pre-qualification
PR	Purchase Requisition
PU	Procurement Unit
QCB	Quality Cost Basis
RFP	Request for Proposal
RFQ	Request for Quotation
SEES	School of Earth and Environmental Studies
SSETA	Software Services & Educational Technology
TOS	Tactical Online Services Unit
UG	University of Guyana

Preface

The University Council, at its Meeting held on September 11, 2020 approved the establishment of a Planning, Management, Procurement, and Monitoring Unit under the supervision of the Bursar, with reporting responsibility to the Vice-Chancellor. In this regard, it was further agreed that the newly established Unit will have four primary functions as follows:

- a) Procurement
- b) Planning
- c) Monitoring
- d) Management

In respect of procurement, the Council noted that the development of a Procurement Manual for the University of Guyana is intended to, inter alia, to address and guide, as a matter of urgency, all forms of procurement at the University, taking into consideration local, regional and International Laws and Regulations.

In this regard, a Council sub-committee was approved that comprised of seven technical/administrative persons who would be undertaking the task of developing the Procurement Manual, and would have been drawn from both within and outside of the University's establishment. The Sub Committee tasked with this responsibility is as follows:

1. Dr. Ivor English, Member of the University Council/Chairman of the Committee
2. Ms. Holda Poonai, Bursar, University of Guyana
3. Mr. Sukrishnalall Pasha, Lecturer, School of Entrepreneurship and Business Innovation
4. Professor Leyland Lucas, Dean, School of Entrepreneurship and Business Innovation
5. Ms. Emily Dodson, Attorney-at-law
6. Dr. C. Nigel Gravesande, Registrar/Secretary to the Council, University of Guyana
7. Mr. Keon Skeete, Assistant Archivist/Research Officer, Committees Division, University of Guyana

The Procurement Guidelines and Procedural Manual of the University of Guyana is a living document that encompasses, inter alia, the legal framework of the University of Guyana, the major administrative changes approved by the University Council in 2020, the various Procurement Methods to be utilized by the University, an overview of the guiding principles for procurement activities, while attempting to outline the responsibilities of key stakeholders of the Procurement system within the University environment. Further, the Manual attempts to provide guidelines on the appointment, qualification and composition of The University of Guyana Tender Board as well as to establish transparent mechanisms for treating with such issues as complaints, eligibility, evaluation methodologies, conflict of interest, selection process, the publication of awards of contracts as well as the receipt and opening of proposals.

In essence, the Procurement Manual is intended, in a comprehensive manner, to set out the University of Guyana's procurement policies and guidelines that will enable the staff at the

University to follow in the procurement of goods, works and services, while ensuring that the entire process is efficient, transparent, fair, achieves value for money and promotes public confidence in the procurement process at the University of Guyana.

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Section 1: Legal Framework of the University of Guyana

A Brief History of Governance and Administrative Structure of the University of Guyana

1.1 Aims of the University of Guyana

The University of Guyana aims to provide a place of education, learning and research of a standard required and expected of a university of the highest standard, and to secure the advancement of knowledge and the diffusion and extension of arts, sciences and learning throughout Guyana.

(The University of Guyana Act, Chapter 39:02, Act 6 of 1963 Amended by 5 of 1965, O. 14/1965, Section 4:21 of 1977, 19 of 1993 and 14 of 1995.)

1.2 Mission Statement of the University of Guyana

The mission of the University of Guyana is to discover, generate, disseminate, and apply knowledge of the highest standard for the service of the community, the nation, and of all mankind within an atmosphere of academic freedom that allows for free and critical enquiry (*Academic Board, 2001.*)

1.3 Historical Background and Context

The University of Guyana is Guyana's sole national higher education institution. It was established in April 1963 with the following Mission: "To discover, generate, disseminate, and apply knowledge of the highest standard for service of the community, the nation, and all of mankind within an atmosphere of academic freedom that allows for free and critical enquiry." It began its operations in October of the same year at Queens College, the nation's premier secondary school, before moving to the Turkeyen Campus in 1970. At first, programmes were confined to the Arts, Natural Sciences, and Social Sciences. A Faculty of Education was created in 1967, and this was followed by the Faculty of Technology in 1969, the Institute of Distance and Continuing Education (IDCE), in 1975, the Faculty of Agriculture in 1977, and the Faculty of Health Sciences in 1981, the latter as an outgrowth of the Faculty Natural Sciences.

A Forestry Unit was established in 1987, and it subsequently became part of the Faculty of Agriculture, and in 2003 the Faculties of Arts and Education merged to become the School of Education and Humanities. Additionally, the turn of the millennium saw the formation of the School of Earth and Environmental Sciences (SEES), both of the merger of the Geography Department and the Environmental Studies Unit. Also, created was the Biodiversity Centre, which is pertinent to the activities pursued by SEES, the Faculty of Natural Sciences, and the Faculty of Agriculture and Forestry, and a Centre for Information Technology (CIT), which serves the entire University.

The University of Guyana expanded in 2000 with the addition of the Berbice Campus at Tain. In October 2016, as part of a broader reorganization, which is discussed below, SEES was transformed into the Faculty of Earth and Environment Studies, with a Dean, rather than a Director as the academic and administrative head of the Unit.

The University of Guyana now offers more than 120 undergraduate and graduate (postgraduate) programmes, including Natural Sciences, Engineering, Environmental Studies, Forestry, Urban Planning and Management, Tourism Studies, Education, Creative Arts, Economics, Law, Medicine, Optometry and Nursing. The 2017-2018 academic year witnessed the introduction of several new undergraduate and graduate programmes, including ones in Psychology, Agro-technology and Business, Entrepreneurship, Supply Chain Management, and Visual Communications and Social Work. Several online programmes are available, as are extra-mural classes through the ICDE at four locations-- in the city of Georgetown and the towns of Anna Regina, Essequibo, Region 2; Linden, Upper Demerara, Region 10; and New Amsterdam, Berbice, Region 6 and Bartica Region 7. Indeed, the guiding philosophy of the IDCE's activities was "People improving themselves through their resources". Moreover, its role was to bring to bear the expertise of the university, including its specialised skills in the teaching of adults and to improve organisational and management techniques. The University has a 2018 enrollment of just over 8,000 students from all 10 administrative regions, and it has graduated more than 22,000 students who have gone on to successful careers locally, regionally and internationally in all professional fields of endeavour. The University also is a major contributor to the public and private sectors and the national economy.

The University of Guyana offers certificate, diploma, associate degree, undergraduate degree, graduate (post-graduate) degree, and professional degree programs. These programmes are delivered through the following eight organisational units: six Faculties, one College and one School, each of which is headed by a Dean: Agriculture and Forestry; Earth and Environmental Studies; Education and Humanities; Engineering and Technology, Natural Sciences, Social Sciences, a College of Medical Sciences, with a School of Entrepreneurship and Business Innovation which was established in June 2017. Natural Sciences; Social Sciences; and Engineering and Technology. The newest Unit, the College of Medical Sciences, was established in September 2020.

The 2016-2017 Academic Year also witnessed the launch of Turkeyen and Tain Talks as a bi-monthly series and anchored in the Office of DVC PACE to facilitate conversations with the community on important national and international subjects, the establishment of the Undergraduate Research Programmes and the hosting of successful inaugural students' research conferences at Turkeyen and Tain, and the founding of The University of Guyana Press, as part of efforts to boost research and scholarship.

1.4 Funding of the University of Guyana

The University of Guyana source of funding is mainly from Government of Guyana that accounts for approximately more than 60 percent of total funding, while income from services referred to internal funds in the second position with 39 percent of total funds and the one percent is from gifts & grants.

1.5 Governance and Administrative Structure

The University is governed by a Council, the policy making body, which is chaired by a Chancellor supported by a Pro-Chancellor. Both positions are non-executive positions. The current Chancellor (2020) is Professor Edward Greene, CCH. The administrative and academic head of the University is the Vice-Chancellor and Principal, who is also an ex officio member of the Council. The current and Eleventh Vice-Chancellor and Principal Professor Paloma Mohamed Martin, AA appointed in July 2020. The Council has three Statutory Committees; the Finance and General Purposes Committee (F&GPC), the Academic Board and the Appointments Committee.

The Academic Board is supported by three statutory entities, the Academic Policy and Planning Committee (AP&PC), the Estimates Committee and the Board for Graduate Studies (BGS). The Academic Board is presided over by the Vice-Chancellor and Principal. The Vice-Chancellor is aided by the Management Committee that includes two Deputy Vice-Chancellors, the Registrar, the Bursar, the Personnel Officer, the Librarian, the Chair of the Committee of Deans, the Head of the Centre for Information Technology, the Director of the Berbice Campus and the Director of the Institute of Distance and Continuing Education

In August 2016 the Finance and General Purposes Committee (F&GPC), the second highest policy-making body after the Council, approved a proposal by Vice-Chancellor Griffith to comprehensively restructure the University's leadership. The reorganization plan aimed to create, **inter alia**, greater levels of efficiency and effectiveness and set the stage for innovation in academic and non-academic areas. Two of them a Centre for Excellence in Teaching and Learning and a School of Graduate Studies and Research have been instituted. The third Unit is the Office of Undergraduate Research. The reorganization also established the position of University Legal Counsel.

1.6 National Legal Framework for the Operationalisation of the UG Procurement Manual

The University of Guyana is listed in the annual Appropriation Act as a subvention agency receiving a subvention for Turkeyen and Berbice to cover recurrent costs and a capital contribution to ensure access to tertiary education in Guyana. The allocation as prescribed in the Appropriation Act is PUBLIC FUNDS hence the University shall manage the funds in a manner that promotes efficient, effective and ethical actions in accordance with the

Fiscal Management and Accountability Act, Procurement Act and regulations specifying accepted financial management practices.

For this procurement manual the processing of all acquisition of goods, works and services funded through the Public Sector Investment Programme referred to earlier as capital contribution shall be through the National Procurement and Tender Administration.

1.7 Audit

The Audit Committee, a sub-committee of University Council shall maintain an effective internal audit capability that must review the procurement process to identify and assess risks and to recommend appropriate actions to mitigate reputational risks, financial risks and any other possible risks

1.8 Major Administrative Changes approved by the University Council during the period July to September 2020

1.8.1 Tactical Online Services Unit (TOS)

During the last 13 years, a two-man department has built, maintained and serviced the University of Guyana's growing online environment. This department staffed by two valiant Indian nationals – The Department of Software Services, has made significant strides and has become a critical department by providing many online services to students & staff, however the requirements of the past 4 months during the CoVid 19 response when the University was forced to get online 3 years ahead of schedule, has pushed this Unit to its absolute limit.

While we can now accept that the pandemic COVID-19 will not be a short-lived flash in the pan disease but rather a pervasive paradigm-shifting one, we also recognize that the online environment of the University of Guyana immediately requires a much more robust and long term institutional remedy.

It is in this context that the TOS is proposed. It will be a highly skilled and experienced 4-person team which will deliver high-level policy, technical and application development support to the Vice Chancellery, Department of Software Services, The CIT, the Bursary, IDCE and the Personnel Department.

The Tactical Online Services Unit is comprised of the:

- 1. Educational Onlining Support Services (EDOSS)**
- 2. Software Services & Educational Technology (SSETA)**
- 3. Infrastructure & IT Services (CIT)**
- 4. Client, Core Services and Enterprise Support (CCSESu)**
- 5. It Governance, Research Innovation and Security (IGRIS)**

1.8.2 Department of Events Conferences and Communication (DECC)

The Department of Events, Conferences and Communications (DECC) is intended to establish a coherent, centralised and effectively managed department that offers clear and understandable corporate communications from the University of Guyana. The University of Guyana currently lacks a clear, strategic communications policy as well as a clear corporate communications management structure. Communications and Public Relations are primarily handled by the under resourced Public Relations Department that does not always respond efficiently or swiftly. Events, particularly of an academic nature including conferences, public lectures and workshops that showcase the intellectual strength of the UG, are staged by disparate departments, often with no reference to the central administration although in recent years, PACE has been managing high level conferences and lectures.

The UG Press, established in 2017 has faltered with no overarching supervision and guidance and in the absence of an institutional apparatus. Finally, the University of Guyana Radio and the UG Virtual Online, which are scheduled to be launched soon, similarly require institutional support and guidance. The establishment of a Department of Events, Conferences and Communication will merge already established synergistic divisions/Department of Public Relations, UG Press, UG Radio and staff managing Events within the PACE office as well as staff from the former Department of Strategic Initiatives. While the staff complement and the assets of the departments/divisions to be merged [PR, Press, PACE, CCS, UG Radio, UG Virtual Online, CSI] are often inadequate to address the individual needs of each department, when merged, they should allow for quicker responses from all platforms.

The Department of Events, Conferences and Communication (DECC) is comprised of the following sub-divisions;

1. Public Relations and Communication
2. Events and Conferences
3. UG Press
4. UG Radio
5. UG Virtual Online

1.8.3 Deputy Vice-Chancellor for Institutional Advancement (DVC-IA)

Mission

Institutional Advancement must respond positively and progressively to a particular resource, relationship, care, knowledge building and project creation needs of the University and its constituents.

Vision

To build an effective and responsive culture of engagement with internal and external

stakeholders towards the advancement of the University of Guyana. The Office of Institutional Advancement headed by a Deputy Vice-Chancellor has the critical role of managing the University of Guyana's relationship with individuals external to the University.

The IA office will specifically facilitate financial and other material support of the research, teaching and public service mandate of the University of Guyana.

The office will promote the positive visibility of the UG, develop and maintain excellent relations with individuals and institutions. The DVC IA will bear oversight for key institutional advancement processes and relations, including specific aspects of staff and student success.

The DVC- IA is seen as a key functionary in the University with direct responsibility in 3 core areas as well as any assigned special projects:

1. International
2. Human Relations and Development
3. Engagement, Oversight and Leadership

1.8.4 Projects Planning, Management, Monitoring and Procurement Unit

The University of Guyana in an effort to improve its design, planning, management, execution timely closure and evaluation of Capital and other Projects as well as the efficient and timely procurement of goods, works and services established a Projects Planning, Management, Monitoring and Procurement Unit. The rationale for the establishment of this Department was conceived out of the need to improve the University's performance on capital works projects which, as of October/November 2019, was only 33% completed. Evidently, there is a need for greater improvement in this area and a Unit that is being specifically tasked with monitoring and reporting on these projects which will drastically improve project execution and closure. It is envisaged that with the establishment of this Unit, not only will the University's performance improve, but in the future, it will be able to benefit more from Capital Projects.

On the procurement side, the need to procure quality goods and services at the University has been a source of major complaint and a bugbear for faculty and staff. Currently, the Procurement Department is a unit within the University's Bursary and is responsible for the management of inventory and the procurement of goods and services.

Importantly, as part of its Blueprinting exercise, a greater research and teaching profile was identified as one of the primary objectives of the University. In order to do this, the University needs to respond adequately, within existing resource constraints, to the needs

of faculty and staff. Therefore, goods and services should be procured in a timely manner and be readily available, where possible.

The Projects Planning, Management, Monitoring and Procurement Unit is comprised of:

1. The Procurement Section and;
2. Planning Section

With the establishment of the Projects Planning, Management, Monitoring and Procurement Unit, the Council agreed to the appointment of a seven (7) member broad-based technical Committee, chaired by Council Member, Dr. Ivor English to, **inter alia**, develop for the consideration and approval of the Council, a University of Guyana Procurement Manual aimed at guiding, **inter alia**, the transparent process for procurement at the University of Guyana. Additionally, the University Council, at its Meeting held on September 11, 2020 determined that UG Procurement Manual "... would guide all forms of procurement at the University, taking into consideration local, regional and international laws and regulations..."

All of the above referenced departments/positions were approved on September 11, 2020, by the University Council.

Section 2: Overview of the Public Procurement Legal and Regulatory Framework

The primary sources of Procurement Legislation in Guyana are as follows:

- a. The Constitution of Guyana in so far as it relates to the oversight of the public procurement function;
- b. The Procurement Act Cap 73:05;
- c. The Public Procurement Tribunal Act Cap. 73:06.

Article 212 W of the Constitution of Guyana establishes the Public Procurement Commission of Guyana. The purpose of the Commission is to "monitor public procurement and the procedure therefore to ensure that the procurement of goods, services and execution of works are conducted in a fair, equitable, transparent, competitive and cost-effective manner according to law and such policy guidelines as may be determined by the National Assembly".

The functions of the Commission are set out in Article 212AA of the constitution and the Procurement Act. Included among the functions set out in the Constitution are to:

- a. Investigate complaints from suppliers, contractors and public entities and propose remedial action;
- b. Investigate cases of irregularity and mismanagement, and propose remedial action;
- c. Initiate investigations to facilitate the effective functioning of public procurement systems.

According to section 17 of the Act, the Commission is responsible for the adjudication of debarment proceedings.

It is to be noted however, that a decision of the Commission is subject to appeal to the Public Procurement Commission's Tribunal established under Article 212EE of the Constitution. However, decision of the Tribunal may be appealed to the Court of Appeal.

The Public Procurement Commission Tribunal Act Cap. 73:06 provides for the constitution of the tribunal as well as its powers, duties, practice and procedures. This tribunal is yet to be constituted.

The Procurement Act, in its preamble, states that the Act is required to promote the objectives of:

- (a) "maximizing economy and efficiency in procurement;
- (b) fostering and encouraging participation in procurement proceedings by suppliers and contractors, especially participation by suppliers and contractors regardless of nationality, thereby promoting international trade;
- (c) promoting competition among suppliers and contractors for the supplying of goods, services, or construction to be procured;
- (d) providing for fair and equitable treatment of all suppliers and contractors;
- (e) promoting the integrity of, and fairness and public confidence in, the procurement process; and
- (f) achieving transparency in the procedures related to procurement".

The provisions of the aforementioned Act apply to any procurement by all procuring entities unless the provisions conflict with any provision made applicable by virtue of an international agreement. The Act defines a procuring entity as "the procuring entity of any ministry, department, agency or other unit, or any division thereof, of the Government that engages in procurement".

According to section 24(1) of the Act—

"Public corporations and other bodies in which the controlling interest is vested in the State may, subject to the approval of the Public Procurement Commission, conduct procurement according to their own rules or regulations, except that to the extent that such rules and regulations conflict with this Act or the regulations, this Act and the regulations shall prevail"

Section 24(2) provides that if funds are received from the Treasury for a specific procurement the corporation or other body shall be obliged to follow the procedure set out in the Act and the regulations.

It is to be recalled, as alluded to earlier in Section 1.4, that the University of Guyana is funded mainly from money appropriated by the National Assembly. This accounts for

approximately 60 percent of its total funding. These funds are for specified capital expenditure and also for recurrent expenditure.

The University also receives income from fees and services. This income is referred to as internal funds which amounts to approximately 39 percent of total funds and the remaining one (1%) percent is from gifts and grants.

The University of Guyana is required to follow the Procurement Act in cases where funds are received from the Treasury for procurement.

The Procurement Act at section 52 provides for a bidder whose tender or proposal has been rejected to lodge a written protest with the procuring entity. Section 53 of the Procurement Act provides that if the procuring entity does not review the protest within five (5) days the bidder may submit a request for a review to the Procurement Commission. This review may be conducted by the Bid Protest Committee.

Section 55 of the Fiscal Management and Accountability Act Cap. 73:02 prohibits any official from entering into a multi-year contract without an arrangement for the supply of goods or the provision of services without the prior written consent of the Minister of Finance.

This UG Procurement Manual must be followed where the University's internal funds are used for procurement.

Section 3: Purpose and Objectives of the Procurement Manual

3.1 Purpose of the Procurement Manual:

- a. To ensure that all goods, works, consultancy and related services that are procured reflect the University's priorities and are in keeping with its programme;
- b. To facilitate the efficient and transparent procurement of goods, works, consultancy and related services necessary for the smooth functioning of the University;
- c. To provide policy and procedural guidelines to staff and other members of the University community in accordance with the provisions of Statute 3 of the University Statutes approved by the University Council on the **8th day of November, 2018, *inter alia*.**

3.2 Objectives of the Procurement Manual

The Procurement Manual sets out the University of Guyana's procurement policies and the procedures that staff members involved in procurement activities are required to follow to procure goods, works, and services. As such, the Manual is intended to serve the following purposes:

- a. As a reference tool to guide staff member involved in procurement activities of the University.
- b. To ensure that procurement activities are carried out in accordance with international best practices as well as the fundamental principles of good procurement, among which include the following:
 - i. Value for Money;
 - ii. Efficiency;
 - iii. Competition and participation regardless of the nationality of suppliers and contractors;
 - iv. Fairness;
 - v. Equity;
 - vi. Transparency;
 - vii. Promotion of public confidence in the procurement process.

The principles incorporated in this Manual are intended to guide the professional practice of all University of Guyana (UG) personnel involved in the public procurement process. They are also intended to ensure that all stakeholders are made fully aware of the principles involved and opportunities for redress. It is critical for all stakeholders to understand that these principles are more than mere guidelines. They are intended to ensure a fair, transparent, and equitable opportunity to all parties and promote acceptable patterns of behaviour by those involved in the process.

It is important to note that, in some instances, conflict may emerge between specific principles of some professions and those laid out here. Where such conflict may arise, it is expected that advice will be sought from the Vice-Chancellor in writing so that the appropriate judgment and knowledge can be applied to arrive at a resolution.

3.3 Amendments to the Procurement Manual

The Procurement Manual may be amended from time to time by the University Council on recommendations made by the Vice-Chancellor.

Section 4: Guiding Principles of Procurement Activities of the University of Guyana

The preceding principles require that:

- a. goods, works, and services of the highest quality are procured at the best possible price;
- b. procurement activities conform with the procurement plan of the University and completed within standard-time guidelines;
- c. goods, works, and services are procured by utilizing the method that allows for the greatest participation of suppliers/contractors;
- d. suppliers and contractors are selected based on the established evaluation criteria;

- e. contracts are awarded to the lowest responsive bidder; that is the bidder who satisfies all the evaluation criteria and submits the lowest priced bid;
- f. suppliers/contractors are provided with information regarding procurement opportunities at the University at all time, and those engaged have access to information at every stage of the procurement process; and
- g. suppliers and contractors are confident that the University's procurement system is fair, transparent, and equitable.

4.1 Accountability

- a. Generally accepted business practices shall be applied at all times.
- b. Know and abide by the rules and regulations governing the procurement process at all times.
- c. Recognize and demonstrate a sense of responsibility to effectively and efficiently utilise the funds of the University.
- d. Ensure that, unless, in exceptional circumstances, the most competitive approach is adopted for the effective and efficient acquisition of procured works and materials.

4.2 Ethics

- a. Act and conduct business with honesty and integrity, avoiding even the appearance of impropriety.
- b. Ensure that actions are in keeping with accepted principles of honesty and integrity.
- c. Avoid conflicts of interest and actions that may call one's integrity into question.

4.3 Impartiality and Efficiency

- a. Adopt a non-discriminatory, impartial and transparent approach throughout the procurement process.
- b. Promote fairness in competition when dealing with the interests of all stakeholders.
- c. Promote quality at all times
- d. Seek the best deal while emphasizing quality

4.4 Sustainability

- a. Support acquisitions that promote national strategic development goals
- b. Wherever possible, support participation by stakeholders that promote the interests of economically disadvantaged communities.

4.5 Professionalism

- a. Promote the highest standards of the Institution and the profession.

- b. Utilize the services of individuals with the relevant qualification, training, and competencies to serve in this field.
- c. Promote opportunities for continuous improvement through ongoing training and competencies, education, and skill enhancement.
- d. Develop and maintain professional relationships with all stakeholders.

4.6 Service

- a. Acquire tools to enhance their contribution to the University through education, training, and experience.
- b. Remain customer-service focused while meeting the needs and protecting the University's interests.

4.7 Transparency and Equity

- a. Respect the importance of confidentiality.
- b. Emphasize and abide by established policies and procedures.
- c. Ensure equal access to the procurement process.
- d. Ensure easy and timely access to relevant policies, procedures, and record.

4.8 Conflict of Interest

Goods works and service providers shall provide to the Institution, objective and impartial advice, without any concern for the impact on future engagements with the Institution.

- a. A conflict of interest arises where an employee of UG and/or provider of goods/works/services to the Institution have some other interest that could materially interfere with their ability to act without prejudice in the procurement process.
- b. The UG employees and providers of goods/works/services have an obligation to act in an ethical and impartial manner.
- c. All The University of Guyana employees/Statutory Officers/Council Members and individuals/agencies seeking to do business with the Institution **MUST** disclose any KNOWN conflict of interest prior to their performance of services and as part of the evaluation process.
- d. Providers of goods/works/services shall provide to the institution objective and impartial service, without any concern for the impact on future engagements with the Institution.
- e. Where conflicts of interest, either actual or perceived, are discovered, all parties **MUST** disclose this information in writing.
- f. Where conflicts of interest either actual or perceived are discovered, the affected party shall cease any further involvement in the procurement process, unless the administration determines that further participation shall not be detrimental to the Institution's interests.

- g.** Where there are individuals associated with the Institution, whose interests may be affected by the award process, this information shall be disclosed at the time of the award. In some instances, where the bidder may be aware of familial or other connections to the Institution, these are to be disclosed as part of the bidding process.
- h.** Should an employee and/or provider of goods/works/services fail to disclose either a known existing or potential conflict of interest, he/she/it shall be held liable for any damages associated with the delivery of the full or partial product.
- i.** At times, The UG may be involved in multiple procurement activities. In such instances, the provider shall be disqualified, if it is determined that he/she/it is in anyway known to be associated with any other procurement activity that may be impacted by the current assignment, and fails to reveal such information. If it is determined that a provider has knowingly violated this principle, then the submission shall be disqualified and appropriate sanctions regarding eligibility to submit bids in the future may be assessed.

4.9 Sanctions Policy

- a.** In instances of corruption, fraud, collusion, and unethical practices, sanctions may be imposed on parties where any of these have been discovered.
- b.** If, after an investigation, any party is determined to have engaged in actions that justify the application of sanctions, the matter will be referred to the Tender Board of the University of Guyana for further action.
- c.** Sanctions may range from a written warning to a ban for a period of time depending on the severity and frequency of the violation.
- d.** The offending party will be asked to justify its actions and explain why sanctions should not be taken against them.
- e.** In some instances, offending parties may be temporarily barred from further procurement activities with The University of Guyana, pending resolution of the alleged offense.
- f.** A temporary suspension order may be effected if, in the judgment of the Tender Board of The University of Guyana, there is sufficient evidence to substantiate the action.
- g.** Once there has been a temporary suspension, the offending party shall have twenty-one (21) business days to respond to the allegation and explain why the suspension should not be maintained, pending final resolution of the issue.

4.10 Set-Asides

Set-aside means measures to encourage development and/or provide incentives for the greater participation of members of the University community.

- a. (i) UG may limit participation in its procurement proceedings to promote and develop the capacity of the members of the University community.
- (ii) UG, when first soliciting the participation of suppliers or contractors, shall declare whether the participation of suppliers or contractors is limited pursuant to this section and any such declaration may not be altered.
- b. A member of the University community shall be eligible to participate in UG's procurement proceedings if he or she meets such requirements as stated in the solicitation documents.
- c. Where an invitation to participate in procurement proceedings pursuant to this section does not result in a contract award, UG shall cancel the procurement proceeding.
- d. When UG cancels a procurement proceeding pursuant to subsection 3, because no member of the University community qualified for a contract award, it may invite participation for the same procurement opportunity without limitation.
- e. UG shall only request a member of the University community who submits a tender under this section to provide bid security if the bid price exceeds **\$3,000,000.00 (three million dollars)**.
- f. The annual procurement plan of UG shall specify which procurement opportunities are set aside for members of the University community.

4.12 E-Procurement

Electronic procurement occurs when the activities of the purchasing process are conducted electronically, typically over the internet, to shorten the cycle time and lower the transaction costs of the acquisition process.

- a. It is a process of using the internet and other electronic means to procure goods/works/services in a prompt and efficient manner, while promoting competition and ensuring transparency.
- b. All individuals/firms seeking to participate in the E-Procurement process **MUST** be registered on a specific portal designated by The University of Guyana to facilitate access.
- c. All individuals/firms participating in the E-Procurement process of The University of Guyana **MUST** have a valid Digital Signature Certificate.
- d. In instances where The University of Guyana opts to utilize procurement method, all relevant information for the procurement process will be provided and processed through this medium.
- e. Timeliness and cost savings shall be the major justifications for using E-procurement. However, doing so shall not be at the expense of quality.

- f. The principles outlined in Section 5.0 **Guiding Principles of Procurement Activities of the University of Guyana** of this document shall also be adhered to in this procurement method.
- g. The procurement Director shall determine, in what instances, this should be the preferred method of procurement to be utilized.
- h. All RFQs and relevant information shall be provided through The University of Guyana's electronic portal designated for such activities.
- i. Only timely electronic submissions to The University of Guyana designated portal shall be deemed eligible for consideration in the process.
- j. Procedures for the opening, review, evaluation, and awards of contracts previously outlined for the traditional procurement process shall be followed, EXCEPT that they will be done electronically.
- k. All decisions regarding the award/cancellation of contracts shall be electronically communicated to the affected parties.
- l. Any bidder whose submission is rejected may lodge a protest/complaint with The University of Guyana's Tender Board within five (5) working days from notification of the rejection decision.
- m. When complaints are made, Complaints and Investigations Procedures outlined in Section 8.0 of this manual shall apply.

4.12 Procurement Plan

Procurement Planning is the process of identifying and consolidating requirements and determining the timeframe for their procurement with the aim of having them as and when they are required.

The **Monitoring and Procurement** Unit shall engage with, Heads of Faculties, Departments, Schools, the Bursar and other relevant Officers, to develop an Annual Procurement Plan for the University of Guyana.

The Monitoring and Procurement Unit shall:

- a. Assess/list the procurement needs or requirements across the University, which includes all campuses and research and research local and external markets for prices and availability of goods and services;
- b. Determine the quantities and estimated cost of goods and services;
- c. Determine when the requirements will be needed for use;
- d. Consolidate similar requirements;
- e. Identify appropriate procurement methods and process to be employeee;
- f. Prepare an implementation table and/or bar chart identifying key dates for each process.

The **Annual Procurement Plan** shall be approved by the Vice-Chancellor and it must be aligned with the annual budget development trajectory of the University.

Section 5: Responsibilities of key stakeholders of the Procurement System of the University

The key stakeholders of the Procurement System of the University comprise the Council, and/or the Finance and General Purposes Committee (F&GPC), Vice-Chancellor, Bursary, The UG Tender Board, Evaluation Committee, and Procurement Unit.

5.1 University Council/Finance and General Purposes Committee (F&GPC)

- a. Approval of the Strategic Plan
- b. Approval of annual Procurement Plan (see section 4.12)
- c. Approval of recommended amendments to Thresholds
- d. Approval of The UG Tender Board evaluation report in accordance with Thresholds

5.2 Vice-Chancellor:

The Vice-Chancellor in collaboration with the University's Council shall be responsible for:

- a. Reviewing and endorsing the annual procurement plan;
- b. Ensuring that there is adequate justification for each procurement activity;
- c. Ensuring that funding is always available to undertake the procurement activities contained in the procurement plan;
- d. Reviewing the monthly expenditure report and provide policy solutions where necessary;
- e. Ensuring that the governance system for procurement activities is robust;
- f. Ensuring corrective measures are implemented to address weaknesses highlighted in procurement audits by The UG's Internal and External Auditors;
- g. Reviewing the procurement manual and approving amendments where necessary;
- h. Reviewing and recommending amendments to thresholds;
- i. Approving standard bidding documents and forms to be used in procurement proceedings.
- j. Approving the award of contracts based on advice from the Evaluation Committee and approved budget and procurement plan.

5.3 UG Tender Board

5.3.1 Establishment of UG Tender Board

UG shall establish a Tender Board that shall report to the Vice-Chancellor.

The Tender Board shall oversee the administration of procurement for UG. In particular, the Tender Board shall:

- a. Receive and safeguard all tenders;

- b. Open tenders;
- c. Select from a pool of trained evaluators 3 individuals with expertise to serve as members of the Evaluation Committee for each tender;
- d. Appoint one of the selected evaluators to be Chairperson of the Evaluation Committee;
- e. Transmit such tenders in a timely manner to the Chairperson of the Evaluation Committee;
- f. Review evaluation reports submitted by the Evaluation Committees and make recommendations to the Vice-Chancellor for the award of procurement contracts;
- g. Review applications for variations, addenda or amendments to ongoing contracts and;
- h. Hear and determine Applications for Reconsideration.
- e. Consider and determine the recommendation of the Evaluation Committee and that such determination be duly documented;
- f. Where the UG Tender Board is temporarily unavailable, either the Ministry of Education or such other Agency may be utilized for the solicitation and award of contracts for the procurement of goods, works, consultancy and related services.

5.3.2 Receipt of Tenders

- a. Tenders must be placed by the tenderers in a tender box in a designated place at the office of the VC. The Tender box shall be sealed promptly at the closing time and date specified in the Invitation to Tender.
- b. In the event that a tender arrives by mail or courier, the procurement unit shall note the date and time of receipt on the package/envelope and place same in the tender box.
- c. Two keys to the tender box shall be kept, one by the Head of the Procurement Department and the other by the VC. Arrangements must be put in place to ensure that no single official controls both keys at any time.

5.3.3 Opening of Tenders

- a. Tenders shall be opened in public and at the time and place specified in the solicitation documents as the deadline for the submission of tenders, or at the deadline specified in any extension of the deadline.
- b. All suppliers or contractors that have submitted tenders, or their representatives, may attend the opening of tenders
- c. The Tender box shall be jointly opened by the Head of Procurement Unit or designate and a member of the Tender Board.
- d. The tenders removed from the box shall be handed over to the Chairperson of the Tender Board.
- e. Every member of the Tender Board shall sign a Declaration of Confidentiality and Impartiality Form.

- f. The Chairperson of the Tender Board and at least one other member shall conduct the tender opening.
- g. An Attendance Register shall be signed by each person present at the tender opening,
- h. The envelopes received shall be numbered by the Chairperson of the Tender Board and initialed by the members present.
- i. The Chairperson of the Tender Board shall open all Tenders at the tender opening and each member of the Board in attendance shall initial each tender.
- j. The Chairperson of the Tender Board shall announce to all present at the opening of tenders the name, address and bid number of each supplier or contractor whose tender is opened and the tender price and all the documents contained in the envelope.
- k. The Secretary of the Tender Board shall take Minutes of each opening of tender.
- l. The Minutes must include the names of all the persons present, the time of the opening and all the information announced by the Chairperson in accordance with subsection 10.
- m. These Minutes must be included in the record of the specific procurement proceeding and be posted on the Website of the University.

5.4 Procurement Unit:

The Procurement Unit shall have responsibility for planning and executing UG's procurement programme, in accordance with the Manual. Specifically, the Unit shall:

- a. Prepare an *Annual Procurement Plan* within the budgeting cycle for the University which should clearly set out:
 - i. the types of goods, works and services to be procured;
 - ii. the method that will be employed to procure the goods, works and services;
 - iii. the start date and completion date for each procurement activity.
- b. Review and submit the annual procurement plan (*see Annex VII*) to the Vice-Chancellor for approval.
- c. Prepare a *Monthly Expenditure Report* that captures the execution of the planned procurement activities of the University;
- d. Review the expenditure report and solicit policy solutions from the Vice-Chancellor or F&GPC where necessary;
- e. Ensure that the Unit executes all procurement activities in accordance with the procurement plan and guiding principles outlined in the manual;
- f. Generate *key performance indicators* that will be assessed quarterly for Monitoring and Evaluation of the performance of the Procurement Function;
- g. Manage all the procurement proceedings of the University, from the solicitation of tenders, proposals and quotations to the award and management of procurement contracts. In particular, the Procurement Unit shall:
 - i. Prepare and issue solicitation documents;

- ii. Prepare and publish invitation notices;
- iii. Assist the UG Tender Board with opening of tenders;
- iv. Prepare contract awards;
- v. Issue contract award notices;
- vi. Administer contracts;
- vii. Maintain the relevant records of all procurement proceeding (see section on file management).

5.5 Bursary

The Bursary shall have responsibility for:

- a. Ensuring that suppliers are paid promptly, that is, in accordance with payment schedule or as per deliverable.
- b. Verifying that funding is available for procurement activities
- c. Maintaining proper accounting records of all procurement activities to allow for financial and procurement audits

5.6 Evaluation Criteria and Procedures

- a. The evaluation criteria shall relate to the subject matter of the procurement except for the criteria set out in sub-section (3).
- b. The evaluation criteria relating to the subject matter of the procurement may include:
 - i. price;
 - ii. for goods, works and services: the cost of operating, maintaining and repairing such goods or the cost of the construction; the time for delivery of such goods, completion of the construction or provision of services; the characteristics of goods or construction and the environmental characteristics of the subject matter; and the terms of payment and of guarantees of the subject matter of the procurement;
 - iii. where relevant, the experience, reliability and professional and managerial competence of the supplier or contractor and the personnel to be involved in providing the subject matter of the procurement.
- c. The evaluation criteria shall include:

Any of the requirements mentioned in **section 7.4** (eligibility) and that are set forth in the pre-qualifications documents if any or the solicitation documents.
- d. To the extent practicable, all non-price evaluation criteria shall be objective and quantifiable;
- e. The UG shall set out in the solicitation documents:
 - i. All evaluation criteria applicable pursuant to this section;
 - ii. The relative weight of each evaluation criterion;
 - iii. The manner of application of the evaluation criteria in the evaluation process;
 - iv. Whether the successful submission will be ascertained on the basis of price or price and other criteria.

- f. In evaluating submissions and determining the successful submission, The UG shall use only those criteria and procedures that have been set out in the solicitation documents and shall apply those criteria and procedures in the manner that stated in the solicitation documents. No criterion or procedure shall be used that is not set out in the section.

5.6.1 Rejection of Abnormally Low Submission

- a. Where UG is of the opinion that a submission is abnormally low, it shall request in writing from the supplier or contractor, details of the submission that give rise to concerns as to the ability of the supplier or contractor to perform the procurement contract;
- b. UG shall consider the response provided by the supplier or contractor pursuant to sub-section (1) and the information included in the submission and if it is still of the opinion that the price in combination with other constituent elements of the submission, is abnormally low in relation to the subject matter of the procurement and raises as to the ability of the supplier or contractor who presented the submission to perform the procurement contract, UG may reject the submission;
- c. If the supplier or contractor does not response to the request pursuant to sub-section (1) UG shall reject the submission;
- d. The decision of UG and the reasons therefor shall be promptly communicated to the supplier or contractor;
- e. The decision of UG to reject a submission in accordance with this section, the reasons for the decision and all communications with the supplier or contractor under this section shall be included in the record of the procurement proceedings.

5.6.2 Splitting of Procurement

- a. The Procurement Unit shall not split procurement requirements for a given quantity of goods, works, services or consultancy services to avoid the obligations of this Manual;
- b. For the purposes of this section, “splitting of procurement” means splitting procurement into smaller quantities and amounts or dividing contract implementation into artificial phases or subcontracts, for the purpose of making it fall below the threshold requiring competition.

5.6.3 Description of the Subject Matter

- a. The pre-qualification or pre-selection documents, if any shall set out a description of the subject matter of the procurement.
- b. The solicitation documents shall set out the detailed description of the subject matter that it will use in the examination of submissions, including the minimum requirements that submissions must meet in order to be considered responsive and the manner in which those minimum requirements are to be applied.
- c. Other than any criterion, requirement or procedure that may be imposed by UG in accordance with section (Eligibility), no description of the subject matter of a procurement that may restrict the participation of suppliers or contractors in or their access to the procurement opportunity, including any restriction based on nationality shall be included in the prequalification or pre-selection documents, if any or in the solicitation documents

- d. The description of the subject matter of the procurement may include specifications, plans, drawings, designs, requirements testing and test methods, packaging, marking or labelling or conformity certification, and symbols and terminology.
- e. As far as practicable the description of the subject matter of the procurement shall be objective, functional and generic. It shall set out the relevant technical, quality and performance characteristic of the subject matter. There shall be no requirement for or reference to a particular trademark or trade name, patent, design or type, specific origin or producer unless there is no sufficiently precise or intelligible way of describing the characteristics of the subject matter of the procurement and provided that words such as “or equivalent” are included.
- f.
 - i. Standardized features, requirements, symbols and terminology relating to the technical, quality and performance characteristics of the subject matter of the procurement shall be used, where available, in formatting the description of the subject matter of the procurement to be included in the pre-qualification or pre-selection documents, if any and in the solicitation documents;
 - ii. Due regard shall be had to the use of standardized trade terms and standardized conditions, where available, in formatting the terms and conditions of the procurement contract to be entered into in the procurement proceedings, and in formatting other relevant aspects of the pre-qualification or pre-selection documents, if any, and solicitation documents.

5.6.4 Acceptance of Successful Submission and Entry into Force of Procurement Contract

- a. UG shall accept the successful submission unless:
 - i. the supplier or contractor presenting the successful submission is disqualified in accordance with **Section 9.8**
 - ii. the procurement proceedings is cancelled in accordance with **Section 8.2**
 - iii. the submission found successful at the end of the evaluation procedure is rejected as abnormally low under **Section 5.6.1**
- b. UG shall promptly dispatch a notice of intention to award to each supplier or contractor who presented a submission of its decision to accept the successful submission at the end of the standstill period.
- c. The notice of intention to award referred in sub-section 2 shall contain at a minimum the following information:
 - i. the name and address of the supplier or contractor presenting the successful submission;
 - ii. the contract price and;
 - iii. the duration of the standstill period
- d. The standstill period shall run from the date of dispatch of the notice of intention to award pursuant to sub-section 2.
- e. Upon expiry of the standstill period UG shall dispatch a notice of acceptance of the successful submission to the supplier or contractor who presented the submission.
- f. UG and the successful supplier or contractor shall enter into a procurement contract within a reasonable period.

- g. Between the time when the notice of acceptance is dispatched to the successful supplier or contractor and the entry into force of the procurement contract neither UG nor the supplier or contractor shall take any action that interferes with the entry into force of the procurement contract or its performance.
- h. If the supplier or contractor whose submission has been accepted fails to sign the procurement contract as required or fails to provide any required security for the performance of the contract UG may withdraw and either:
 - i. select the next successful from the among those remaining in effect or
 - ii. terminate the procurement proceedings

5.6.5 Exclusion of Supplier or Contractor

- a. UG shall exclude a supplier or contractor from a procurement proceeding if:
 - i. the supplier or contractor offers, gives or agrees to give to any employee of UG directly or indirectly including through a family member a gratuity in any form an offer of employment or any other thing or service of value as an inducement with respect to an act or decision of, or procedure followed by, UG in connection with a procurement proceeding;
 - ii. a bid or proposal is rejected as a consequence of sub-section (a) the rejection and the reasons therefor shall be recorded in the record of the procurement proceedings and promptly communicated to the supplier or contractor concerned;
 - iii. the supplier or contractor has been suspended or debarred by the Public Procurement Commission.

5.6.6 Further for Eligibility

- a. UG must ensure that a supplier or contractor wanting to participate in its procurement proceedings meets such of the following criteria as UG considers appropriate:
 - i. has the legal capacity to enter into the procurement contract;
 - ii. is not insolvent, in receivership, bankrupt or being wound up, its affairs are not being administered by a Court or judicial officer, its business activities have not been suspended and it is not subject to legal proceedings for any of the foregoing
 - iii. has not and its directors or officers have not been convicted of any criminal offence related to its professional conduct or the making of false statements or misrepresentations as to qualifications to enter into a procurement contract within a period of 5 years preceding the commencement of the procurement proceedings or has not been suspended or debarred by the Public Procurement Commission.
 - iv. has fulfilled its obligations to pay all required taxes to the Guyana Revenue Authority and contributions to the National Insurance Scheme (NIS)
 - v. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, managerial capability reliability, experience and reputation and the personnel to perform the procurement contract;

- vi. can demonstrate that its past performance, substantiated by documentary evidence would justify that it can be reasonably considered for the award of the procurement contract
- b. Subject to the right of suppliers or contractors to protect their intellectual property or trade secrets, UG may require suppliers or contractors participating in its procurement proceedings to provide such appropriate documentary evidence or other information as it may deem useful to satisfy itself that the suppliers or contractors are qualified in accordance with the criteria set forth in sub-section (1).
- c. Any requirement mentioned in this section must be set forth in the pre-qualification documents, if any, or in the solicitation documents and shall apply equally to all suppliers or contractors.
- d. UG shall not impose a criterion, requirement or procedure with respect to the qualifications of suppliers or contractors other than those set out in this section.
- e. UG shall evaluate the qualifications of suppliers or contractors in accordance with the qualification criteria set forth in sub-section (1) and procedures set out in the pre-qualification or pre-selection documents if any and in the solicitation documents.
- f.
 - i. UG may disqualify a supplier or contractor if it finds at any time that the supplier or contractor knowingly submitted information concerning the qualifications of the supplier or contractor that was materially inaccurate, incomplete or false.
 - ii. Other than in a case where sub-section 6(1) applies UG may not disqualify a supplier or contractor on the ground that information submitted concerning the qualifications of the supplier or contractor was inaccurate or incomplete in a non-material respect. The supplier or contractor may be disqualified if it fails to remedy such non-material deficiency promptly upon the request of UG.

5.7 Evaluation Committee

The Evaluation Committee shall comprise persons with the requisite skills who shall be appointed by either the Vice-Chancellor or his/her Designee.

The Evaluation Committee shall have responsibility for:

- a. Evaluating tenders and preparing evaluation reports;
- b. Determining the responsiveness of contractors and suppliers based on the evaluation criteria outlined in the data sheet of the solicitation documents;
- c. Ranking the responsive bidders and select the bidder who submitted the lowest price;
- d. Rendering written advice and recommendation to UG Tender Board regarding the award of contract to the lowest responsive bidder.

Section 6: Appointment, Qualification and Composition of UG Tender Board

6.1 Appointment of UG Tender Board:

The UG Tender Board must be duly appointed in writing by the University Council or the F&GPC as follows:

- a. Three members shall be appointed by the University of Guyana's Administration;
- b. Two members shall be appointed by the University Council;

- c. Secretary to the Board who shall serve as an Ex-Officio Member and shall be the Registrar in accordance with the provisions of Statute 8 (2) of the University of Guyana;
- d. The UG Tender Board shall be appointed for a period of two (2) years.
- e. The Chairman of the Tender Board shall be appointed by the University Council

6.2 Qualification of Members of UG Tender Board:

The Members of the University of Guyana Tender Board shall have unquestioned integrity as well as training and experience in such areas, but not limited to, law, auditing, accounting, procurement, management.

6.3 Composition:

The University Tender Board should/shall comprise a Chairperson, four voting member and a secretary.

- a. The members of the University Tender Board are part-time functionaries.
- b. The Chairperson or his/her designee and two other members shall comprise a quorum.
- c. The Quorum of the Tender Board shall be **three (3) members** including the Chairman.

6.3.1 Chairperson of the Tender Board

The Chairperson of the Tender Board shall:

- a. Summon meetings of the University Tender Board;
- b. Convene meetings in a timely manner;
- c. Maintain proper order during meetings by presiding and facilitating discussions.
- d. Finalize the board Minutes and award recommendations;
- e. Exercise a casting vote in the event of a tie in voting.

6.3.2 Secretary of the Tender Board

The Secretary of the Tender Board shall:

Work with the Chairperson to schedule meetings of the University Tender Board;

- a. Confirm availability of members for each scheduled meeting;
- b. Ensure that proper records are maintained in accordance the Financial Rules and Regulations of the University;
- c. Prepare Minutes of meetings.

6.3.3 Voting Members

The Voting members of the Tender Board shall:

- a. Promptly indicate their availability when invited to meetings;
- b. Actively participate in deliberations;
- c. Promptly review Minutes and endorse Award recommendation and/or provide comments.

Section 7: General Provisions

7.1 Records/File Management

The UG's Procurement Unit (PU) shall maintain all records of procurement proceedings.

These records should include:

- a. Approved forms and documents used during procurement proceedings, including:
 - i. Standard Bidding documents;
 - ii. Standard Pre-Qualification Documents;
 - iii. Standard Request for Proposal for Consulting Services;
 - iv. Technical Specification and Designs;
 - v. Bills of quantity.
- b. Means used to solicit tenders, proposals, and quotations from suppliers and contractors, including advertisement in the case of open tenders.
- c. A brief description of the goods, works, services either procured or to be procured.
- d. The names, addresses, and qualifications of suppliers and contractors who submitted tenders, proposals, and quotations.
- e. The time and venue for opening tenders
- f. The name of suppliers and contractors or their representatives who attended the opening of tenders.
- g. Reports of Evaluation Committees
- h. Information regarding contract award and management, including:
 - i. The name and address of the suppliers and contractors who were awarded contracts;
 - ii. The amount and currency of the contracts;
 - iii. The procurement method used;
 - iv. The number of tenders, proposals or quotations received;
 - v. Contract identification number/letter;
 - vi. Contract awards;
 - vii. Proof of payments;
 - viii. Proof of receipt of goods, completion of works and consultancy services;
 - ix. All related communication with suppliers (electronic and hard copies of correspondences);
 - x. Performance evaluation reports where necessary.

7.2 Audit

Every aspect of procurement activities will be subject to review and examination by both Internal and External Auditors. On a routine basis, the Internal Auditor will examine procurement activities against the procedures set out in the Manual with a view to identify weaknesses in internal controls. The External Auditor will also carry similar reviews to determine whether the procurement system is fair, transparent, equitable, sustainable, efficient, etc. In this regard, every procurement activity **MUST** be supported by a properly documented audit trail that provides details of the entire procurement process.

7.3 Contract Management Guidelines

This is the process of ensuring full compliance with the terms and conditions of the contract, as well as the efficient and effective delivery of the contracted outputs. The success of the contract management process is tied to the systems and procedures created to ensure compliance and transparency. Contract management is an ongoing activity ending with the successful completion of the contract.

a. Contract management objectives:

The key objectives of contract management are to ensure that the contract ensures:

- i. on-time delivery of outputs;
- ii. adherence to standards of quality and other stipulations;
- iii. completion within the agreed price.
- iv. effective and efficient management of performance, delivery and payment;
- v. methodical and measured change control;
- vi. active risk mitigation and management; 4. agile resolution of issues and disputes.

b. Role of Contract Manager

- i. A contract manager shall be appointed for every contract.
- ii. Each contract manager is expected to possess both critical technical competencies as well as the interpersonal skills needed to effectively represent the interests of The University of Guyana in all dealings with the contractor
- iii. Contract managers must be able to work collaboratively with providers of Goods, Works, and Services, while emphasizing what is in the best interests of the University of Guyana
- iv. The contract manager **MUST** follow sound governance principles as part of the contract management process.
- v. Depending on the complexity of the contract, the University of Guyana may opt to have the contract managed internally, externally or a combination of the two methods.
- vi. A firm structure for communication between all parties **MUST** be prepared and followed to ensure that unanticipated challenges are speedily addressed.
- vii. In instances where there are disputes over the contract, the Vice-Chancellor in consultation with the UG Tender Board shall appoint a committee to resolve the dispute.
- viii. In instances where it has been determined that the vendor/contractor has failed to deliver as promised, actions shall be taken which include the termination of the contract among other things.

7.4 Eligibility

To foster or promote competition, the University of Guyana shall permit Suppliers/Consultants/Contractors from Regional and International countries to supply bids for goods, works, consultancy and other services. Any condition for participation shall

be limited to those that are essential, to ensure that the Suppliers/Consultants/Contractors have the capacity to execute the contract.

7.5 Exclusion Criteria

Exclusion Criteria Applicable for Participation in Procurement Procedures refer to General Provision in the Procurement Manual.

7.6 Pre-qualification Proceedings

- a. UG may engage in prequalification proceedings in order to identify, prior to the submission of tenders in procurement proceedings conducted pursuant to PART V of the Procurement Act, suppliers and contractors that are qualified to participate in such proceedings.
 - i. UG shall solicit invitations to prequalify by causing an invitation to prequalify to be published in newspapers of wide circulation and posted in public places. Such solicitations shall reach the area impacted by the procurement.
- b. If UG engages in pre-qualification proceedings, it shall provide, on payment therefor, a set of prequalification documents to each supplier or contractor that requests them in accordance with the invitation to prequalify.
- c. The prequalification documents shall include, the following information:
 - i. instructions for preparing and submitting prequalification applications;
 - ii. a summary of the required terms and conditions of the contract to be entered into as a result of the procurement proceedings;
 - iii. any documentary evidence or other information that must be submitted by suppliers or contractors to demonstrate their qualifications;
 - iv. the manner and place for the submission of applications to prequalify and the deadline for such submission, expressed as a specific date and time and allowing sufficient time for suppliers or contractors to prepare and submit their applications, taking into account the needs of the procuring entity;
 - v. any other requirements that may be established by the procuring entity in conformity with this Act and the procurement regulations relating to the preparation and submission of applications to prequalify and to the prequalification proceedings.
- d. UG shall respond to a valid query by a supplier or contractor for clarification of the prequalification documents that is received within a reasonable time prior to the deadline for the submission of applications to prequalify. The response shall be given within a reasonable time so as to enable the supplier or contractor to make a timely submission of its application to prequalify. The response to any query shall, without identifying the source of the query, be communicated to all suppliers or contractors to which UG provided the prequalification documents.

- e. UG shall make a decision with respect to the qualifications of each supplier or contractor submitting an application to prequalify. In reaching that decision, UG shall apply only the criteria set forth in the prequalification documents.
- f. UG shall promptly notify each supplier or contractor submitting an application to prequalify whether or not it has been prequalified and shall make available to any member of the general public, upon request, the names of all suppliers or contractors that have been prequalified. Only suppliers or contractors that have been prequalified are entitled to participate further in the procurement proceedings.
- g. UG shall, upon request, communicate to any supplier or contractor that has not been prequalified the grounds therefor.
- h. Should UG decide that a supplier or contractor does not satisfy the prequalification requirements, the supplier or contractor may, upon request, obtain a review of that decision pursuant to Part VII of the Procurement Act.
- i. UG may require a supplier or contractor that has been prequalified to demonstrate again its qualifications in accordance with the same criteria used to prequalify such supplier or contractor. UG shall disqualify any supplier or contractor that fails to demonstrate again its qualifications if requested to do so. UG shall promptly notify each supplier or contractor requested to demonstrate again its qualifications as to whether or not the supplier or contractor has done so to the satisfaction of the procuring entity. Where a supplier or contractor is disqualified for failing to demonstrate again its qualifications, the procuring entity shall, upon request, communicate the grounds therefor.

Section 8: Procurement Methods at the University of Guyana for Goods, Services, and Works

8.1 Methods of Selection

Contracts shall be awarded on the basis of competitive tendering. The purpose is to ensure the procurement procedure is in accordance with the principles and standards governing public procurement and to obtain quality goods, equipment, services, and works at the best possible price.

Table 1: Methods of Procurement & Threshold

METHOD OF PROCUREMENT	TYPE OF PROCUREMENT	THRESHOLD	ANNEX
Open	Goods and Services	>more than \$5 million	XIII (Standard Bidding Doc < 5M)
Open	Works and Construction	>more than \$5 million	XIII (Standard Bidding Doc > 5M)
Restricted	Goods and Services	\$1 < (less than) \$10 million	XI (Standard Bidding Doc > 5M)
Restricted	Works and Construction	\$20 million	XIII (Standard Bidding Doc > 5M)

Request for Quotations	Goods and Services	\$0 < (less than) \$5 million	V
Request for Quotations	Works and Construction	\$0 < (less than) \$5 million	V
Request for Proposal	Consultancy	Based on the conditions	XII (< 3M), Standard Bidding Doc (> 3M)
Shopping	Goods and Services	\$0 < (less than) \$300,000	
Single/Sole	Goods and Services; Works and Construction or Consultancy	Based on the conditions no threshold	<i>Value will determine the form to be used.</i>

Note: The Council may, from time to time, adjust the Threshold upon the recommendation of the Vice-Chancellor.

8.1.1 Open Tender

The **Open Tender** procedure is a one stage procurement process which covers exclusive grounds, selection criteria and award criteria and it starts when a Notice of an Invitation shall be published by the University of Guyana to generate competing offers/bids to meet specific requirements outlined in the Contract Notice. This method is open to all qualified bidders within a well-defined and robust tendering process that is both fair and transparent.

There is no limit to the utilization of the **Open Tender Method**. The Faculty, Department or Staff requesting the procurement of goods services or works shall prepare and submit an Internal Requisition to the Director of Procurement or such other named official for approval. All Internal requisitions must describe the intended purchase, acquisition of service or works as clearly as possible, including measurements, designs, other technical specifications and requirements as appropriate.

The Procurement Specialist shall the prepare the Bidding Documents, which must comprise the following:

- a. Invitation to Tender (Procurement Notice),
- b. Instructions to Tenderers,
- c. Tender Submission Form,
- d. Tender Information Form,
- e. Evaluation Criteria,
- f. Draft Contract,
- g. Draft Special Conditions of Contract,
- h. Detailed technical Specifications, and
- i. Basic Tender Forms and Schedule.

The Procurement Notice shall be published in a local newspaper of wide circulation and/ or the Website of the University of Guyana or other Social Networking Sites. The Procurement Notice shall clearly indicate the identification name of the goods, services or

works to be supplied or undertaken, the closing date and time, the place for the delivery of tenders and where the tender documents can be obtained.

Tenderers should be given a minimum of twenty-one (21) days for the submission of their tenders. During this period, tenderers may request clarifications, in writing, up to fourteen (14) days before the deadline before the submission of tenders. In special circumstances, the deadline of submission of tenders may be extended. Any amendments made by the University of Guyana to the Tender Documents prior to the closing date of the tender shall be published in the same matter as the Procurement Notice. A tenderer may modify or withdraw a tender prior to the tender submission deadline. No amendment made to the tender shall be accepted after the deadline.

8.1.2 Restricted

The **Restricted** procedure is a two-stage process, which anticipates that many suppliers will respond to the advertised Contract Notice. The requirements are typically complex, with a relatively detailed Selection and Award evaluation process.

Stage one (1) starts when a Notice of Invitation is published by the University of Guyana for Suppliers to express an interest to a contract opportunity by obtaining and submitting a selection questionnaire (SQ). This will be used to establish mainly Suppliers capability, experience and suitability. The University of Guyana shall use the SQ to prepare a shortlist of six or more suppliers which are likely to meet the tender requirements.

Stage two (2) is when the shortlisted suppliers who meet the selection criteria are then invited by the University of Guyana to tender. All tenders are evaluated in line with the methodology and award criteria set out in the Tender Documentation.

For goods and services, the threshold shall be **Ten Million Guyana Dollars (\$10,000,000.)**, and for works, the threshold shall be **Twenty Million Guyana Dollars (\$20,000,000.)**. The goods, services and works may be procured based on the particular provisions in the Procurement Manual. The goods, services and works procured using this method shall be of a highly complex or specialized nature and are available only from a limited number of suppliers or contractors. In this case, all suppliers or contractors are required to submit tenders.

The Faculty, Department or Staff member requesting the goods, services or works shall submit an Internal Requisition recommended by the Dean, Head of Department or Reporting Officer to the Director of Procurement for approval. All Internal Requisitions must describe the intended purchase or works specification as clearly as possible, including, measurements, designs, technical specifications and requirements deemed necessary.

The Procurement Officer/Specialist will prepare the tender documents to invite suppliers/contractors to participate in the Restricted Tender Process. The following are the Tender Documents which should be included:

- a. The Letter of Invitation,
- b. Instructions to Tenderers,
- c. Tender Submission Form,
- d. Tender Information Form,
- e. Evaluation Criteria,
- f. Draft Contract,
- g. Draft General Conditions of Contract,
- h. Draft Special Conditions of Contract,
- i. Detailed Technical specification and Design,
- j. Blank Tender Forms and Schedules.

The completed Tender Documents are submitted to the Director of Procurement by the Procurement Specialist for verification before formal signing by the Vice Chancellor or/his or her Designee and dispatched by the Procurement Specialist.

Tenderers shall be given a minimum of **ten (10) working days** for submission of their tenders. During this period, they may request clarifications in writing, up to **five (5) days** before the deadline for the submission of tenders. The responses to the request for clarification must be done in writing and copied to all tenderers invited, at maximum **two (2) days** after the deadline for receipt of request for clarifications from tenderers. If it becomes necessary, the deadline for submission of tenders may be extended. No amendment to the Tender shall be accepted after the deadline, although amendments may be submitted before deadline.

8.1.3 Request for Quotations

The **Request for Quotations** is used for readily available off - the - shelf goods, small value construction works or small value service, when the goods or service can be quantified. The University of Guyana using a standardized request for quotations form shall submit to a minimum of three potential Suppliers or Contractors soliciting prices for a list of items with clear technical specifications. The submission by potential Suppliers or Contractors must be at a set date as stated on the request for quotation.

- a. Goods, equipment and services valued from one dollar (\$1) to three million Guyana dollars. (\$3,000,000), shall be procured by the "Request for Quotation Method."
- b. The Request for Quotation of procurement begins with an Internal Requisition which is completed by the requesting Faculty, Department or Staff member and recommended by the Dean or Head of Department or the Reporting Officer, before submission to the Procurement Unit for processing.

- c. All Internal Requisitions must describe the intended purchase as clearly as possible, including, measurements, sizes, models and technical specifications and requirements deemed necessary.
- d. The Director of Procurement will submit all approved Internal Requisitions to the Procurement Officer/Specialist for preparation of the relevant Purchase Requisitions. The Director of Procurement will approve all Purchase Requisitions and submit same to the Procurement Officer for processing.
- e. The Procurement Officer shall prepare the standard Request for Quotation document (RFQ) and solicit a minimum of three (3) quotations from the University's approved list of vendors and suppliers. The University of Guyana shall request quotations from suppliers and vendors based on their competence and reputation based on industry standards.
- f. A minimum of three (3) days may be given for the receipt of quotations.
- g. The Procurement Officer shall evaluate the price and other conditions specified in the quotations received before preparing a price comparison matrix which includes a purchase recommendation, and thereafter, forwards same to the Director of Procurement or his or her designate for verification and approval.
- h. The Procurement Officer shall on receipt of the approved Price Comparison Matrix (PCM), complete the purchase order and submit through the Procurement Director to the Vice Chancellor or his or her nominee, for approval. In cases of services such as cleaning, weeding and pest control, the Service Contract must be reviewed by the Director of Procurement before submission to the Vice Chancellor or his or her designee for approval.
- i. Copies of the Internal Requisition (CIR) Purchase Requisition, and Purchase Order/Contract shall be submitted to the Bursary to initiate payment, and in the event the purchase is for restocking of stores, copies of these documents shall be submitted to the Storekeeper.

8.1.4 Shopping

Shopping is a method of procurement of goods whereby the University of Guyana simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. Quotations may be obtained from several national or international suppliers, usually at least three (3) to ensure competitive prices. Shopping shall be restricted to a case when the justification for it is beyond contention, because of the risk of abuse. This method of procurement shall be employed in any of the following cases:

- a. When there is an unforeseen contingency requiring immediate purchase: Provided, however, that the amount shall not exceed the threshold prescribed in the Manual.

- b.** Procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding the prescribed threshold.

The phrase "ordinary or regular supplies" shall be understood to include those supplies, commodities, or materials which are necessary in the transaction of official business by the UG and consumed in day-to-day operations. However, office supplies shall not include services such as repair and maintenance of equipment and furniture, as well as sanitation, security and related services.

- a.** Goods equipment and related services valued from one dollar to three hundred thousand Guyana dollars (\$1 to \$300,000.00) may be procured using the 'Shopping' method.
- b.** The 'Shopping' method of procurement begins with an internal requisition completed by the requesting faculty, department or staff member and recommended by the appropriate Reporting Officer before submission to the Procurement Director for approval. All internal requisitions must describe the intended purchase as clearly as possible including measurements, designs, other technical specifications and requirements as appropriate.
- c.** The Procurement Director will submit all approved Internal Requisitions to the Procurement Officer or relevant staff for preparation of the Purchase Requisitions. The Procurement Director will approve all Purchase Requisitions and submit same to the Procurement Officer to initiate the procurement of the goods or equipment.
- d.** The Procurement Officer shall prepare the standard Request for Quotation (RFQ) document and solicit a minimum of one quotation from the University's approved vendors or suppliers.
- e.** The University shall invite quotations from suppliers based on their competence and reputation in the industry.
- f.** A minimum of three (3) days shall be given for the receipt of quotations.
- g.** The Procurement Officer shall assess the price and other conditions specified in the quotation (s) received before preparing a Price Comparison Matrix, which includes a purchase recommendation and forwards same to the Procurement Director or his/her designee for verification and approval.
- h.** The Procurement Officer shall on the receipt of the approved Price Comparison Matrix, complete the Purchase Order and submit to the Procurement Director for the acquisition of the requisite approvals with all of the appropriate terms and conditions.
- i.** In cases where the procurement involves services such as Pest Control maintenance, weeding etc., the Procurement Specialist/Officer shall prepare a service contract.

This contract must be reviewed by the Procurement Director and submitted to the Vice Chancellor or the designee for approval.

- j. Copies of the Internal Requisition, Purchase Order or Contract shall be submitted to the Bursary to initiate payment. In the event that the purchase is for restocking of stores, copies of these documents shall be submitted to the Storekeeper.

8.1.5 Request for Proposals

The **Request for Proposal** is used when the University of Guyana knows the solution it wants to achieve and shall request suppliers or contractors to submit a proposal demonstrating how a particular product or service (methodology) shall address the University's needs.

8.1.6 Sole Source Method

The **Sole Source** refers to the acquisition of goods or services where there is only one Supplier. Usually, these are unique goods or services that the University cannot find anywhere else but only through one Supplier because the goods, services or works by reason of their highly complexed or specialized nature are available from only one source.

8.1.7 Single Source Method

The **Single Source** refers to the acquisition of goods or services from one selected Supplier, even though there are other Suppliers that provide similar goods or services when:

- a. The goods, services or works are available only from a particular Supplier or Contractor, or a particular Supplier or contractor has exclusive rights with respect to the goods, services or works and no reasonable alternative or substitute exist.
- b. A catastrophic event occurred, there is an urgent need for the goods, services or works making it impractical to use other methods of procurement because of the time involved in using those methods.
- c. The University of Guyana may utilise the **Single Source Method** to procure goods and services and engage a contractor for works for which written justification shall be provided.
- d. The University of Guyana having procured goods, services, equipment or technology from a supplier or contractor, determines that additional supplies must be procured from that supplier or contractor for reasons of standardization or compatibility with existing goods services, equipment or technology, taking into account the effectiveness, and durability of the original procurement in meeting the needs of the Institution. The limited size of the proposed procurement in relation to the original procurement, the reasonableness of the price and the unsuitability of alternatives to the goods or equipment in question should be taken into consideration.

The records to support a Single-Source Procurement must contain the following:

1. Justification Memorandum;

2. Internal Requisition;
3. Terms of Reference;
4. Letter of Invitation;
5. Draft Contract;
6. Service Provider's Response;
7. Letter of Acceptance (UG);
8. Signed Contract;
9. Deliverables;
10. Invoice.

8.1.8 Community Participation

Community Participation in the context of this Manual refers to the engagement of suppliers of goods and services and the carrying out of constructions and other works and services by a member of the University Community as defined by the Statues of The UG.

- a. Where the abilities, skills, expertise or technical competencies reside among members of the University's Community the University may utilize those Suppliers/Consultants/Contractors up to a threshold of three million Guyana dollars (\$3,000,000).
- b. The University shall utilize any of the other procurement methods stated in this Manual that is suited or relevant to the procurement of the goods or services required.
- c. The requisite justification must be prepared by the Procurement Director and submitted to the Vice- Chancellor for his/her approval before the procurement is pursued.

8.2 Cancellation of Tender Procedure

- a. If tender is cancelled, the University will notify all tenderers in writing, as soon as possible, of the reason for the cancellation. Where necessary, a cancellation notice must be published in the same manner in which the publication of the tender was done. In the event that the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes may be returned to the tenderer(s) if requested.
- b. After the cancellation of a tender procedure, the University may decide to:
 - i. launch a new tender procedure;
 - ii. re-launch the tender procedure by reflecting the same reference as was previously applied.
- c. In no event shall the University be liable for any damages whatsoever including, without limitation, damages for lost for loss of profit in any way related to the cancellation of a tender procedure, even in instances where the University was

advised of the possibility of damages. The publication of a tender notice does not bind or commit the University to implement the programme or project advertised.

- d. Should a tender be cancelled by the University after the sale of tender documents has commenced, arrangement must be made for the purchase fees paid to be **refunded within fourteen (14) days** of the cancellation of the tender to all tenderers who have purchased tender documents.
- e. Amendment to Tender Documents
 - i. At any time prior to the deadline for the submission of Tenders, the University may amend the Tender documents by issuing the requisite amendments or addenda.
 - ii. Any addendum issued shall be part of the tender document and shall be communicated in the same manner as the original tender.

Depending on the nature or extent of the addendum the University may consider extending the deadline for the submission of Tenders

Section 9: Procurement of Consultancy Services

These guidelines are intended to define the University's policies and procedures for the selection and award of consultancy contracts. This category of service acquisition is governed by four principles:

- a. UG's need for such services at a high quality;
- b. Provision of all eligible consultants with an equal and fair opportunity to perform;
- c. Demonstration of transparency and openness in the selection process;
- d. Demonstration of good governance in the execution of contracts.

9.1 Consultancy Objectives

- a. If the assignment includes an important component for training or transfer of knowledge to The University of Guyana staff, the ToRs must indicate the objectives, nature, scope and specific goals of this component
- b. In some cases, this consultancy would involve initiatives aimed at building institutional capacity, i.e. knowledge transfer. Where such an outcome is expected from the consultancy, it must be clearly stated who are the beneficiaries, what methods for knowledge transfer will be employed, how long this exercise will take, and what monitoring and evaluation techniques will be used to ascertain the outcome.
- c. If, in this knowledge transfer consultancy, there is need for additional resources not initially budgeted for by the consultant and outlined in the bid, then such cost

overruns must be justified and authorization sought for a variation of the consultancy costs.

9.2 Eligibility

- a. Any individual/firm wishing to bid on a consulting project **MUST** be registered with the University as a consultant.
- b. Any individual/firm with the qualifications to fulfill the Terms of Reference (TOR) may bid for the assignment.
- c. In some cases, individuals/firms might come together to make a single proposal for a consultancy. In such cases, that association must be disclosed when the bid is submitted.
- d. If such an association results in an award, all parties must sign agreements/contracts associated with the consultancy and will be held liable for any failures to perform.
- e. Only individuals/firms currently in compliance with the regulatory requirement of Guyana are eligible for consideration.
- f. If it is found that any individual/firm associated with the bid is involved in acts of a questionable nature, such as fraud and corrupt practices, the individual/firm will be automatically disqualified from the bid process.
- g. If any part of the consulting service is to be sub-contracted to another party, the contractor **MUST** secure prior approval from UG to do so. A failure to do so shall be interpreted as a violation of the contract and serve as the basis for sanctions to be applied.

9.3 Evaluation Methodologies for Consultancy Contracts

There are multiple methodologies for the evaluation of consultancy services. These include, but may not be limited to:

a. Sole source/Consultant Qualifications:

- i. Refers to the acquisition of consultancy services where the competencies of the provider are so unique that use of an alternative acquisition method would be detrimental. Because this method is best applied when activities are of a unique and highly specialized nature, it should be used sparingly. Justification **MUST** be provided in cases where this approach is employed.

b. Consultant qualifications:

- i. In some cases, consultancies involve a set of highly specialized competencies that are not commonly available among a group of registered consultants. In these cases, those with the requisite competencies shall be approached to submit bids for their services. This method, which involves some degree of competition, should be used under justifiable conditions.

c. Quality Cost Basis (QCB):

- i. The QCB method involves an assessment based on work quality (reputation), quality of the proposal, and cost of services. This criterion requires the adoption of a weighting principle, reflecting the relative importance of each factor.

d. Quality Basis:

- i. This method involves the process of inviting specific consultants to submit their bids for a project. It is best employed when the reputations of invited consultants are known and costs are secondary.

e. Fixed costs:

- i. Refers to a stated amount for which the services will be engaged. As such, there can be no variation in the monies paid for these services.

f. 20% Rule:

- i. Acknowledgement that, according to the Procurement Laws of Guyana, 20% of any contract should be set-aside and be offered to as small businesses, as defined under the Small Business Act. However, doing so will not come at the expense of service quality, efficiency, and competence.

9.4 Conflict of Interest

The principles applying to *Conflict of Interest* in this Section can be referenced in **Section 5 (8)** of the Guiding Principles of Procurement Activities.

9.5 Selection Process

Except in instances of sole sourcing, consideration for awards will be based on cost, work quality, or some combination of these two factors. Though both of these factors are important, it is not to suggest that one of these factors is considered more important than the other. This is to be addressed on a case-by-case basis. For example, a project might be of such importance and the reputation of a bidder might be so exceptional that the contract is awarded based on work quality, even if the bid does not represent the least cost. In recognition of these differences, weighted scores will be assigned for each consultancy advertised. It is the combined scores from the evaluation process that will determine the awardee. The selection process includes the following steps:

- a.** Initial preparation and publication of the TOR;
- b.** Provision of information related to cost, the criteria to be used in the selection process, deadline for the submission of bids, and the date of bids evaluation;
- c.** Publication of a notice for expression of interest, and submission of bids;
- d.** Opening of bids and shortlisting of the consultants;
 - i.** In instances where there is concern about the list of consultants shortlisted, UG reserves the right to contact specific consultants and request that they consider making a submission

- e. Evaluation of shortlisted bids
- f. Award of contract to selected consultant.
- g. In very rare circumstances, one will encounter a situation where bids are mutually tied. In such cases, qualitative factors such as reputation and history will serve as the tiebreaker.

9.6 Publication of the award of contract

Within ten (10) business days of the opening of bids and the decision of an award, the University shall publish in all MAJOR national print media and on the University's social media pages, the results of the tender opening. To ensure transparency, accuracy, and fairness, the information provided in the publication should include, but not be limited to:

- a. Name of each bidder who submitted a bid;
- b. Evaluation criteria employed;
- c. Bid prices as read out at bid opening;
- d. Name and evaluated prices of each bid that was evaluated;
- e. Names of bidders whose bids were rejected and the reasons for their rejection; and
- f. Name of the successful bidder and the offer price;
- g. Duration and summary scope of the contract awarded.

9.7 Receipt and opening of proposals

- a. At all times, this process should be governed by the nationally acceptable standards as outlined in the National Procurement Act;
- b. The University will determine the time allotted for the submission of bids. Barring exceptional circumstances, interested consultants will be allowed forty-five (45) days to submit their bids. During this period, interested consultants may write to the University seeking clarification of any information provided within the Request for Proposals (RFPs). Such clarifications will be provided in writing to ensure that there is clarity and accuracy of communication;
- c. In specific cases, consultancy services may be sought on an emergency basis. In these cases, the UG Tender Board, in consultation with the Vice Chancellor, shall identify the appropriate individual/firm from the list of registered consultants.
- d. The University shall appoint a three-person committee charged with the responsibility of opening and evaluating all submitted bids. The individuals serving on this committee must have the required competence in the areas associated with the work to be performed.
- e. Any submissions that are deemed to be late or not in compliance with established standards will be rejected and returned to the bidder unopened.
- f. To further ensure objectivity and fairness, each committee member will evaluate the bids independently;

- g. After the evaluation process, a report will be prepared and presented to the relevant officer for consideration and award.

9.8 Application for Reconsideration

- a. Where a supplier or contractor claims to have suffered or to be likely to suffer loss or injury because of an action or decision of UG taken in procurement proceedings which the supplier or contractor alleges does not comply with the provisions of this Manual, the supplier or contractor may apply to Vice-Chancellor of the University of Guyana for reconsideration of such action or decision.
- b. An Application for Reconsideration may relate to:
 - i. Terms of the pre-qualification or initial solicitation documents
 - ii. Exclusion from a procurement/selection process prior to contract award or
 - iii. An intention to award a procurement contract.

The University of Guyana shall not take any steps that would bring into force a procurement contract in the procurement proceedings concerned if it receives notice of an Application for Reconsideration within the specified time.

- c. An Application for Reconsideration-
 - i. shall be in writing, addressed to the Vice-Chancellor and submitted within the time specified in subsection 4.
 - ii. shall identify the loss or injury suffered or likely to be suffered and the allege non-compliant action or decision.
- d. An Application for Reconsideration of:
 - i. the terms of the solicitation, pre-qualification or pre-selection or decisions or actions taken by UG in pre-qualification or pre-selection proceedings shall be submitted at least ten (10) days before the deadline for submission of an application or within five (5) days of the issuing of any amendments;
 - ii. exclusion from a procurement process prior to contract award shall be submitted at least ten (10) days following the transmission of exclusion;
 - iii. the transmission of a notification of intention to award a procurement contract, within the standstill period (as specified in the solicitation documents);
 - iv. where no standstill period applies, prior to the entry into force of the procurement contract.
- e. The Vice-Chancellor shall-
 - i. acknowledge receipt of the Application for Reconsideration in writing within three (3) business days of its receipt and cause to be published a notice of the Application for Reconsideration on UG's Website.

- ii. promptly notify all participants in the procurement proceedings to which the Application for Reconsideration relates of its submission and the details.
- iii. promptly forward the Application for Reconsideration to the Tender Board for hearing and determination.
- f. The Tender Board shall advise whether the procurement proceedings are suspended and if so, the duration of the suspension.
- g. The Tender Board after hearing the Application for Reconsideration:
 - i. shall render its decision on the Application for Reconsideration within 7 days of its receipt for cases under (a), (b) and (d) of section 4 and for cases under (c) of Section 4, within 15 days of receipt of the Application.
 - ii. may reverse, correct, vary or uphold the action or decision taken in the procurement proceedings.
- h. All decisions of the Tender Board under this section shall-
 - i. be in writing
 - ii. state the action taken and the reason therefor
 - iii. promptly be made part of the record of the procurement proceedings together with the Application for Reconsideration received by the Vice-Chancellor under this section and
 - iv. shall be final and binding.
- i. This section does not apply to the decisions of the University of Guyana concerning-
 - i. the method of procurement applied in a procurement proceeding
 - ii. the rejection of a bid.

9.9 Complaints Procedure

Bidders are allowed to either express their concerns or seek review regarding the contract award decision by UG Tender Board. The Administrative Review Process outlined in **section 52 of the Procurement Act** should be followed to address such concerns. In this regard, bidders are allowed **five (5) business days** following the publication of a **contract notification** to lodge a protest.

- a. The University of Guyana shall not enter any Contract with any bidder until the completion of an Investigation.
- b. A record should be made in respect of the concerns, reflecting the date, time, name of the complainant and nature of the complaint.
- c. The concerns are then forwarded immediately to the Tender Board which should instruct the Head of the Procurement Unit on the steps to be taken with concrete timelines.

- d. The Head of the Procurement Unit should then issue a letter acknowledging receipt of the concerns and notify the bidder of the decision by the Tender Board.
- e. The Tender Board in consultation with the Vice-Chancellor, should assemble a panel to conduct an investigation.

9.10 Investigation Panel for Complaints

The Investigation Panel shall review the complaint viz-a-viz the established procedure for the procurement transaction and recommend remedial actions to the Tender Board if any infringement is found. If no infringement is found, the investigation panel should duly notify the Tender Board of its Findings.

Section 10: Special attention to Capital Works

The purpose and objective of this section is:

- a. to improve the quality of spending on all Capital Investments Expenditure (Capital Projects);
- b. to ensure that investments can yield the expected returns through a robust and sound project planning that involves relevant stakeholders;
- c. to ensure that the submission of the Annual Budget is aligned with Capital Investment Expenditure of the Government of Guyana's funding requirements.

Capital Investment Expenditure refers to funds that are used by the University for the purchase and/or improvement of long-term assets to improve the efficiency and capacity of the University.

Long Term Assets are as follows:

1. Property (Land and Buildings);
2. Equipment (Laboratory, Office or Field);
3. Furniture and Fittings;
4. Software;
5. Intangible Assets such as patent or licenses;
6. Upgrades of Existing assets;
7. Construction of new facilities.

Preceding Guidelines for Capital Investment Projects

To improve the quality of spending of tax-payers' funds and given the historical challenges relative to the quality of the Public Sector Investment Programme (PSIP), it is important and critical for project planning to be done.

Project Planning must address:

1. Scope of the Project;
2. Goals, Objectives;
3. Outputs/Deliverables;

4. Acceptance Criteria;
5. Predictable Constraints;
6. Assumptions.

A **Project Plan** is a formal document that contains all planning decisions, approved project scope and costs. The Plan's main goals are to guide, control and facilitate communication between stakeholders and schedule baselines. This Plan is to mitigate the risk of an incomplete project or a project that requires additional resources before the stated objectives can be achieved.

The PPPMMU shall be responsible for the planning process and the production of a Project Plan for all projects. As it specifically relates to capital funding through the Appropriation Act and other sources, the University shall submit with its Annual Budget the list of the proposed Capital Projects to be funded. Hence the PPPMMU shall be responsible to ensure that University's submission of its proposed capital investments projects is in accordance with the requirements of Ministry of Education, the Budget Agency as follows:

a. Capital Expenditure

The budget submission must include, with respect to each Budget Agency's Capital Expenditure, the following:

- i. review of the achievements, jobs created, types of beneficiaries, constraints, and lessons learned in the implementation of the 2019 Capital Expenditure Programme;
- ii. a description and justification of the priorities and strategies for the sector's medium-term framework;
- iii. submission of programme budget estimates (see Volume I of the 2019 Budget Estimates);
- iv. submission of programme budget details (see PCN and or PPCN-see **Annex IX and X**)
- v. the expected contribution the capital investment (project) proposals would make towards achieving national and sectoral objectives;
- vi. a schedule of the capital investment (project) costs broken down into various activities and relevant components;
- vii. the prospects for job creation and increasing production;
- viii. an estimate of costs associated with the capital investments proposed for 2021 and the indicative projections for 2022 to 2024;
- ix. bills of quantities, condition surveys; and
- x. procurement plans.

For each new Capital Investment, proposed for funding in Budget 2021, Budget Agencies must submit a Project Concept Note (PCN) for each project valued below \$60 million and a Project Profile and Concept Note (PPCN) for each valued \$60 million and above (see Annex VI) as

part of their budget submission, notwithstanding the roll-over nature of certain project heads (such as “Buildings”). This shall apply to any new investment being proposed under these umbrella profiles as well. No new capital project will be considered for Budget 2021 without completing this exercise.

NB.: For those “projects” with umbrella categorisation such as “Buildings” or “Equipment”, all interventions within these heads should be assessed as an individual project. Further, these interventions under an umbrella project title must be integrated to show the contribution to the objective of the project.

- b.** To facilitate an effective analysis of the Capital Programme, Budget Agencies must priorities all Capital Investment (Projects) using the following guidelines:
- i. the contribution of capital investments to the achievement of the programme performance indicators;
 - ii. on-going capital investment (projects) classified as critical to the development of the sector and the economy which, if terminated, abandoned, or “mothballed”, would result in significant costs to the Government;
 - iii. signed approvals for multi-year capital investment (projects) which would have already started prior or in 2020 and are scheduled for 2021;
 - iv. new or on-going capital investment (projects) for which external funding has been secured. The source of funding must be identified;
 - v. new capital investment (projects) which have the capacity for achieving or enhancing the objectives of the sector. Included in this category are those capital investment (projects) whose implementation would result in the immediate resolution of known bottlenecks within the respective sector;
 - vi. new or on-going capital investment (projects) which seek to reduce poverty, create employment, and increase productivity, foreign exchange, and national and household incomes; and
 - vii. pre-investment activities in respect to new capital investment (projects) proposals¹.

¹ Extract of 2020 Budget Circular Section 7.3 (7.3.1 & 7.3.2)

Glossary of Procurement Terms

Award

An action taken by the University of Guyana based on the evaluation of offers, to approve the selection of the supplier or contractor for a specific contract.

Bid

An offer in response to an invitation to bid or an offer in response to an electronic auction.

Bid Security (Bid Bond)

A security from a supplier securing obligations resulting from a contract award with the intention to avoid the withdrawal or modification of an offer after the deadline for submission of such documents; failure to sign the contract or failure to provide the required security for the performance of the contract after an offer has been accepted or failure to comply with any other condition precedent to signing the contract specified in the solicitation documents.

Bill of Quantities

A description and a quantitative estimate of all materials, and/or supplies, which will be required for a proposed construction project or production of equipment (usually custom designed), provided to bidders or tenderers for pricing purposes.

Buyer

The individual or personnel designated by an authorized official to undertake all activities necessary for the procurement of goods, works or services in accordance with the applicable regulations, rules, policies and procedures.

Capital Investment Expenditure

This refers to funds that are used by the University for the purchase and/or improvement of long-term assets to improve the efficiency and capacity of the University.

Competitive Bidding

A procurement method in which offers from competing suppliers or contractors are invited by open advertisement and provided with the scope, specifications and terms and conditions of the proposed contract as well as the criteria by which the offers will be evaluated. The objective of competitive bidding is to obtain goods and services at the best value through open and fair competition.

Contract Management

The ongoing monitoring and management of the supplier's or contractor's performance regarding the promised goods or services, well as assuring compliance with all other terms and conditions of a contract such as price and discounts. It includes managing the relationship between the Procurement Unit and the Supplier/ Contractor and where necessary address issues relating to dispute resolution.

Contractor

Any party to a procurement contract with the University of Guyana. A contractor may take various forms, including an individual person, a company, a partnership or a Government agency.

Cost Estimate

An approximate calculation of charges or costs to supply good and services.

Default

A failure by a contracting party to meet one or more of his or her or its obligations.

Default Method

This is usually referred to as the preferred method, since it is the most competitive method.

E-Procurement

Electronic procurement occurs when the activities of the purchasing process are conducted electronically, typically over the internet, to shorten the cycle time and lower the transaction costs of the acquisition process.

Expression of Interest

A response to a Request for Expression of Interest, expressing in participating in Solicitation.

Goods

Objects of every kind and description including raw materials, products and equipment and objects in solid and liquid or gaseous form, and electricity as well services incidental to the supply of goods of the goods if the value of those incidental services does not exceed that of the goods themselves.

Guarantee

A promise or a pledge, i.e. something given or existing as security as to fulfil a future engagement or a subsequent condition (e.g. bank guarantee).

Inventory

Any material, component or product that is held for use at a later time.

Invitation to Bid

A formal method of solicitation where prospective suppliers/contractors are requested to submit a bid for the provision of goods and services. This is normally used when the requirements are clearly and completely specified and the basis for award is to the lowest responsive bidder.

Letter of Intent

A pre-contractual document, usually in the form of a letter and sometimes signed by both parties, used to express expectation of contract formation in the future and to ensure that certain basic agreements are clearly understood by both parties.

Liquidated Damages

A sum agreed upon during the formation of a contract which will be paid by the breaching party in the event of a defined breach of contract (such as non-performance or delay in delivery). The amount of Liquidated Damages must be arrived at in good faith and must be based on an estimate of the actual damage that will ensue from the breach.

Outsourcing

The process of contracting out a business process, which the University has previously performed internally or which the University deems necessary or important to an independent company, supplier or contractor where the process is purchased as a service.

Performance Security (Performance Bond)

A financial instrument that is intended to provide the University with security against failure by a supplier or contractor to perform his/her or its obligations and serves as a source of compensation for a supplier's or contractor's failure to fulfil the terms of the contract.

Procurement

The acquisition through purchase or lease of real property, goods or other products (including intellectual property), works and services.

Project Plan

A project plan is a formal document that contains all planning decisions, approved project scope and costs

Proposal

An offer in response to a Request for Proposal.

Purchase Order

A type of contract that documents the purchase of goods and/or services.

Quotation

Offer in response to a request for Quotation. This is usually a statement of price and availability.

Request for Proposal

A formal method of solicitation where prospective suppliers/contractors are requested to submit a proposal for the provision of goods, works or services based on the Specifications, Scope of Works or Terms of Reference included in the solicitation document.

Request for Quotation

An informal method of solicitation whereby suppliers are requested to submit a quotation for the provision of goods and services. This is normally used for off-the-shelf goods, where the value of the procurement falls below the threshold for this method of solicitation.

Requisition

A written or computerized form from an internal user for the fulfilment or procurement of goods, services or works.

Segregation of Duties

An internal control mechanism used to assure that no single individual or organizational unit of the University is given responsibility for more than one related function.

Services

Work, duty or labour performed by a contractor pursuant to a contract. Rendering of these services may include provision of utilities or facilities specified in the terms of the contract. Examples of these are security, catering, travel management, event management, IT, and consulting.

Set-Asides

Set-aside means measures to encourage development and/or provide incentives for the greater participation of members of the University community

Single Source

Procurement of products or services from one selected supplier/contractor, even though there are other suppliers/contractors that provide similar products and services.

Sole Source

A procurement term employed when there is no competitive market place for the requirement, i.e. the product or service needed is available only from one source.

Solicitation

Generic term for a request to suppliers to offer a bid, quotation or proposal.

Solicitation Documents

These are documents issued to describe procurement requirements and to invite suppliers to submit a bid, quotation or proposal.

Specifications

A description of the technical requirements for a material, product or service. This includes Statements of work and Terms of Reference.

Subcontractor

A party that carries out work for a contractor as part of a larger project.

Sustainable Procurement

Procurement is called sustainable when it integrates requirements, specifications and criteria that are compatible and in favour of the protection of the environment, of social progress and in support of economic development, namely by seeking resource efficiency, improving the quality of products and services and ultimately optimizing costs.

Terms of Reference

A description of the scope of work for services generally, including the work to be performed, the level of quality and effort, the timeline and deliverables.

Transparency

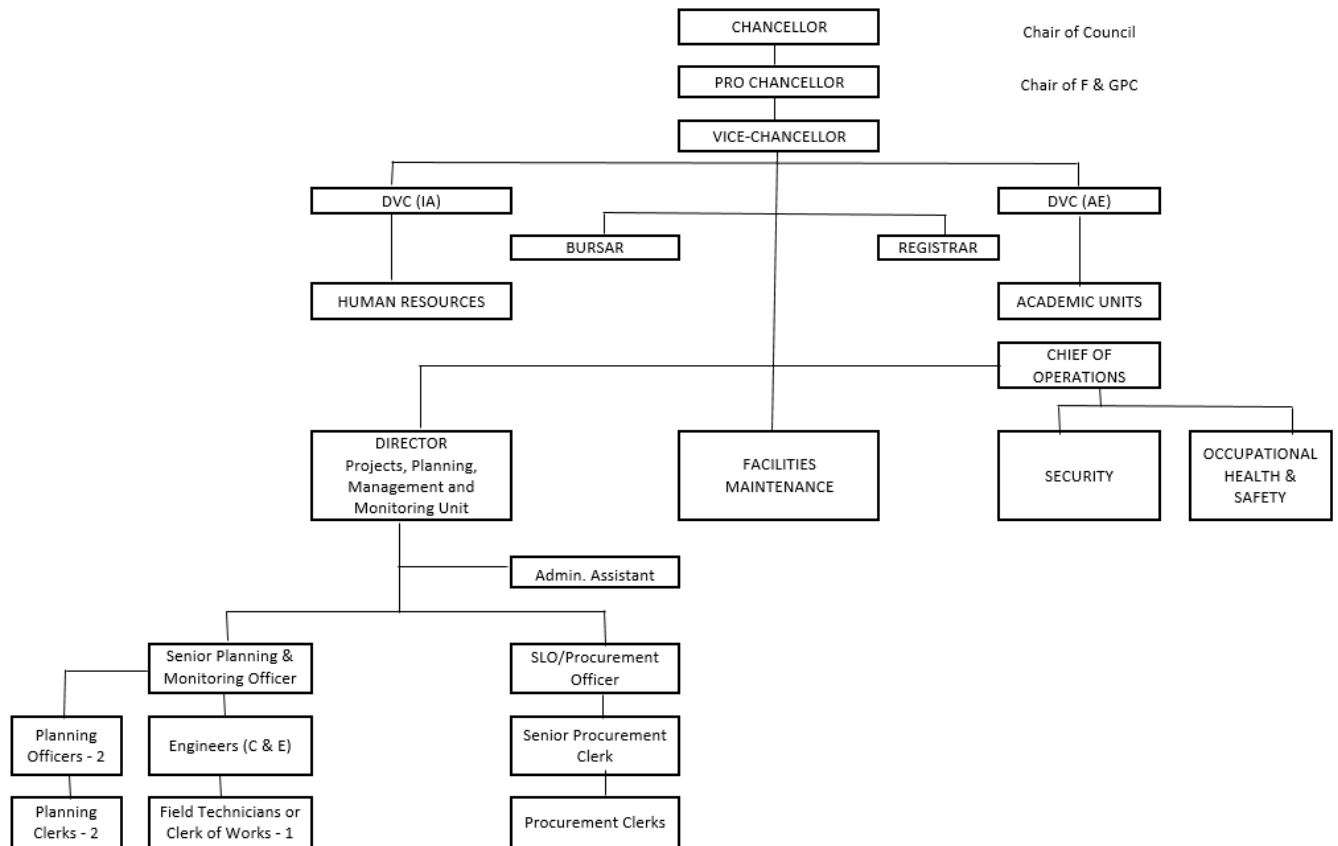
A principle implying a process by which reliable, timely information about existing conditions, decisions and actions relating the University's is made accessible, visible and understandable.

Works

All activities associated with the construction, reconstruction, demolition, repair or renovation of a building, structure or activities such as site preparation, excavation, erection, building, installation of equipment or materials, decoration and finishing as well as services incidental to construction etc. pursuant to the procurement contract once value of these services do not exceed those of the works themselves.

University of Guyana Governance Organogram

ANNEX-I



**UNIVERSITY OF GUYANA
AGREEMENT**

Contract ID:

THIS AGREEMENT is made on the day of, 2020.

BETWEEN

- (1.) **University of Guyana** – Turkeyen Campus having its principal place of business at Turkeyen, Georgetown, Guyana (hereinafter called "the Client"), and
- (2.) **Supplier's name**..... of (address) Guyana (Hereinafter called "the Supplier")

WHEREAS the Client invited the Supplier for certain products, viz.,, **University of Guyana, Turkeyen Campus** as offered for the sum of (In words and figures), (hereinafter called "the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In consideration of the payments to be made by the Client to the Supplier as hereinafter mentioned, the Supplier here covenants with the Client to provide the products as required at the agreed sum, as per the following conditions:
 - a. 100% prepayment representing the sum of..... (In words and figures)
 - b. Delivery of items upon complete remission of prepayment amount.
- 2. All works completed within specifications provided.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Guyana on the day, month and year indicated above.

For and on behalf of the Client:

Signed _____
Vice - Chancellor Date

In the capacity of Vice-Chancellor for and on behalf of Council, University of Guyana, Turkeyen Campus.

For and on behalf of the Supplier/Consultant:

Signed: _____
Date

In the capacity of Head of the Name of Company/Business _____

In the presence of: Witness 1: _____ Witness 2: _____



UNIVERSITY OF GUYANA

Turkeyen, P.O. Box 101110, Georgetown, Guyana, South America
Website: uog.edu.gy

PROCUREMENT UNIT

Tel: (592) 222 4000 Fax: (592) 222 3961

Date.....

Name of Supplier/Contractor.....

Address of Supplier/ Contractor.....

.....

.....

.....

Dear

Re:

The University of Guyana hereby invites you to submit a quotation for Invitation to Bid –
.....,
Turkeyen/Berbice Campus. Attached is the Bill of Quantities which should be submitted with
your quote.

In this regard, your submission is to be made on in a plain sealed envelope
bearing no identity of the tenderer and clearly marked on the top, left hand corner
".....". Opening of the Bids will be done in
the University of Guyana's Bursary athours on

Sincerely

.....

Director of Planning and Procurement



UNIVERSITY OF GUYANA

Turkeyen, P.O. Box 101110, Georgetown, Guyana, South America
Website: uog.edu.gy

PROCUREMENT UNIT

Tel: +(592) 222 4000 Fax: +(592) 222 3961

Contract Agreement NUMBER

THIS CONTRACT AGREEMENT is made
this **BETWEEN**

- (1) The University of Guyana having its registered address at Turkeyen Campus, Greater Georgetown, Guyana (hereinafter called "**The Purchaser**"), and represented herein by the Principal and Vice-Chancellor, and
- (2) having its registered address at (hereinafter called "**The Supplier**") and represented herein by

WHEREAS the Purchaser is desirous of

. invited Quotation for **the Provision of**

..... as outlined in the price schedule attached and has accepted a bid by the supplier for the Supply in the sum of

..... **dollars** (.....)

(hereinafter called "**The Contract Price**").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In consideration of the payments to be made by the Client to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Supplier to provide
- 2. Complete the aforementioned job within from signing of this agreement

3.Payment Schedule:

- (a) First Payment (Mobilization Advance) – 15% of the Contract sum upon signing of the Contract;

- (b) Thereafter Payments to the Supplier shall be based on
.....
.....
.....

- 4. The Contractor is obliged to correct any non-conforming work identified at Completion or which becomes apparent during the **Defects Liability Period**. The Defects Liability Period shall be after completion of the works (unless otherwise stated).

- 5. Should the Contractor fail to perform on time, his duties under this Agreement and subsequently **Force Majeure*** were to occur, the Contractor shall not be exempted from any of his liabilities hereunder as a result of its failure to perform said duties.

- 6. Should the Contractor be unable to perform this Agreement as a result of **Force Majeure**, he shall inform the Employer within two (2) days following the occurrence of such **Force Majeure**, of the situation and the reason(s) for the non-performance, so as to minimize any losses incurred by the Employer as a consequence thereof.

- 7. Should a dispute arise between the Employer and the Contractor in connection with the interpretation or performance of this Agreement, they shall attempt to resolve such dispute through friendly consultations between themselves.

- 8. The execution, validity, interpretation and performance of this Agreement shall all be subject to the Laws of Guyana, as shall the resolution of any disputes arising in respect of this Agreement. The Contractor shall, to the extent possible, continue to implement those parts of this Agreement unrelated to such disputes.

- 9. No conditions, promises, terms or obligations other than those contained herein and those implied by statute and Common Laws of Guyana shall form part of this Agreement which supersedes all previous communications, representations, understandings and agreements, oral or written between the parties.

As witness the hand of the said parties:

Signed by the said:

Employer

Contractor

In the presence of:

1. _____

2. _____

3. _____

* *Force majeure* also known as *cas fortuit* (French) or *casus fortuitus* (Latin), is a common clause in Contracts that essentially frees the Contractor from liability or obligation when an extraordinary event or circumstance beyond the control of the Contractor, such as a war, strike, riot, crime, or an event described by the legal term "Act of God" (such as flooding or earthquake), prevents him/her from fulfilling his/her obligations under the Contract.

However, *force majeure* is not intended to excuse negligence or other malfeasance of the Contractor, as where non-performance is caused by the usual and natural consequences of external forces (for example, predicted rain stops an outdoor event), or where the intervening circumstances are specifically contemplated.



UNIVERSITY of GUYANA

Procurement Unit

222-4000 Ext.: 2246; 624-4100

Email:

REQUEST FOR QUOTATION- GOODS

DATE.....

SUPPLIER.....ADDRESS.....

#	ITEM & DESCRIPTION	UNIT	QUANTITY REQUESTED	UNIT COST	TOTAL COST
Sub-Total					
Vat 14%					
Grand Total					

Kindly include any additional charges or conditions as they may apply.

Please note if the quotation values above \$GYD250,000, the submission of valid copies of G.R.A. and N.I.S. compliances are required for the quotation to be deemed legitimate. This is in keeping with Section 5 (1) of the National Procurement Act 73:05.

Request valid for seven (7) days.

Requested by:

Director of Planning and Procurement



ANNEX-VI

UNIVERSITY OF GUYANA

Turkeyen, P.O. Box 101110, Georgetown, Guyana, South America
Website: uog.edu.gy

PROCUREMENT REQUEST FORM

Tel: (592) 222 4000 Fax: (592) 222 3961

Please complete this form and dispatch to Bursary or forward to: procurement.bursary@uog.edu.gy

Unit / Faculty / School	<input type="text"/>			
Telephone Number	<input type="text"/>			
Email Address	<input type="text"/>			
Requesting Department	<input type="text"/>			
Request Details	No.	Item	UOM	Quantity
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
Remarks	<input type="text"/>			
Account to be Charged	<input type="text"/>			
Date	<input type="text"/>			

Prepared by

Verified by

Approved by

FOR BURSARY USE ONLY

Request Received by

Date

 / /

Request Checked by

Date

 / /

Remarks

Figure 1: Process for Conducting the Open Tendering.

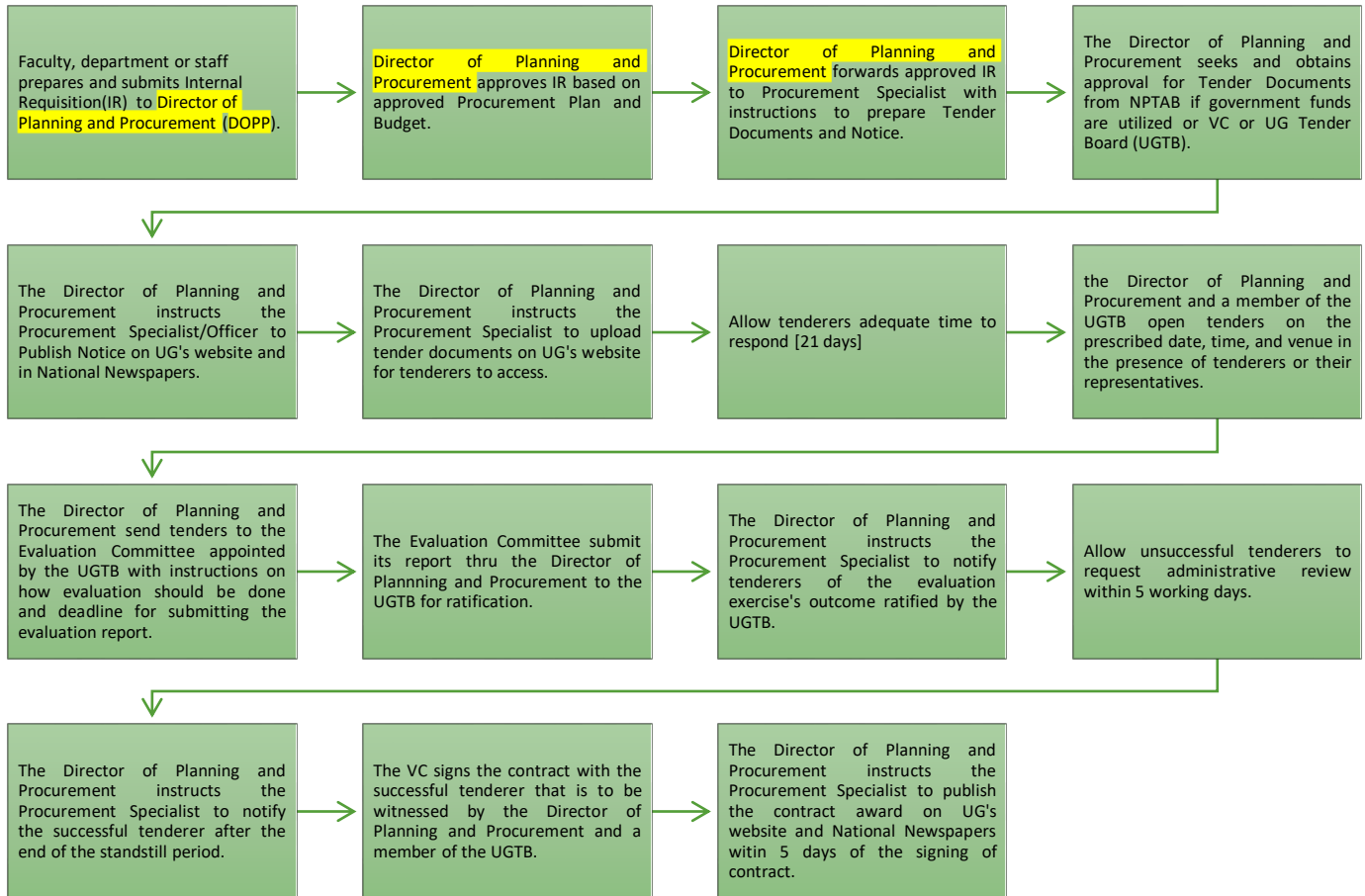


Figure 2: Process for Conducting the Restricted Tendering.

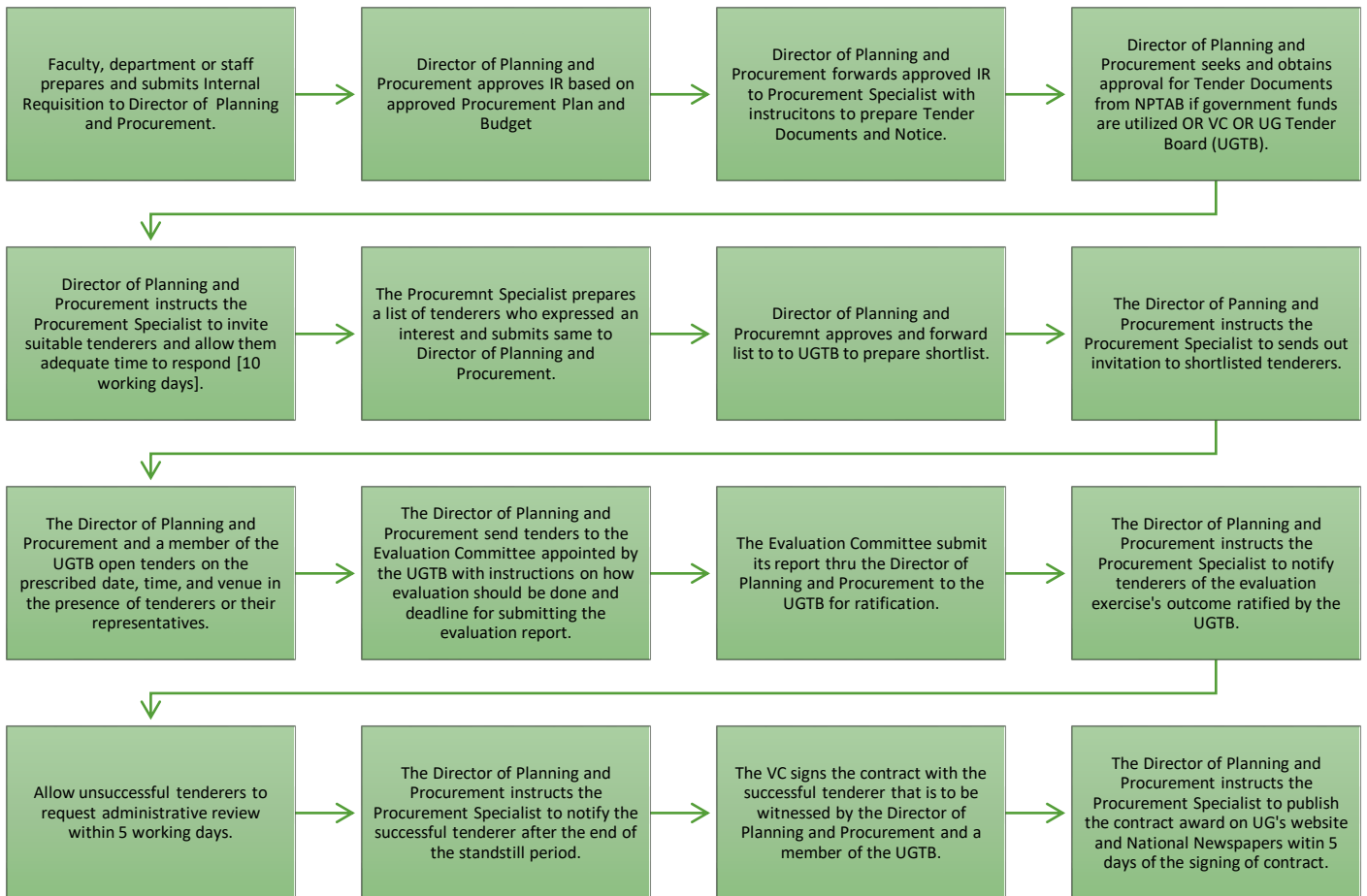


Figure 3: Process for Conducting the Request for Quotation.

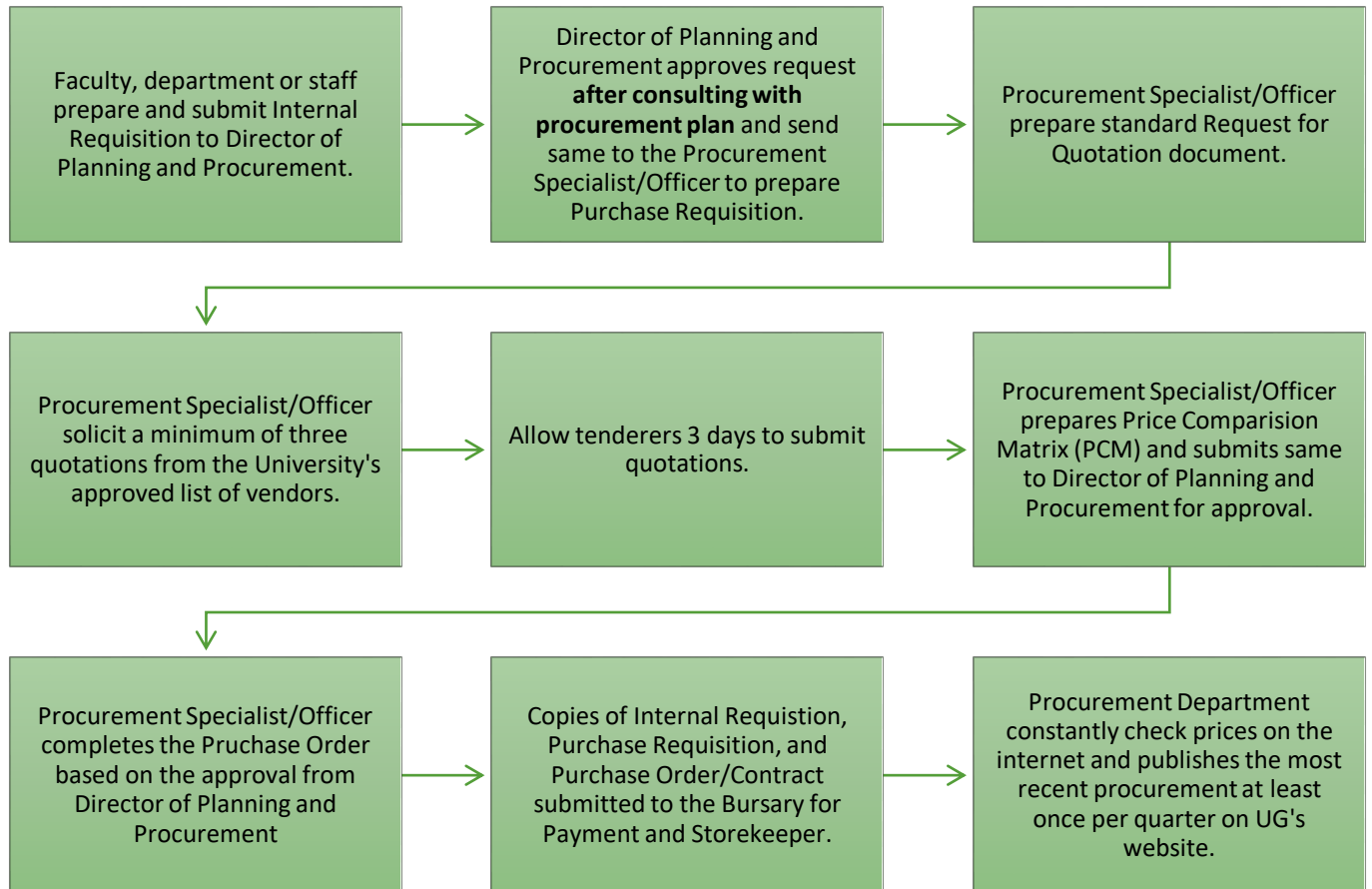


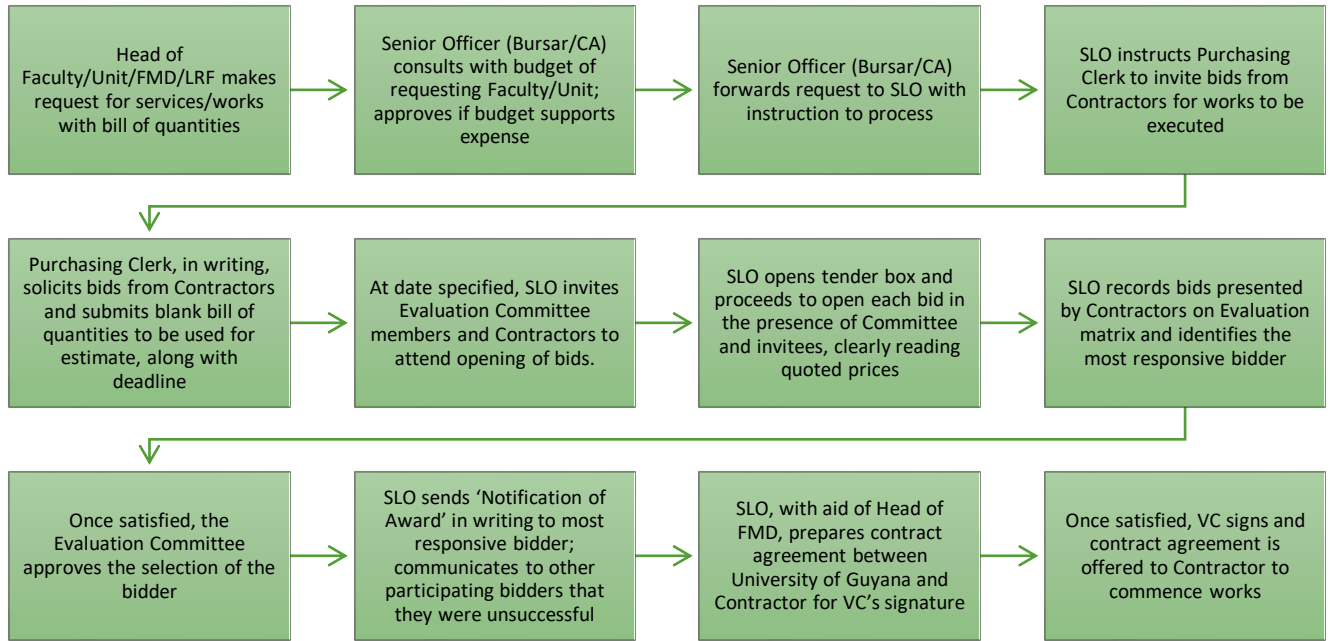
Figure 4: Process for Single Source Method.



Figure: 5 Current Request Process at the Bursary



Figure 6: Current Tender Opening Process at the Bursary



UNIVERSITY OF GUYANA
Project Profile & Concept Note

Estimated total cost of the project G\$......

1. For which Agency is this PPCN being filled?
2. For which programme is this PPCN being filled?

Basic Information

3. Project Title:
4. Project Objectives:
5. Project Justification:
6. Alternatives:

Project Location

7. In which Region(s) will the project be located?
8. In which sub-district? NDC will the project be located?
9. In which village/town will the project be located?

Key Performance Results and Indicators

10. List the expected outputs of the project
11. List the expected outcome of the project

Situational Analysis

12. What is the baseline situation?
13. What would be the expected situation after this intervention?
14. What would be the expected situation without the project?

Policy Alignment

15. Explain how the project is aligned with the Low Carbon Development Strategy/Green State Development Strategy (LCDS/GSDS) and the Sectorial/ Ministerial Strategy.
16. What would be the expected situation after this intervention?
17. What would be the expected situation without the project?
18. Policy Alignment
19. Explain how the project is aligned with the Low Carbon Development Strategy/Green State Development Strategy (LCDS/GSDS) and the Sectorial/ Ministerial Strategy.

20. Explain how the project is aligned with the Low Carbon Development Strategy/Green State Development Strategy (LCDS/GSDS) and the Sectorial/ Ministerial Strategy performance indicators and medium-term targets.

21. Explain how the project is aligned with the relevant action plan for Regional Development.

22. Explain how the project is aligned with the relevant international commitments and or sustainable Development Goals

Project Alignment

23. Is the project aligned with other ongoing projects within your Agency?

Is the project aligned with other ongoing projects outside your Agency?

25. Is the project follow-on to another project?

26. Is the project a precursor to another project?

27. Identify the beneficiaries

28. What are the expected impacts on each of the aforementioned beneficiaries?

29. Who are the key Stakeholders of this project?

Strategic Considerations

30. Have any of the following strategic, cross-cutting, considerations been applied to the project? Yes

31. If yes, then how?

Project Finance and Timeline

32. What is the estimated total project cost?

33. What are the estimated total capital cost and the estimated total annual recurrent costs?

34. What is the total duration of each of the project phases?

35. State the duration of each of the project phases

36. What is the estimated life of the asset(s)?

37. What is the estimated annual operations cost after completion/delivery?

38. What is the estimated maintenance expenditure required?

39. How were the cost estimate derived (Q 32-33, 37-38)

- 40. What is the potential revenue source?
- 41. What is the estimated revenue generation per year?

Project Preparation Assistance

- 42. Is a pre-feasibility study/analysis required?
Yes No
- 43. If yes, please state the total cost of undertaking a pre-feasibility study
- 44. Do you have a Terms of Reference for analysis study?
- 45. Do you need technical assistance or funding to prepare a Terms of Reference?
- 46. If yes, indicate the funding amount required to complete the Term of Reference?
- 47. Have a design and / or any other assessments been undertaken?
- 48. If yes, please state

Implementation Risk Assessment and Mitigation

- 49. Will Project implementation be hampered by weather conditions?
- 50. If adverse weather will affect project implementation, how will adverse affecting implementation be mitigated?
- 51. A) What other risks may the project encounter during implementation?
b) List the top three (3) risks in decreasing importance
- 52. What mechanisms/measures can be put in place to mitigate against the two highest ranked risks?

Prioritization

- 53. Please rank the priority of this project
1 2 3 4 5 6 7 8 9 10
Low High
- 54. Please explain the reason for the priority

Additional Information

- 55. Information Sources
- 56. Please compress (zip) and upload all supplementary documentation
- 57. Name of Programme Head

- 58. Signature and Date
- 59. Authorising Permanent Secretary
- 60. Signature & Date
- 61. Authorising Minister
- 62. Signature and Date

PROJECT CONCEPT NOTE (PCN)
FOR SMALL VALUE PROJECTS (LESS THAN G\$60 million)

The PCN form is designed primarily for pre-appraising and recording the small value project expenditure requests. It provides a template covering basic requirements for justification of projects estimated under Guyana Dollar 60 million.

MINISTRY/DEPARTMENT/AGENCY:	Education
PROGRAMME:	4
PROJECT TITLE:	Construction waiting area at North Georgetown Primary
REGION / LOCATION:	Georgetown

Declaration: By signing my name below, I certify that the Project Concept Note has been completed with all acceptable diligence and accurate data for calculations and estimates for the proposed project and that all questions concerning documentation and relevant policies have been assessed by the qualified staff of the Agency.

SENIOR RESPONSIBLE OFFICER:

SIGNED:

DATE:

E-mail address:

PERMANENT SECRETARY:

SIGNED:

DATE:

MINISTER:

SIGNED:

DATE:

1: Project Background, Strategic Context and Need:

- a) Background to the proposal: its relevance to Government of Guyana's national development priorities, aims, and policy objectives and the related sector strategy or priorities. (max 350 characters)** Explain the background to the proposal including its relevance to the Government of the Cooperative Republic of Guyana's national development goals, aims, and policy objectives, and related sector strategy or priorities. Links to strategic context and needs should be direct.
- b) Identify the key beneficiaries. Quantify where possible. (max. 300 characters)** List the beneficiaries distinctly in the following format: example 1) women living in village A aged over X years old 2) Y children of school age residing in village B.
- c) Include suitable evidence or quantification of problem/needs/demands/deficiencies as much as possible. (max 400 characters)** Describe current situation, without the project. Use concrete and factual baseline data and history. Include needs, shortages and quality of services, missed opportunities, unemployment to be remedied, ongoing climate change effects, environmental degradation, increased natural hazards and disaster costs, etc.

<p>The Project is aligned to expand & upgrade education facilities across levels: -</p>
<p>a) North Georgetown Primary School has a population of approximately 859 learners. In light of the large population of parents visiting the school daily, a waiting area is greatly needed. The Ministry of Education is supporting parental partnership in education. The waiting area will create an ideal space for parents and teachers to communicate and interact.</p>
<p>b) Learners, teachers and parents of North Georgetown Primary</p>
<p>c) Currently there is no waiting area for parents.</p>

2: Project Objectives and Constraints:

- A.** List and explain the project objectives in measurable terms. Describe what specific needs and demands will be met. (max. 350 characters).
- B.** Include quantifiable outputs and outcomes where possible. (max. 350 characters)
Indicate expected outputs and outcomes that will result from the implementation of activities to attain the objective(s). Fill column b and column c. Recall that in Q1(c) there was a quantification/ description of the current situation from which the outcomes would improve upon.

(a) Project Objectives	(b) Outputs	(c) Outcomes ²
1. To provide equal educational opportunities for all learners in a safe and conducive atmosphere	1.1 Aft xft waiting area constructed	1.1 Improved organised seating / waiting area for parents

² Should be, as far as possible, aligned to the strategic objectives and outcomes of that programme in the Volume II of the National Estimates, 2019.

2.	1.2	1.2. Improved teacher/ Parent/ pupil relationship
3. To ensure parents are housed in a safe environment 4.	2.1 Safer educational facilities 2.2	2.1 To promote parent involvement and participation/ partnership in education
Project Objectives	Outputs	Outcomes³

C. Identify any likely *constraints*⁴ to the project. (max. 350 characters)

Indicate potential obstacles that may hinder the expected output and outcomes from the implementation of activities to attain objective(s) and the measures to address these obstacles. Fill 'constraints' columns and the measures to address constraints columns.

Constraints	Measures to address constraints
Time taken for completion of construction	Implement measures to ensure that deadlines are met
2. Procurement of correct materials for construction	Create outlets to facilitate easy procurement of materials
3.	

3: Project Costs and Revenues: Indicate costs (and revenues) in current market prices (G\$).

Cost/Revenue	(\$)
a) <u>Estimated Project Cost</u>	\$6,000,000 GD

³ Should be, as far as possible, aligned to the strategic objectives and outcomes of that programme in the Volume II of the National Estimates, 2019.

⁴ Kinds of constraints to achieving objectives: financial, technological, legal/regulatory, environmental, physical inputs/raw material, availability of labour and skills, time, administrative ability, distributional (e.g. between regions, income groups, etc.), social, land use planning, co-operation required from other interests, and general policy considerations.

b) <u>Estimated Operations Cost per Year</u>	500 GD
c) <u>Estimated Maintenance Cost per Year</u>	<u>700 GD</u>
d) <u>Estimated Revenue per Year</u>	
e) <u>Estimated Cost Assumptions and Calculations:</u> <u>\$6,000,000 GD</u>	

4: Project Risks:

a) Identify the main risks to the project in the order of importance,

b) Assign a level of risk to each, and

c) Describe measure(s) to mitigate top three (max. 200 characters each).

Risk type examples include: 1) construction/LM project management capacity; 2) demand; 3) design; 4) economic; 5) funding; 6) environmental; 7) legislative; 8) sustainability/ O&M; 9) procurement (i.e. land acquisition not completed); 10) technology may be soon out-dated; 11) legal disputes between organizations; Add rows if necessary.

Risk ⁵ (a)	Likely impact of Risk (H/M/L) (b)	Describe relevant risk management / mitigation measures (c)
1.		
2.		
3.		
4.		
5.		
KEY: H = high M = medium L = low		

⁵ **Risk types:** *Construction/LM project management capacity risk*; *Demand risk*: Demand for services does not meet forecasts; *Design risk*: Design cannot deliver services at the required performance or quality standards; *Economic risk*: Project costs or benefits affected by economic influences, e.g., commodity prices, inflation or exchange rate movements; *Funding risk*: Availability of funding delays project or changes scope; *Environmental risk*: Negative environmental impacts cause major objections from public; *Legislative risk*: Changes in legislation increase costs, e.g., tightening of environmental standards; *Sustainability /Operation & maintenance funding risk*: Costs of operating and maintaining new facility differ from planned budget; *Procurement risk*: Shortfall in capacities of contractors or contractual disputes; land acquisitions not completed; *Technological risk*: Services provided using potentially obsolete technology because of rapid technological change; *Institutional risks*: Legal disputes between organizations.