



GUYANA POWER AND LIGHT INC.

SUPPLY OF PREPRINTED BILLS

GPL-PD-047-2021

The Guyana Power & Light Inc. is committed to providing our Customers with a quality Electricity Supply and a level of Service that meets and exceeds the expectations of our Customers. In an effort to continually improve our services, GPL is inviting bids from reputable companies, individuals and contractors for the following:

GPL is inviting bids for the **SUPPLY PREPRINTED BILLS**

Item #	QTY	UOM	Description of Item	Estimated Cost GYD	Estimated Cost Foreign
1	1200	Box (1800 Bills)	<ul style="list-style-type: none">• Detachable Preprinted Bill (Guyana Power & Light Inc.)• Size: 9.5"x11"• Color: Reflex Blue• Paper Type: 24 Lbs./ 90GSM• Perforation: 3 Ins from bottom.• Tractor Feed		

NOTE: Please include rates/quotes with your submission.

The following must be clearly stated:

1. Copies of original documents defining the constitution or legal status, place of registration, principal place of business & Individual/Company **TIN/VAT Certificate**.
2. **VALID National Insurance Certificate and VALID Guyana Revenue Authority** Compliance Certificate required from all local service providers.

3. Information regarding any current litigation in which the service provider is involved, the parties' concerned and disputed amount.
4. Satisfactory evidence of the capability and adequacy of resources to execute the service efficiently and effectively.
5. A fifty (50) (continuous sheets) sample must be provided along with your Bid submission and/or upon the request. The sample must be addressed to the Secretary, Tender Board, Guyana Power & Light Inc. 91 Duke Street Kingston Georgetown.

GPL reserves the right to reject bids if the above details are not stated.

It is important to note the following:

6. Bids **MUST ONLY** be submitted electronically to GPL's Electronic Tender Box : gpltenderbox@gplinc.com on or before **14:00 hrs. on Thursday, September 30 , 2021.**
7. Bids must be submitted along with valid certificates of compliance from Guyana Revenue Authority (GRA) and National Insurance Scheme (NIS) and VAT registration (**applicable to locally registered companies**).
8. Bids submitted to the electronic tender box beyond the deadline will be excluded from the evaluation process.

Evaluation Criteria.

	Mandatory Requirement – Completeness of Documents.	Responsive
	Must conform to applicable Administrative compliances	Yes/No
1	Submission of <u>Valid</u> Company Registration	Yes
2	Submission of <u>Valid</u> Certificate of Compliance – GRA (Only applies to suppliers whose registered business address is in Guyana)	Yes
3	Submission of <u>Valid</u> Certificate of Compliance – NIS (Only applies to suppliers whose registered business address is in Guyana)	Yes
4	Completion of Form of Tender (signed)	Yes

5	Evidence of current Financial Capacity (minimum of 20% of Bid Price)	Yes
6	Proposed Delivery Schedule	Yes
7	Record of Past Experience or Similar Works	Yes
8	List of Equipment Proposed for the Project	Yes
9	List Qualification & Experience of Key Personnel	Yes
10	List of matters of Litigation	Yes
11	Completion of Schedule of Basic Price List	Yes

Points Will be awarded for the following.

(a) Delivery Schedule:

The item specified in the List of Item Required is required to be delivered within an acceptable range (The quantity of items listed in the List of Item is expected to be divided into four parts and delivered on a quarterly basis - every three months) No credit will be given to deliveries before the earliest dates and bids offering delivery dates after the final date in the quarter shall receive 0 points. A maximum of **20 points** will be awarded to bidders that deliver the items to dates closer to the earliest delivery dates.

(b) Technical Specification and evidence of performance reliability of these items shall be provided in this bid. Samples of item that will be supplied must be provided along with your bid. A maximum of **50 Points** will be awarded in this category.

(c) A warranty and guarantee and credit facility given. The bidder who offers the maximum warranty/ guarantee and credit facility shall be considered as the best option and for bid comparison a maximum of **15points** will be awarded.

(d) The bidder who offers the best cost shall be considered as the best option and for bid comparison a maximum of **15 points** will be awarded in this category.

NOTES ON EVALUATION

- (a) The Contract would be awarded to the Bidder whose bid is determined to be substantially technically responsive to the Bid Document and who has offered the lowest evaluated Bid Price*
- (b) A penalty of immediate rejection of a bid or termination of contract will be applied upon discovery of misrepresentation of information.*

Front Side of Bill



40, Main Street, Georgetown.
 For Customer Service: Call 226-2696
 Visit our website: www.gplinc.com to register for E-Billing and other services
 VAT Reg. 010074231



To access our Automated Account Enquiry Service: Call 226-0783
 To report Electricity Theft: Call or SMS 600-4475

TAX INVOICE

Billing Mth	Customer #	Account #	Reference #	Meter #	Bill Date	Due Date	Amount Due

Meter Type	Previous Date	Previous Reading	Current Date	Current Reading	Days	CT/PT Ratio	Tariff	Consumption	Prev 3 mths average

Transaction	Amount	See overleaf for Bill explanation
IMPORTANT		
Payments made after the above BILL DATE will not be reflected on this Bill To avoid disconnection payment must be received on or before the DUE DATE		

DO NOT DETACH

Current Due Date	Past Due Charge	Current Charges	Total Charges

Reverse Side of Bill

GUYANA POWER & LIGHT

Payment Policies

All Payments Are Due By The Due Date Printed On The Bill.

In the event that service is disconnected for nonpayment, a reconnection fee will be charged in addition to the total outstanding balance.

GP&L reserves the right to charge interest on past due balances.

Where an account remains due ongoing and payable for three (3) months, GP&L reserves the right to rescind the contract and remove the company's meter, service line and all other service facilities.

Cheque Policy

Where cheques are dishonored, your account can be disconnected. GP&L will debit your account for the dishonored amount and reserves the right to debit your account with processing fee.

Bill Explanation

Demand Charge:- The Energy charge based on the highest demand, during any 15 to 30 minute interval that is measured in a billing period.

Fixed Charge:- The minimum amount payable irrespective of whether power is consumed for a post paid service.

Energy Charge:- The total number of units (KWH) consumed during a billing period multiplied by the rate per unit.

Adjustment:- Any addition to, or subtraction from your account for service related activities, payment adjustments, or corrections to energy consumption. Fixed and / or Demand Charges that result from an adjustment of energy consumption will be reflective of the period of the adjustment

Current/Potential:- This ratio represents the measured current which is proportional to the (CT / PT) Ratio current consumed by the customer.

Places of Payment:- All GPL Commercial Offices, Bill Express, Bill Direct, Guyana Post Office, SurePay, Mobile Money and the Commercial Banks.

WhatsApp Meter Service

Customer can submit their meter reading using our WhatsApp Meter read feature.

Take a photo of your meter showing the meter number and the reading during the read period as stated on your bill and WhatsApp it to our WhatsApp account # +592-608-8575.

GPL reserves the right to access your meter within a three (3) month period to verify reads submitted.

Emergencies

For Emergencies, contact us on the following numbers:

Essequibo Coast and Islands: **771 5015**

East Bank Essequibo, West Bank Demerara, West Coast Demerara: **226 2600 Ext 1**

East Bank Demerara, East Coast Demerara: **226 2600 Ext 1**

West Coast Berbice and East Coast Berbice: **333 2186**

Calls will be recorded for quality purposes.