

Request for Quotations

Title: Light-Duty Vehicles

Date of Issuance: August 06, 2025

Procurement Method: Open

Type: Individuals/Organisations

Location: Georgetown, Guyana

1. Background

Conservation International Foundation Guyana (CI-Guyana) and National Toshias Council (NTC) with support from the Norwegian Agency for Development Cooperation (NORAD) is implementing a project aimed at supporting Indigenous Peoples and Local Communities, in village planning and implementation as part of Guyana's REDD+ Programme. Within this context, CI-Guyana is procuring two (2) double cab pick-ups and one (1) mini-bus.

The project outcomes are as follows:

Outcome 1: Villages equipped for effective long-term Sustainability Planning.

Outcome 2: Villages equipped for effective and long-term implementation of their Sustainability Plans.

Outcome 3: A system is established to monitor, evaluate, and improve VSP implementation through learning and knowledge sharing.

Outcome 4: The NTC and Ministry of Amerindian Affairs are more institutionally equipped to support effective VSP planning, implementation, and monitoring.

CI- Guyana invites all eligible suppliers to provide your best offer for this solicitation by the due date stated in part 2.

2. Description of Goods

CI-Guyana is procuring two (2) double cab pick-ups and one (1) mini-bus with the following minimum specifications:

(a) Vehicle 1

Vehicle Type	New Double Cab Pick-up
Quantity	Two (2)
Engine Type	4.2 L (4164cc), 6 Cylinder, in-line OHC (Diesel)
Year Manufacture	2025
Transmission Type	5 Speed Manual
Curb Weight	2375 kg
Suspension	Front & Rear Rigid Axle, Coil Springs (Semi Elliptic Leaf Spring H/Duty)
Brakes	Front, Ventilated Disc, Rear Drums
Seating Capacity	(5) Persons, Fabric
Features	CD player, Air Conditioning, Body Rust Protection, Power Steering, Single Fuel Tank(130L), Rear Glass Slide, Glove Compartment with lock, Chrome Package, F&R Mud Guards, Side Steps, Intermittent Wiper, Diff Lock Rear, and Clock, Power Door Locks, Manual Windows, Front Fog & Driving Lamp, Air Bags, ABS.

(b) Vehicle 2

Vehicle Type	New 30-Seater Bus
Quantity	One (1)
Engine Type	4.2 L (4164 CC), 6 Cylinder, in-line 16 Valve D.O.H.C Diesel
Year Manufacture	2025

Transmission Type	5 Speed Manual
Rear	Semi-Elliptical, Leaf Springs
Suspension	Front Double Wish Bone, Torsion Bar Springs
Brakes	Front, Ventilated Disc, Rear Drums
Seating Capacity	(30) Persons, Fabric (with Seat Belts)
Features	Front Seat Belts, Power Steering, Air Conditioning, Spare Wheel, Body Rust Protection, Rear Suspension, Cool Air Intake, AM/FM, CD.

3. Submission Details

- I. All quotations are due on **September 17, 2025**, no later than **11:59 PM**. These should be sent by email, in PDF format, to procurementgy@conservation.org with the subject line **“Request for Quotation – Light-Duty Vehicles”**

Hard copies can be delivered to CI-Guyana’s office located at 98 Laluni Street, Queenstown, Georgetown, Guyana, in a sealed envelope.

Quotations submitted after the deadline will be considered “late” and will be disqualified from further evaluation process.

- II. Submissions must include:
- a. Articles of Incorporation or Business Registration
 - b. GRA Compliance
 - c. NIS Compliance
 - d. Auto Dealership License issued by the Guyana Revenue Authority
 - e. Representation of Transparency, Integrity, Environmental and Social Responsibility
(See Attachment 1)

4. Clarifications

Technical inquiries and/or requests for clarification to this RFQ must be made in writing via e-mail to: procurementgy@conservation.org. All questions received may be forwarded by CI-Guyana to all participating bidders.

5. Evaluation of Quotations

In evaluating proposals, CI will seek the best value for money considering the merits of the technical and financial proposals. Proposals will be evaluated using the following criteria:

Evaluation Criteria	Score (out of 100)
The quotation fully complies with the requirements of Part 2 of this RFQ.	30
Provide evidence of successful completion of at least two contracts involving the supply of vehicles and adherence to contract specifications. Additionally, the vendor must be able to provide after-sales service that includes servicing of the vehicles.	20
Price	25
Credit Facility	10
Delivery within four months.	10
Warranty	5

6. Currency

Price must be quoted in Guyana Dollars. CI-Guyana reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

7. Resulting Award

CI-Guyana reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CI-Guyana to award a purchase order, nor does it commit CI to pay any costs incurred by the bidder in preparing and submitting the quotation. CI-Guyana reserves the right to enter negotiations about price and terms as required.

8. Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, company documents and any other information submitted. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CI's evaluation results are confidential and applicant scoring will not be shared among bidders.

9. Code of Ethics

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics. Conservation International's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion, and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

10. Attachments:

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

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CI relies on the personal integrity, good judgment, and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to CI's Code of Ethics, we certify:

- a.** We understand and accept that CI, its contractual partners, grantees, and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:

- a.** We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation, or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.

- b.** We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:

- a.** We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business.
- b.** We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
- c.** We are/were not involved in writing or recommending the terms of reference for this solicitation document.
- d.** We have not engaged in any collusion or price fixing with other offerors.
- e.** We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
- f.** We have taken no action, nor will we take any action to limit or restrict access of other companies, organizations, or individuals to participate in the competitive bidding process launched by CI.
- g.** We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
- h.** We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity

that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).

- i. We certify that neither we nor our directors, officers, key employees, or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension".
- j. We have disclosed any evident or potential conflicts of interest between our company and any employees of CI-Guyana or the NTC in accordance with the description, "Conflict of Interest refers to any situation where the impartial and objective exercise is, or may be, compromised for reasons involving family, personal life, political or national affinity, economic interest or any other connection or shared interest with another person."

Name: _____

Signature: _____

Title: _____

Date: _____