

**THE COOPERATIVE REPUBLIC OF GUYANA  
MINISTRY OF HUMAN SERVICES AND SOCIAL SERVICES**

**INVITATION FOR BIDS (IFB)**

- 1. Ministry of Human Service and Social Security** referred to as “the Procuring Entity”, invites eligible bidders to submit their bids for the **Supply& Delivery of Stationery- LOTS 1-8**
2. Required period of supply: April to December, 2026.
3. The bidding documents may be obtained and be examined by any interested bidder. Bids can be purchased for a non-refundable fee in the amount of **Two Thousand Five Hundred Guyana Dollars \$2,500.00** at the following address. Ministry of Human Services and Social Security Lot 357 Lamaha & East Streets, Georgetown. Email address: [procurementmhsss@gmail.com](mailto:procurementmhsss@gmail.com) .
4. All Bidders should submit their bids together with an original bid security to the sum of 2% from Bid Grand Total not later than **09:00am hours on “7<sup>th</sup> day of April, 2026** at the address: **National Procurement and Tender Administration Board, Ministry of Finance, Main & Urquhart Streets, Georgetown, Guyana.**
5. Bids shall be valid for **one hundred and twenty (120) days** after the date of bid opening.
6. Bidders shall submit **Original** tender along with **Two (2) Electronic Copies (flash drives only)** with the exact PDF version of the original tender at the time of submission.
7. Late bids will be rejected and returned to bidders unopened. Bids will be opened in the Presence of bidders’ representatives.
8. **Bids which are not clearly labeled will not be opened.**
9. Bids shall be opened by the National Procurement and Tender Administration Board in the presence of Bidders’ representatives who wish to attend, at 09:00am on 7th day of April, 2026 at the address: **49 Main and Urquhart Streets.**

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**Dr. Erica Forte MD**  
**Permanent Secretary**