



**GUYANA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE**

**MINISTRY OF NATURAL RESOURCES  
REQUEST FOR PROPOSALS (RFP)**

1. The Ministry of Natural Resources hereinafter referred to as “the Procuring Entity”, invites eligible bidders to submit their Proposals for **Consultancy Services for an Independent Administrator for Guyana Extractive Industries Transparency Initiative (GYEITI)**.
2. Bidders are required to submit a Technical and Financial Proposal which must cover all expenses. The Proposal documents may be obtained and be examined upon payment of a non-refundable fee in the amount of Three Thousand Guyana Dollars (GYD 3,000) at the following address: **Ministry of Natural Resources, 96 Duke Street, Georgetown, Guyana.**

**3. The Submission of Proposals**

The proposals shall be submitted in two parts, Technical and Financial. Each Proposal shall be submitted in an Original and a Copy sealed in different envelopes, marking them “**TECHNICAL**” and “**FINANCIAL**”, as appropriate. The envelopes shall then be sealed in an outer envelope.

The outer envelope shall:

(a) be addressed to :**Chairman, National Procurement and Tender Administration Board, Ministry of Finance, Main and Urquhart Streets Georgetown.**

(b) bear the Request for Proposals title: **Consultancy Services for an Independent Administrator for the Guyana Extractive Industries Transparency Initiative to prepare Guyana’s 1<sup>st</sup> EITI Report** and the words: “**DO NOT OPEN BEFORE,**”: **17<sup>th</sup> day of April 2018 at the Boardroom, National Procurement and Tender Administration Board, Ministry of Finance, Main and Urquhart Streets Georgetown.**

4. The proposals will be received not later than **09:00 hours on 17<sup>th</sup> day of April 2018** at the address:

**The Chairman,  
National Procurement and Tender Administration Board,  
Ministry of Finance,  
Main and Urquhart Streets,  
Georgetown,  
Guyana.**

5. Proposals shall be opened by the Tender Board in the presence of Bidders’ representatives who wish to attend it at **9 hours on the 17<sup>th</sup> day of April 2018** at the address: **National Procurement and Tender Administration Board, Ministry of Finance, Main and Urquhart Streets Georgetown, Guyana.**

**Ministry of Natural Resources**