



**NPTA TRANSFORMATION STAGE ONE
PROCUREMENT SYSTEM PROTOTYPE
(NPTA-TS1S)**

Section 7 of the [Procurement Act of 2003](#) states: "Suppliers or contractors are permitted to participate in procurement proceedings without regard to nationality."

From January 2018, and as preparations for eProcurement and better procurement statistics continue, all suppliers must be registered by NPTA, and include their NPTA registration number in their bid/quotation submissions for all Government of the Cooperative Republic of Guyana (GCRG) procurement. These forms are available on the NPTA page of the [Ministry of Finance website](#), at the NPTA, or by e-mail request to DC_Compliance@Finance.gov.gy.

Completed forms should be e-mailed to the DC_Compliance@Finance.gov.gy, or mailed to The Deputy Chairman - Compliance, National Procurement and Tender Administration, Ministry of Finance, Main & Urquhart Steets, Georgetown. GUYANA.

An e-mail acknowledging receipt of the form and its details, with a temporary registration number, will be sent by NPTA to the contact person identified on the form for verification of accuracy of the supplied data. Once NPTA completes internal verification of the supplied data with its sister GCRG agencies, an e-mail of the supplier registration certificate with the supplier registration number will be sent to the contact person identified on the form, or can be collected from NPTA. For more information please call +592 227-0094, +592 223-7041, or +592 223-7042.

Additionally, the [CARICOM Integrated Caribbean Single Market and Economy \(CSME\) Regional Procurement Regime](#) requires compulsory supplier registration for those suppliers interested in bidding across the CSME. Registered suppliers will be visible to all participants across the CSME. The [CARICOM CSME Guyana Public Procurement Notice Board](#) is being finalized.

The preference is to complete the form electronically using the free Adobe Reader. Click the blue underlined text to download [Adobe Reader](#). When using Adobe Reader required fields are highlighted in red, and help is available if the mouse pointer is placed over the field.

INSTRUCTIONS FOR COMPLETING THE FORM (NPTA MUST BE IMMEDIATELY INFORMED OF ANY CHANGES TO THE SUPPLIED DATA IN WRITING)

All required data items have an * following the data item label, e.g. A.1 Supplier Trading Name* indicates that all suppliers must complete it.

Section A captures basic supplier trading information - NPTA must be immediately informed in writing of any changes to the supplied data.

A.1 Supplier Trading Name* - Enter the name of the supplier as TIN, VAT, NIS, or SBB registered; the same trading name should have been used for all

A.2 Supplier Trading Type* - If a Registered Company and a Registered Small Business tick both boxes. If not tick only 1 box. Specify Other supplier type in the box provided next to Other check box.

Qualifying small businesses are encouraged to contact the Small Business Bureau and register as a small business via the CEO Small Business Bureau, Lot1 Public Road La Penitence, Georgetown, GUYANA, telephone +592 226-8120 or +592 226-8143, e-mail CEO@sbb.gov.gy. More information is available via the [Small Business Bureau website](#).

Section 2.(1) of the [Small Business Act of 2004](#) states: "small business" means any person or persons, including a body corporate or unincorporate, carrying on business in Guyana for gain or profit and satisfying the criteria listed hereunder, but does not include any business having as its principal object the furtherance of a charitable or political purpose ...

Sub-section 2.(1).f further states that a small business business must satisfy: at least two of the following conditions

- (i) employs not more than twenty-five persons;*
- (ii) has gross annual revenues of not more than sixty million dollars;*
- (iii) has total business assets of not more than twenty million dollars;*

A.3 Supplier Business Trading Address* - Enter the full Supplier Business Trading Address as TIN, VAT, NIS, or SBB registered; all should be the same

A.4 Primary Contact Information* - How NPTA contacts the supplier. NPTA must be immediately informed in writing if changed.

A.4.a Primary Contact Name* - Primary Contact Name; First Names LASTNAME, e.g. Robert Nestor MARLEY.

A.4.b Phone Main* - Primary contact phone number; e.g. +592 227-0094.

A.4.c e-mail Address* - Primary contact e-mail address. All correspondence between NPTA and supplier will use this address.

A.4.d Phone Next* - Other primary contact phone number; e.g. +592 223-7041.

A.5 Next Contact Information* - Alternative contact information if the primary contact is unreachable. NPTA must be informed of any changes

A.5.a Next Contact Name* - Next Contact Name; First Names LASTNAME, e.g. Robert Nestor MARLEY, to be used if Primary Contact cannot be found.

A.5.b Phone* - Next contact phone number; e.g. +592 227-0094.

A.6 Supplier Business Outline* - An outline of what the business is and what it supplies.

A.6.a Supplier Business Outline* - Brief Description of the business.

A.6.b Supplier Of* - Select what supplier provides.

A.7 Supplier Registered Location* - Choose where the supplier is located.

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INSTRUCTIONS FOR COMPLETING THE FORM - continued

Section B captures basic supplier trading registration information

- B.1 Company Registration Number and Registration Date* - Enter N/A if no company registration
- B.2 Small Business Registration Number and Date* - Enter N/A if no small business registration
- B.3 CARICOM CSME Reg. No.* - Enter the CARICOM Integrated CSME Procurement Regime Registration number if registered, or N/A if not registered
- B.4 Supplier Trader TIN Registration Number and Registration Date* - all suppliers must have a Tax Identification Number; local or foreign
- B.5 Supplier Trader VAT Registration Number and Registration Date* - Enter N/A if no Value Added Tax registration
- B.6 Supplier Registration Number and Registration Date* - all local suppliers must have a National Insurance Scheme (NIS) registration number. Enter N/A if no NIS
- B.7 Supplier Registered Location* - Select the employee count number range for the Supplier Trader

Section C captures basic supplier owners information - owner name, gender, role title, and TIN No. for all owners

- C.1 Full Owner Name, Gender - Male/Female/Other, Role Title - Owner/Partner/Director/Other, and TIN No.*
- C.2, C.3, ... for all other owners. All owners must be listed

Section D captures basic supplier core works/goods/services (non-consulting)/consulting services provided along with any standards compliance, and dealership information

- D.1 Core W/G/S/C Provided, and to what Compliance Standard if any*
- D.2, D.3, ... for all other core works/goods/services (non-consulting)/consulting services and compliance standards.
- D.6 Provide any additional Core W/G/S/C and standards compliance that may be useful
- D.7 Dealer No., Dealership Acquired Date, Product Supplier Contact Info - Name, Address, email, website, phone, etc., Types & Products Covered - applies only to registered dealers
- D.8, D.9, ... for all other dealership information
- D.11 Provide any additional authorized dealership information that may be useful below

Section E captures basic supplier contract history information for up to last 5 contracts - GCRG and other

- E.1 Contract Title & Issuer, Date Signed, Guyana Dollar Value (original and any variations), Status; Completed/On-Going/Late/In Dispute/Other*
- E.2, E.3, ... for other contracts information
- E.6 Provide any additional contracts information that may be useful

Section F provides a suppliers code of conduct, and a supplier self-declaration, both of which are legally binding which the supplier accepts by signing

- F.1 Legally Binding Code of Conduct
- F.2 Legally Binding Self-Declaration to be signed by up to 5 supplier owners

A.1 Supplier Trading Name*

A.2 Supplier Trading Type*

- Registered Company
- Registered Small Business
- Partnership
- Sole Trader
- Other

A.3 Supplier Business Trading Address*

A.4.a Primary Contact Name*

A.4.b Phone Main*

A.4.c e-mail Address*

A.4.d Phone Next*

A.5.a Next Contact Name*

A.5.b Phone*

A.6.a Supplier Business Outline*

A.6.b Supplier of:*

- Works
- Goods
- Consulting Services
- Other Services
- Other

A.7 Supplier Registered Location*

- Guyana
- Other CARICOM
- International
- Other

B.1.a Company Registration No.*

B.1.b Reg. Date (DD/MM/YYYY)*

B.2.a Small Business Reg. No.*

B.2.b Reg. Date (DD/MM/YYYY)*

B.3.a CARICOM CSME Reg. No.*

B.3.b Reg. Date (DD/MM/YYYY)*

B.4.a Supplier Trader TIN No.*

B.4.b TIN Date (DD/MM/YYYY)*

B.5.a Supplier Trader VAT No.*

B.5.b VAT Date (DD/MM/YYYY)*

B.6.a. Supplier Trader NIS No.*

B.6.b NIS Date (DD/MM/YYYY)*

B.7 Employee Count*

- | | | | |
|------------|------------|------------|----------|
| 10 or less | 11 to 25 | 26 to 50 | 51 to 75 |
| 76 to 100 | 101 to 150 | 151 to 200 | Over 200 |
| Other | | | |

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C. Enter the Full Names, Gender, Role Titles, and TIN Nos of all Owners/Partners/Directors/Other Supplier Owners. At least one owner is required for sole proprietors. Attach a list of the remainder full owners details if insufficient place is provided below.

C.1.a Full Owner Name: First Names LASTNAME*

C.1.b Gender:*

C.1.c Title*

C.1.d TIN No.*

C.2.a Full Owner Name: First Names LASTNAME

C.2.b Gender:

C.2.c Title

C.2.d TIN No.

C.3.a Full Owner Name: First Names LASTNAME

C.3.b Gender:

C.3.c Title

C.3.d TIN No.

C.4.a Full Owner Name: First Names LASTNAME

C.4.b Gender:

C.4.c Title

C.4.d TIN No.

C.5.a Full Owner Name: First Names LASTNAME

C.5.b Gender:

C.5.c Title

C.5.d TIN No.

C.6 Provide any additional owner information that may be useful below.

D. List core works/goods/services (non consulting)/consulting services provided together with any certified national or international standards compliance, and what, if any, dealerships are held by the supplier.

D.1.a Core W/G/S/C Provided*

D.1.b
Compliance
Standard*

D.2.a Core W/G/S/C Provided

D.2.b
Compliance
Standard

D.3.a Core W/G/S/C Provided

D.3.b
Compliance
Standard

D.4.a Core W/G/S/C Provided

D.4.b
Compliance
Standard

D.5.a Core W/G/S/C Provided

D.5.b
Compliance
Standard

D.6 Provide any additional information that may be useful below.

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D.7. a Dealer No.	D.7. b Date	D.7. c Contact Info.	D.7. d Type & Products
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D.8. a Dealer No.	D.8. b Date	D.8. c Contact Info.	D.8. d Type & Products
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D.9. a Dealer No.	D.9. b Date	D.9. c Contact Info.	D.9. d Type & Products
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D.10. a Dealer No.	D.10. b Date	D.10. c Contact Info.	D.10. d Type & Products
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D.11 Provide any additional authorized dealership information that may be useful below.

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E. List the details of the last 5 contracts held; e.g. the contract title and the contractor agency, the contract sign date, the contract Guyana dollar value, and its current status. Provide any additional information as deemed necessary.

E.1.a Contract Title & Issuer Name*	E.1.b Date Signed*	E.1.c GY\$ Value*	E.1.d Status*
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E.2.a Contract Title & Issuer Name	E.2.b Date Signed	E.2.c GY\$ Value	E.2.d Status
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E.3.a Contract Title & Issuer Name	E.3.b Date Signed	E.3.c GY\$ Value	E.3.d Status
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E.4.a Contract Title & Issuer Name	E.4.b Date Signed	E.4.c GY\$ Value	E.4.d Status
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E.5.a Contract Title & Issuer Name	E.5.b Date Signed	E.5.c GY\$ Value	E.5.d Status
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E.6 Provide any additional contracts information that may be useful below.

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F.1 Legally Binding Code of Conduct

The following applies to all suppliers:-

- The supplier may not engage in corrupt practices
- The supplier adheres to the tenets of Guyana's Green Economy and Guyana's environmental policy
- The supplier recognizes the existing labour laws of Guyana
- The supplier does not discriminate as defined by the Constitution and laws of Guyana
- The supplier must disclose any conflict of interest where the procuring entity or NPTA staff may have any interest of any kind in the supplier's business or has economic ties with the supplier

F.2. Legally Binding Self-Declaration*

We the undersigned declare that the details provided in this form as supplier owners, are correct to the best of our knowledge, and that, in the event of changes, details will be provided as soon as possible to NPTA. We further agree to comply with F.1 Code of Conduct listed above. **UNSIGNED FORMS WILL NOT BE PROCESSED BY NPTA.**

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____