



CORRIGENDUM No. 1

15 April 2025

Publication Ref: CCS/Q1-Q8/ASU/2025

Title: Application of Moisture Barrier Sealant and Epoxy Resin to Office Quadrants floor Space at the CARICOM Secretariat

The following alterations and/ or corrections are made to the Instructions to tenderers

1 Timetable

	DATE	TIME*
Clarification meeting / site visit (if any)	24 April 2025	10:00 a.m. Guyana Time
Deadline for requesting clarifications from the contracting authority	6 May 2025	16:30hrs Guyana Time
Last date on which clarifications are issued by the contracting authority	11 May 2025	16:30hrs Guyana Time
Deadline for submission of tenders	21 May 2025	10:00 a.m. Guyana Time
Tender opening session	21 May 2025	11:00 a.m. Guyana Time
Notification of award to successful tenderer	11 June 2025	-
End of Standstill period	23 June 2025	-
Signature of the contract	1 July 2025	-

10 Submission of tenders

- 10.1 The CARICOM Secretariat must receive the tenders before the deadline specified in 10.2. They must include all the documents specified in point 11 of these Instructions and be delivered either by post or hand to the following address

**CARICOM SECRETARIAT
Turkeyen
Greater Georgetown
Guyana**

- 10.2 All tenders must be submitted in one envelope, marked 'original', and four copies signed in the same way as the original and marked 'copy'.

Tenderers shall seal the original and each copy of the bid in an inner and outer envelope, duly marking the envelopes as “original” and “copy”.

The inner and other envelopes shall be addressed to:

- a) **TENDER BOX # 1**
c/o PROGRAMME MANAGER
PROCUREMENT
CARICOM Community Secretariat
TUEKEYEN
GREATER GEORGETOWN
GUYANA
- b) Bear the name **“Application of Moisture Barrier Sealant and Epoxy Resin to Office Quadrants floor Space at the CARICOM Secretariat”** and the words **“ DO NOT OPEN”**

10.3 All tenders must be received at **TENDER BOX 1, CARICOM Secretariat, Turkeyen Greater Georgetown, Guyana** before the deadline date and time, **21 May 2025 at 10:00 a.m. Guyana time**), by registered letter with acknowledgement of receipt or hand-delivered against receipt signed by its representative.

10.4 All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

- a) the above address;
- b) the reference number of this tender procedure, (i.e. CCS/Q1-Q8/ASU/2025);
- c) where applicable, the number of the lot(s) tendered for;
- d) the words ‘Not to be opened before the tender opening session’ in the language of the tender document .
- e) the name of the tenderer.

The technical and financial offers must be placed together in a sealed envelope. The envelope should then be placed in another single sealed envelope/package, unless their volume requires a separate submission for each lot.

14 Clarification meeting / site visit

14.1 A clarification meeting / site visit will be held on **24 April 2025 at 10:00 a.m.** (Guyana time) CARICOM Secretariat, Turkeyen, Greater Georgetown, Guyana to answer any questions on the tender document, which have forwarded in writing or are raised at the meeting. Minutes will be taken during the meeting and these will be published on the CARICOM Secretariat’s website — together with any clarifications in response to written requests which are not addressed during the meeting — at the latest 11 calendar days before the deadline for submission of tenders. No further clarification will be provided after this date. All the costs of attending this meeting will be borne by the tenderers.

19 Opening of tenders

19.1 The purpose of the opening session is to check whether the tenders are complete, whether the required documents have been properly included and whether the tenders are generally in order.

- 19.2 The tenders will be opened on **21 May 2025 at 11:00 a.m. Guyana time** at the **CARICOM Secretariat, Turkeyen Greater Georgetown, Guyana** by the appointed committee. The committee will draw up minutes of the meeting, which will be available on request. All bids will be opened in the presence of those tenderers' representatives who may choose to attend. The tenderers' representatives who are present shall sign a register evidencing their attendance. The Secretariat reserves the right to vary this date, depending on the exigencies of Procurement Department.

The following alterations and/ or corrections are made to the Supply Contract Notice

13. Information meeting and/or site visit

A clarification meeting / site visit will be held on **24 April 2025 at 10:00 a.m.** (Guyana time) at the CARICOM Secretariat, Turkeyen, Greater Georgetown, Guyana. Visits by individual prospective tenderers during the tender period cannot be organised.

19. Deadline for submission of tenders

21 May 2025 @ 10:00 a.m. (Guyana time) at the CARICOM Secretariat, Turkeyen Greater Georgetown, Guyana.

Any tender received by the CARICOM Secretariat after this deadline will not be considered.

20. Tender opening session

21 May 2025 @ 11:00 a.m. (Guyana time)

Tender opening will be conducted at the CARICOM Secretariat Headquarters, Turkeyen Greater Georgetown, Guyana

All other remaining sections in the original tender document remain unchanged.