



**INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE
(IICA)**

*National Purchasing Committee
Institutional Bidding Process No. 01 (2026)
“IICA Delegation in Guyana”
May 2026*

The Inter-American Institute for Cooperation on Agriculture (IICA), located in Guyana, will receive financial and technical proposals, in electronic (PDF) format, to conduct Independent Audit exercises to assess the operation, credibility, efficiency and effectiveness of the Guyana Timber Legality Assurance System (GTLAS), in accordance with Article 11 and Annex VI of the Guyana-EU FLEGT Voluntary Partnership Agreement (VPA) in English, until 23:59 hours on the 4th day of the month of June of the year 2026, from companies/individuals interested in participating in National and International Institutional Bidding Process No. 01(2026) - “IICA Delegation in Guyana ” whose general and specific conditions are set out below.

All queries should be sent by email to wilmot.garnett@iica.int .

IICA will provide any complementary information, clarifications related to the Call for Tenders and replies to queries from potential bidders to all interested parties by email.

OBJECTIVE OF THE INSTITUTIONAL BIDDING PROCESS

To procure Services to conduct Independent Audit exercises to assess the operation, credibility, efficiency and effectiveness of the Guyana Timber Legality Assurance System (GTLAS), in accordance with Article 11 and Annex VI of the Guyana-EU FLEGT Voluntary Partnership Agreement (VPA) from National, and International bidders that offer IICA the specialized services and competitive rates it requires (under the “**Support to Guyana-European Union (EU) Forest Law Enforcement, Governance and Trade(FLEGT) Voluntary Partnership Agreement (VPA) - Joint Implementation Framework (JIF)**” project, financed with external resources from the **European Union (EU)**).

Main Tasks

1. Develop a Manual of Procedures for the Independent Audit;
2. Assess the credibility and effectiveness of the GTLAS;
3. Evaluate the Wood Tracking System (WTS);
4. Assess verification activities conducted by relevant Government Agencies;
5. Identify non-conformities, weaknesses and risks;
6. Provide recommendations for corrective actions;

7. Prepare draft and final audit reports;
8. Conduct a second audit exercise if required.

Submission Deadline

Applications must be submitted electronically no later than 4 June 2026 at 23:59 hrs (Guyana Time), in English and financial proposal must be submitted in United States Dollars (USD). Proposal in electronic format must be sent from the official e-mail account of the bidding individual or company, attaching documents that clearly identify the technical proposal, the financial proposal and the legal documents.

Submission Address

Wilmot Garnett

Representative / Special Affairs Coordinator for the Caribbean Region

IICA Delegation in Guyana

Email: wilmot.garnett@iica.int

Subject Line:

“Application – Independent Audit of GTLAS under EU-Guyana FLEGT VPA”

I. GENERAL CONDITIONS

1. Interested companies/individuals should send their bids before the aforementioned date and time to IICA’s offices in Guyana, addressed as follows:

Inter-American Institute for Cooperation on Agriculture (IICA)
National Purchasing Committee
Institutional Bidding Process No. 01/(2026)
“IICA Delegation in Guyana ”

Electronic copies of the financial and technical bids should be presented in PDF format in English. IICA will confirm receipt of the bids as soon as they arrive.

2. Bidders should provide and attach to their proposals:
 - A certification of their legal status
 - A copy of their corporate ID as an artificial person, or identity document (if the bidder is participating as a natural person)
 - The number of clients to which they are currently providing their services and at least three written references from clients using a service similar to the one offered to IICA
 - Description of types of operation and service

- In addition to their offer, bidders must submit a notarized sworn statement that indicates that no lawsuits have been filed against the company; otherwise, it should indicate and describe the nature of those legal proceedings.
- “Know Your Client” Form.

3. Based on its regulations and procedures, IICA establishes that it has up to 30 days to settle the invoices presented under the terms of the contract, which means that bidders should include in their bid a minimum period of 30 days for the settlement of invoices, which should not include taxes. The contractor should submit bills in United States Dollars, and the Institute will settle them in the same currency. Payment will be made via bank transfer, following the presentation of the invoices.

4. The Institute reserves the right to accept any or all of the bids received, or to reject them if they do not meet the requirements described in the Call for Tenders.

5. The opening of the bids submitted will be conducted by the National Purchasing Committee, on the 5th of the month June of the year 2026. The reading will take place at IICA facilities at Guyana and will be conducted in a forum without the presence of the bidders. Communication by IICA of the awarding ceremony, will be done no later than the 26th of the month of June of 2026. The successful bidder, as well as the other participants in the institutional bidding, will be informed of the results of the award.

6. Following IICA’s communication of the result of this process, the participating bidder will have a maximum period of 7 working days to submit any clarifying consultation or complaint, if he/she considers that the process did not comply with any of the provisions contained in the Terms of Reference or Call for Tenders or for any other reason related to the process itself. The consultation or complaint, duly validated and documented, must be formally sent by means of an e-mail to the same address indicated in the Call for Tenders for the presentation of the bid and by submitting a copy to the following e-mail address: ec.ce@iica.int, belonging to the Ethics Committee of IICA. The response will be sent to the e-mail address indicated by the interested party within a period not exceeding 7 working days.

7. The Institute, in keeping with its Code of Ethics and its Institutional Policies, has a channel for receiving complaints, which can be accessed via the website www.iica.int or at ec.ce@iica.int. Any complaint related to a violation of the institutional regulatory framework or relating to prohibited practices must be made in writing and through the aforementioned channel. The Institute undertakes to address the report or complaint in accordance with the procedures established in the Policy for the Processing of Reports and the Protection of Whistleblowers and Witnesses, as well as the entire compendium of institutional policies, which are contained in the website www.iica.int. The whistleblower will be notified in due course of the status of his/her report and the result of the investigation.

8. The *National Purchasing Committee* shall follow the guidelines established in IICA’s regulations and procedures to ensure impartiality in its analysis of the bids and decision regarding the awarding of the contract.

9. Once awarded, IICA may rescind the Contract signed before its expiration date if it is not satisfied with the services received. IICA shall inform the corresponding legal representative 30 days or months in advance.

II. SPECIFIC CONDITIONS

1. The bid for the provision of services and the financial proposal should fulfill all the requirements and characteristics described herein, as they meet the Institute's needs.
2. Detailed description of the service required (Details are outlined in the Terms of Reference.)
3. Expected delivery times (Details are outlined in the Terms of Reference.)
4. The bid should contain a detailed description of the services offered, the resolution of problems, costs, delivery times, and other aspects of interest that reliably demonstrate the competitive advantage of the bidder. IICA may seek confirmation of the information presented in the bid if deemed pertinent.
5. IICA will evaluate the following aspects of the bids submitted: *(in accordance with the evaluation criteria approved by the National Purchasing Committee).*

The evaluation process shall be conducted in accordance with the IICA Procedures Manual for the Procurement of Goods and Services and the approved Terms of Reference.

Stage 1 – Administrative Compliance Review

The Evaluation Committee will verify whether applicants submitted all mandatory documentation.

Stage 2 – Technical Evaluation

Technical proposals will be evaluated based on:

- Experience in forestry governance and legality assurance systems
- Auditing and traceability expertise
- Qualifications and composition of the proposed team
- Proposed methodology and implementation approach
- Quality management and complaint resolution systems

Technical proposals shall account for 70% of the overall evaluation score, while financial proposals shall account for 30%.

Applicants must achieve at least 40% of the total technical score to proceed to the financial evaluation stage.

Stage 3 – Financial Evaluation

Financial proposals of technically compliant applicants will be evaluated.

Contract Duration:

The consultancy is expected to commence on 29 June 2026 and continue for a period of approximately 12 months.

Only shortlisted service providers with the highest evaluation scores will be invited for interviews, after which the service provider with the highest overall score will be awarded the contract.

-----*Last line*-----