



Bureau of Statistics



Assessment and Rectification of Sewerage Odour and Backflow Issues - BOS Main Street, Georgetown Office

**Public Request for Proposals (RFP)
Supply of Goods and Related Services; Performance of Civil Works**

October 2025

Request For Proposal (RFP)

- 1 The Bureau of Statistics (BOS), hereinafter referred to as “the Procuring Entity”, invites eligible bidders to submit their proposals, complete with quotations for the project titled “**Assessment and Rectification of Sewerage Odour and Backflow Issues affecting the BOS Main Street, Georgetown Office**”.
- 2 This project includes a substantial civil works component, involving the supply of materials and equipment. Upon completion of the works, the contractor will be required to provide training to BOS employees on the safe operation and management of all installed equipment, as well as on identifying issues related to the internal sewage system.
- 3 Estimated time for completion of project: **four (4) weeks after signing of contract**.
- 4 Detailed Terms of Reference (TORs) for this project are attached.
- 5 A compulsory site-visit for interested bidders will be held at **11:00 hours (11:00AM) on Friday, 24th October 2025**, during which additional information could be obtained.
- 6 All Bidders should submit their proposals, along with complete quotations and supporting documents, not later than **14:00 hours (2:00 PM) on Friday, 31st day of October 2025**. Bids / quotations should be addressed to:

**The Chief Statistician
Bureau of Statistics,
Lot 34 Main & Hope Streets,
Georgetown,
Guyana**
- 7 Proposals / quotations shall remain valid for a minimum of **sixty (60) days after the date of bid opening**.
- 8 Kindly note the need for GRA and NIS compliances and other supporting documents listed below. All documents must be in the name of the entity submitting the proposal / bid. Failure to submit same will lead to bids being disqualified.
 - Valid NIS Compliance
 - Valid GRA Compliance
 - Valid / Current Business Registration
 - TIN Certificate

- 9 Proposals /quotations will be opened by the Bureau of Statistics immediately after the bidding closes at **14:00 hours (2:00 PM) on Friday, 31st October 2025**, at the Bureau's office located at **Lot 34 Main & Hope Streets, Georgetown, Guyana**. Bidders' representatives who wish to attend the opening are welcome to do so.
- 10 Bid envelopes must be clearly labelled: **"Assessment and Rectification of Sewerage Odour and Backflow Issues affecting the BOS Main Street, Georgetown Office."**


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Khemraj Tulsie
Procurement Specialist


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Date


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Errol La Cruz
Chief Statistician


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Date



Sewerage Odour and Backflow Issues affecting the Bureau of Statistics (BOS) Main Street, Georgetown Office Building

Problem Statement

The office building, which accommodates approximately two hundred and fifty (250) personnel at any one time, is experiencing recurring and severe odour issues originating from its sewerage system. These odours are often accompanied by occasional backflow of sewage, particularly during periods when the municipal sewerage system becomes overloaded, or there is flooding in this section of the city. The unpleasant odours permeate the workspace, posing a significant discomfort to staff, disrupting normal operations, and potentially creating health and hygiene concerns.

Preliminary observations suggest that these issues may stem from the absence of devices to prevent backflow of sewer water, dry or ineffective plumbing traps, ventilation deficiencies, and direct exposure to fluctuations in the city sewer network. The lack of effective protective systems within the building's drainage infrastructure has made it vulnerable to the pressure surges and gas buildup in the municipal lines.

Given the frequency and severity of these incidents, there is an urgent need for a comprehensive engineering investigation followed by the design and implementation of corrective measures. These interventions must not only resolve the current issues but also ensure long-term resilience and compliance with local health and building regulations.

These Terms of Reference (TOR) have been developed to engage a qualified engineering firm, specialising in plumbing and sanitation, to assess the current situation, identify root causes, and implement appropriate, sustainable engineering solutions.


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Khemraj Tulsie
Procurement Specialist


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Date

Terms of Reference (TOR)

Engagement of an Engineering Firm for Assessment and Rectification of Sewerage Odour and Backflow Issues

1. Background

The office building accommodates approximately 250 personnel and is connected directly to the city sewerage system. In recent times, the facility has experienced frequent sewer odour issues and intermittent sewer backflows, particularly during times of surcharge in the city sewer lines. These issues have caused significant discomfort to staff and are suspected to pose potential health risks and operational disruptions.

These Terms of Reference (TOR) outline the scope, objectives, and deliverables expected from an engineering firm tasked with investigating and rectifying the identified sewerage system problems.

2. Objectives

The primary objectives of this engagement are as follows:

- a) To identify the root causes of recurring sewer gas odours and sewage backflow incidents.
- b) To assess the condition and functionality of the existing internal sewerage and drainage infrastructure.
- c) To evaluate interactions between the building's system and the municipal sewerage network.
- d) To develop and implement sustainable engineering solutions to eliminate the odour and sewage backflow issues.

3. Scope of Work

The engineering firm shall be responsible for the following activities:

3.1 Site Assessment and Investigation

- a) Conduct a site-visit which shall include a full inspection of the internal plumbing, drain-waste-vent (DWV) systems, and floor drains.

- b) Inspect the presence and operational status of P-traps, trap seal primers, and floor drain seals.
- c) Verify the existence, condition, and functionality of any form of backwater prevention valves on the main sewer line leading to the BOS compound / office building.
- d) Utilize suitable methods to identify leaks or faulty connections (i) within the internal sewer lines and (ii) to the connection points of the municipal system.
- e) Evaluate the plumbing ventilation system, including the condition and adequacy of vent pipes.
- f) Assess the condition of the closet enclosure for the washroom/toilet discharge pipes and the inspection pit below, to determine necessary modifications for preventing the intrusion of noxious gases from the sewage system.
- g) Engage with city authorities (if required) to understand the linkages between the BOS building and the city's sewer system; frequency and cause of municipal sewer surcharges; presence and condition of ventilation piping external to the said building, etc.

3.2 Design and Recommendation

- a) Provide a detailed diagnostic report outlining findings from the site investigation.
- b) Recommend engineering interventions including (but not limited to):
 - i. Installation or replacement of backwater valves
 - ii. Installation of trap seal primers
 - iii. Repair, expand or redesign of the ventilation system
 - iv. Installation of sealed sewage ejector systems (if applicable)
 - v. Sealing or reconfiguration of unused or faulty drains

3.3 Implementation & Supervision

- a) Prepare detailed engineering designs and technical specifications for all proposed remedial works.
- b) Provide cost estimates, a timeline, and a project execution plan.
- c) Supervise or directly carry out the approved rectification works, ensuring compliance with local plumbing codes and environmental standards.
- d) Conduct post-installation testing and commissioning, including odour and backflow prevention validation.

4. Deliverables

The engineering firm is expected to deliver the following:

A. Preliminary Inspection Report and Proposal.

The report and proposal to contain the following:

- i. Inspection Report – Findings of the site investigation, diagnostic results, and identified causes of failure.
- ii. Workplan and methodology for undertaking the assignment.
- iii. Engineering Design Package – Complete designs and technical specifications for the recommended solutions.
- iv. Cost Estimate and Work Schedule

Bidder's report and proposal must also consider the following:

- a) Inclusion of photographic / video evidence of the problems identified.
- b) Written instructions (Operations & Maintenance Manual) for all newly installed systems.
- c) Training Session – A short session for facility maintenance staff on proper usage and upkeep of the installed systems.

5. Timeline

The expected duration of the assignment is four (4) weeks, inclusive of the time required for site preparation; procurement and installation of the equipment identified; execution of all construction-related works; testing, commissioning, and handover of the completed works; and training of BOS maintenance staff.

6. Qualifications and Experience

The selected firm must:

- a) Be registered and licensed to provide plumbing and general engineering services.
- b) Have at least five (5) years' experience in commercial plumbing, drainage, or building services engineering.
- c) Demonstrate previous experience with similar projects (preferably in high-occupancy office / commercial buildings).
- d) Employ qualified plumbing engineers and technicians.

7. Evaluation Criteria

Proposals and quotations will be evaluated based on:

- a) Technical approach and methodology
- b) Relevant experience and qualifications
- c) Team composition
- d) Cost competitiveness
- e) Delivery timeframe

8. Reporting and Coordination

The engineering firm will report to the Bureau's administration and facilities management team and, where necessary, the authority with oversight for sanitation and waste management in the city. Regular progress updates would be required.

9. Payment Terms

The successful bidder will be required to enter into a contract with the Bureau of Statistics (BOS), under which payments will be made based on mobilization / commencement and the successful completion of the various project phases.

The contract will include a ten percent (10%) retention fee, held for up to six (6) months after project handover, to cover any defects or outstanding issues.

All payments will be milestone-based and linked to the delivery of the specific project stages as outlined above.

10. Confidentiality and Compliance

All information gathered and developed during the assignment shall remain confidential. The firm must also ensure compliance with local building codes, health and safety regulations, and relevant environmental laws.