



MINISTRY OF NATURAL RESOURCES LOCAL CONTENT SECRETARIAT



GUIDANCE ON APPLICATION FOR APPROVAL OF A PROPOSED CONTRACT OR PURCHASE ORDER (SOLE SOURCED)

Pursuant to Section 13(2) of the Local Content Act No. 18 of 2021 ('the Act'), Contractors, Sub-Contractors or Licensees operating within Guyana's petroleum sector are required to inform the Local Content Secretariat, in writing of all proposed contracts or purchase orders to be sole sourced that relates to petroleum operations.

Section 13(3) of the Act provides that the procurement method of sole sourcing shall only be utilized by Contractors, Sub-Contractors or Licensees with the approval of the Minister after consultation with the Local Content Secretariat.

Contractors, Sub-Contractors or Licensees seeking to sole source goods and/or services for petroleum operations, shall provide a written Notice, in the form of a letter, to the Minister of Natural Resources and this shall be accompanied by an application, Form A-1. The format of the Notice is given below.

Format of Notice of Intent to Apply for Sole Sourcing Approval

[Date]

**The Minister Responsible for Petroleum, representing the
Government of the Co-operative Republic of Guyana**

Ministry of Natural Resources
96 Duke Street, Kingston, Georgetown, Guyana
Attn: Honourable Vickram Bharrat
Minister of Natural Resources
Minister Responsible for Petroleum
Ministry of Natural Resources
96 Duke Street, Kingston, Georgetown, Guyana
E-mail: minister@nre.gov.gy

Dear Honourable Minister,

Subject/Re: Notice of Intent to Apply for Sole Sourcing Approval

Pursuant to Section 13(3) of the Local Content Act No. 18 of 2021, *[Insert Name of Contractor, Sub-Contractor or Licensee]* hereby seeks approval of a proposed contract(s) or purchase order(s) for the sole sourcing of the good(s) and/or service(s) to facilitate Petroleum Operations. The specific good(s) or service(s) being procured via this method are detailed in the FORM A-1 - Application for approval of the proposed contract(s) or purchase order (Sole Sourced) attached herein.

Kindly acknowledge receipt of this Notice in good order.

Sincerely,

.....

[Name of Signatory]

[Designation of Signatory]

Printed on the company's
official letterhead

Format: February 01, 2022

Font Type: Georgia

Font Size: 11

Kindly remove the
parentheses and insert the
name of the Contractor, Sub-
Contractor or Licensee seeking
approval.

Notice must be completed and
signed by a duly authorized
representative of the company.

The company stamp or seal
must be affixed.

GUIDANCE ON APPLICATION FOR APPROVAL OF A PROPOSED CONTRACT OR PURCHASE ORDER (SOLE SOURCED)

FORM A-1 is the application for approval of a proposed contract(s) or purchase order(s) (sole sourced) which contains the COMPULSORY supporting information and justification(s) that must be submitted to the Minister to enable granting of approval.

Contractors, Sub-Contractor or Licensees are guided that **a separate FORM A-1 must be completed and signed for EACH proposed contract or purchase order** for which sole sourcing approval is being sought. The completed and signed FORM A-1 must be attached to the Notice of Intent to Apply for Sole Sourcing Approval submitted to the Minister. Kindly note that **Multiple FORM A-1's can accompany a single Notice providing that the Notice and the FORM A-1(s) are submitted at the same time.**

Contractors, Sub-Contractors or Licensees are required to submit the completed Notice and Form A-1(s) along with the necessary supporting documentation **physically (hardcopy) or electronically (softcopy)** to the Minister of Natural Resources for approval via the Local Content Secretariat. Signed hardcopies shall be addressed to:

The Minister Responsible for Petroleum

Ministry of Natural Resources
96 Duke Street, Kingston, Georgetown, Guyana.
Attn.: Honourable Vickram Bharrat
Minister of Natural Resources
Minister Responsible for Petroleum
Ministry of Natural Resources
96 Duke Street, Kingston, Georgetown
E-Mail: minister@nre.gov.gy

With a copy to:

The Director
Local Content Secretariat
Ministry of Natural Resources
96 Duke Street, Kingston, Georgetown, Guyana
Attn: Mr. Martin Pertab
Director
Local Content Secretariat
Ministry of Natural Resources
116-117 Cowan Street, Kingston, Georgetown

A scanned, signed copy of the Notice and the accompanying FORM A-1(s) along with the necessary attachments in support of the application shall be submitted to the Minister via the Local Content Secretariat through: localcontent@nre.gov.gy with the following title format: Application for Sole Source Approval – *Name of Contractor, Sub-Contractor or Licensee.*

The scanned, signed copy of the Notice and the accompanying FORM A-1(s) and all attachments shall be submitted in adobe PDF format and titled as follows:

Notice: Notice_ *Name of Contractor, Sub-Contractor or Licensee.*

FORM A: FORM A-1_ *Name of Contractor, Sub-Contractor or Licensee.*

Attachments: Attachment 1, 2, 3... etc.

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