



GOJ PUBLIC PROCUREMENT PAGE

NOTICE

REGISTRATION AND TRAINING AVAILABLE FOR USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT SYSTEM

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance (MOF), Procurement and Asset Policy Unit (PAPU) is on a drive to expand the use of the Government of Jamaica Electronic Procurement System (GOJEP) to its suppliers of goods, services and works. This is keeping with the commitment of the Government to all procurement opportunities published and managed through GOJEP by 2018.

Suppliers are being urged to register their businesses in GOJEP and take advantage of the free training sessions facilitated by the Ministry of Finance and the Public Service in the use of the system.

Registration is easy, simply download and read the User Manuals, accessible from the User Manuals link on the Home page: at www.gojep.gov.jm.

For additional information, please call the Public Procurement Customer Care Help Desk numbers: (876) 932-5220/932-5251/932-523 or by sending an email to: papucustomer@mo.f.gov.jm.

GOJEP – using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.



HOUSING AGENCY OF JAMAICA LIMITED

INVITATION FOR BIDS (IFB)

Provision of Property Management Services – HAJL

The Housing Agency of Jamaica Limited (HAJL) invites contractors with suitable experience and resources to submit bids for the provision of property management at the HAJL's Main Office located 13 Caledonia Avenue, Kingston 5.

The Terms of Reference and Specifications include but are not limited to the supply of labour, supervision, materials, equipment, tools, transportation and manpower necessary to carry out the Provision of Property Management Services – HAJL.

Eligibility Criteria

Interested bidders are required to submit the following with their bids:

1. Copy of valid Tax Compliance Letter (TCL) or valid Tax Compliance Certificate (TCC), if current/not expired
2. Proof of registration with the National Contracts Commission in the category of "General Services"
3. Bid Security of J\$250,000.00 in one of the forms specified in the Bidding Documents.

Collection of Bidding Documents

Bidding Documents will be available from the Procurement Unit, HAJL, 13 Caledonia Avenue, Kingston 5 as of **Friday, August 25, 2017** between **9:00 a.m. and 4:00 p.m.** for a non-refundable fee of Two Thousand Dollars (J\$2,000.00) payable by debit card or by lodgement to HAJL's NCB Account using the Customer #99-555555.

Pre-Bid Meeting

A Pre-Bid Meeting will be held on **Tuesday, September 12, 2017 at 10:30 a.m.** at the Housing Agency of Jamaica's main Office located at 13 Caledonia Avenue, Kingston 5. All interested contractors are required to contact Michelle Keeten (968-7522-4); michelle.keeten@hajl.gov.jm to make arrangements to attend.

Clarifications

Clarifications related to this bid may be directed to Shane.Smith@hajl.gov.jm no later than **Friday, September 15, 2017**.

Deadline for Submission of Bids

Bids shall be valid for a period of one hundred and Twenty (120) days after bid closing and shall be deposited in the tender box labelled "Provision of Property Management Services – HAJL" in the Procurement Unit, 2nd Floor, Finance and Information Department, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5, no later than **Thursday, September 21, 2017 at 10:00 a.m.** Late bids will be rejected.

Bid Opening

Bids will be opened at the HAJL's 4th Floor Meeting Room, 13 Caledonia Avenue, Kingston 5, on **Thursday, September 21, 2017 at 10:15 a.m.** Bidders and/or their representatives are invited to attend the opening.

The Housing Agency of Jamaica Limited is not obliged to accept the lowest or any bid and reserves the right to terminate the bid process at any point prior to the award of contract without incurring any liability to any of the participants.



Students' Loan Bureau

REQUEST FOR PROPOSAL

I. PROJECT

To provide Debt Recovery and Skip Tracing Services for two (2) years for the Students' Loan Bureau.

II. TENDER REQUIREMENTS

The following documents must be submitted in tenders:

- Valid Tax Compliance Certificate (TCC)
- Company profile
- List of key personnel
- Qualification and experience
- Proof of valid registration with the National Contracts Commission (NCC).

Tenders that are not accompanied by the above-mentioned documents will be regarded as non-compliant and will be rejected at the time of Tender Opening.

III. TENDERING

Tendering period: 21 days
Tender validity period: 90 days

IV. TENDER DOCUMENTS

Interested Bidders may obtain further information at the address or email given below as of **Tuesday, August 22, 2017** to **Friday, September 15, 2017** between **9:30 a.m. and 2:30 p.m.**:

The Procurement Officer
Students' Loan Bureau
1st and 2nd Floors,
Sagikor Sigma Building
63-67 Knutsford Boulevard
Kingston 5
Tel: 936-4493
Email: procurement@slbja.com/sbrown@slbja.com

Ref: RFQ #: SLB/LCB/17/05

Tender documents cost: \$2,000.00 (non-refundable).

V. RECEIPT AND OPENING OF TENDERS

Completed tender documents along with all required enclosures must be placed in plain envelope clearly marked: **SLB/LCB/17/05-Debt Recovery and Skip Tracing Services** and returned to the above-mentioned address.

Date of Return of Tenders: **Tuesday, September 19, 2017; 2:00 p.m.** (local time)

Location of Tender Box: 2nd Floor, Sagikor Sigma Building, 63-67 Knutsford Boulevard, Kingston 5

Date of Opening: **Tuesday, September 19, 2017; 2:15 p.m.** (local time)

Location of Opening: 2nd Floor, Sagikor Sigma Building, 63-67 Knutsford Boulevard, Kingston 5

Tenders will be opened in the presence of Bidders or their representatives who choose to attend the Tender Opening.

Note: Bidders are entirely responsible for ensuring that Bids are deposited in the "Tender Box" on or before the date and time designated for the return of Tenders.

GOVERNMENT
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PLEASE CHECK THE
MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS
For Bookings Email:

jisadvertising@gmail.com procurement@jis.gov.jm