



## Jamaica Customs Agency

### Invitation for Bids

The Jamaica Customs Agency invites eligible and qualified bidders to submit sealed bids for the **Supply and Installation of Hurricane Shutters to Jamaica Customs Agency – Corporate Office, King Street.**

<b>Procuring Entity:</b>	Jamaica Customs Agency
<b>Scope:</b>	Procurement of Hurricane Shutters to Jamaica Customs Agency – Corporate Office, King Street.
<b>NCC Category:</b>	General Services or General Supplies specializing in Hurricane shutters or Roller Shutters
<b>Procurement Method:</b>	National Competitive Bidding
<b>Eligibility Requirements:</b>	Copy of a valid National Contracts Commission Registration and Tax Compliance Certificate or Tax Compliance Letter clearly showing expiration date.
<b>Availability of Tender Documents:</b>	Bidding documents will be available for download as at Wednesday, June 06, 2018 on the Government of Jamaica Electronic Procurement Website ( <a href="http://www.gojep.gov.jm">www.gojep.gov.jm</a> ).
<b>Deadline for Bid Submission:</b>	Bid must be submitted online via <a href="http://www.gojep.gov.jm">www.gojep.gov.jm</a> on <b>Thursday, June 28, 2018 at 11:00 a.m.</b>  <b>Late Bids will be Automatically rejected by the System.</b>
<b>Bid Opening:</b>	An online bid opening will take place on <b>Thursday, June 28, 2018 at 11:15 a.m.</b> An Online bid opening report will be sent to all bidders who submitted a proposal.
<b>Contact Information:</b>	Director, Administration (Acting) <a href="mailto:naidine.samuels@jacustoms.gov.jm">naidine.samuels@jacustoms.gov.jm</a>
<b>Address:</b>	Jamaica Customs Agency Myers Wharf, Newport East Kingston 15 Telephone no. 876-922-5140-9 Fax no. 876-948-6920

This is an online Tender where tenders will only be made available and accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of tender documents.

To participate in this tender opportunity, Suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at [www.gojep.gov.jm](http://www.gojep.gov.jm). To register, please select the "Register as a supplier" link from the system home page.

For assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at: 876-932-5220/932-5246/932-5253 or via email at [papucustomer@moef.gov.jm](mailto:papucustomer@moef.gov.jm).



## REQUEST FOR PROPOSAL

### PURPOSE

The Students' Loan Bureau invites suitable companies to submit a Proposal to Implement an IT Infrastructure Upgrade.

### OBJECTIVE AND SCOPE OF SERVICES

The work will encompass a review of hardware, networking capacity and Business Continuity solution. The main deliverable of this activity is to allow the organization to deliver IT solutions and services to its employees, customers and other stakeholders.

The main responsibilities and deliverables of the firm are as follows:

- Review specifications provided for current server infrastructure and make recommendations for the improvement and/or replacement of current server infrastructure:
  - Assess and report on current infrastructure with recommendations for improvement. Reports should address the following components:
    - Workload management
    - Network architecture and capacity
    - Storage management
    - Supporting operational procedures
    - Capacity planning
  - Provide servers that can replace current servers
  - Provide recommendations for industry acceptable RAID (redundancy array of independent disks) levels
  - Provide overall architectural infrastructure design with all recommendations and justifications
  - vendor warranty.
- Virtualization of the infrastructure to support business processes
  - Virtualize the current environment that consists of ten (10) physical servers and eleven (11) virtual machines (VMs)
  - Adequate scope for additional virtual servers and storage capacity.
- Develop, document and implement business continuity strategy taking into account Recovery Time Objective (RTO) and Recovery Point Objective (RPO). Any proposal should include the utilization of the SAN (Storage Area Network).

### TENDER REQUIREMENTS

The following documents must be submitted in tenders:

- Valid Tax Compliance Certificate (TCC)
- Proof of valid registration with the National Contracts Commission (NCC)
- Company profile
- List of key personnel
- Qualifications and Experience
- Financial Capability, and
- Commitments.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience on similar assignments. All information must be submitted in English.

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.

### TENDERING

**Tendering period:** 14 days

**Tender validity period:** 90 days

### TENDER DOCUMENTS

Interested Bidders may obtain further information at the address or email given below as of **Monday, May 21, 2018 to Friday, June 1, 2018 between 9:00 a.m. and 3:30 p.m.:**

**The Procurement Officer**  
Students' Loan Bureau  
1<sup>st</sup> & 2<sup>nd</sup> Floors  
Sagicor Sigma Building  
63-67 Knutsford Boulevard  
Kingston 5  
Jamaica  
Tel: 876-619-4752 ext. 5693/5629  
Email: [procurement@slbja.com](mailto:procurement@slbja.com)  
Ref: RFQ #: SLB/LCB/18/02  
Tender documents cost: \$2,000.00 (non-refundable).

### RECEIPT AND OPENING OF TENDERS

Four (4) hard copies of the Proposals must be received at the address above. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked: **"SLB/LCB/18/02–To Implement an IT Infrastructure Upgrade"**.

**Date of Return of Tenders:** **Monday, June 4, 2018; 2:00 p.m.** (local time)

**Location of Tender Box:** 2<sup>nd</sup> Floor, Sagicor Sigma Building  
63-67 Knutsford Boulevard, Kingston 5

**Date of Opening:** Monday, June 4, 2018; 2:15 p.m. (local time)

**Location of Opening:** 2<sup>nd</sup> Floor, Sagicor 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.