



Housing Agency of Jamaica Limited

TENDER NOTICE

INSURANCE PLACEMENT

Tenders are invited from pre-qualified Insurance Companies and Brokers registered with the Financial Services Commission (FSC) and which are on the National Contracts Commission (NCC) register for Insurance Services, to provide general insurance services to the Housing Agency of Jamaica Limited (HAJL).

The period of Insurance Placement will be for three (3) years with the successful Broker.

Cover is required for the following classes of insurance:

- Commercial All Risks
- Equipment All Risks
- Private Motor Comprehensive
- Public Liability
- Directors & Officers Liability
- Commercial Motor Comprehensive
- Fidelity Guarantee
- Personal Accident
- Employers Liability

Tender Documents may be obtained from:
The Procurement Unit
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5
Contact Number: 876-968-7522-4

Tender Documents will be available from the Procurement Unit at the address above, as of **Tuesday July 10, 2018** at a cost of Three Thousand, Five Hundred Dollars (**\$3,500.00**). The method of payment shall be by debit card (at HAJL Head Office) or by cash deposited to HAJL's Chequing Account at the National Commercial Bank Ltd. (NCB) using Customer # 99-555555.

Tenders should be deposited in the Tender Box at:
The Procurement Unit
2nd Floor
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5

Each Tender should contain a summary of the risk(s) and should be submitted in duplicate (two identical copies) in sealed envelopes bearing the name and seal of the Bidder and clearly marked and addressed as follows:

"INSURANCE PLACEMENT"
RFP No. IS/18-001
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5

Tenders should be deposited by **3:00 p.m. on September 6, 2018.**

TENDERS SUBMITTED AFTER THIS TIME AND DATE WILL BE AUTOMATICALLY DISQUALIFIED.

Opening of Tenders will be conducted at **3:15 p.m.** on the same day in the 4th Floor Meeting Room at the **Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5.**

Recommendations for contract award(s) will not necessarily be made to the lowest tender proposal, but in respect of the best overall proposal(s).



Office of the Prime Minister

INVITATION FOR BIDS

Institution: Inter-American Development Bank (IDB)
Country: Jamaica
Procurement Entity: Office of the Prime Minister
Project: Implementation of the National Identification System (NIDS) for Economic Growth
Procurement: Procurement of Core Services Rack & Storage Area Network for NIDS
Sector: Government/Information & Communication Technology
Abstract: The loan will be used to finance goods, works, consulting and non-consulting services related to the operationalization and adoption of the National Identification System
Loan: 4437/OC-JA
Contract/Bid #: NIDS/TS2017/eGovMDA9/Q2-1
Background: The Office of the Prime Minister (OPM) acting on behalf of the Government of Jamaica has received financing in the amount equivalent to US\$68,000,000.00 from the Inter-American Development Bank (IDB), and it intends to apply part of the proceeds to payments for goods, works, related services and consulting services to be procured under the project Implementation of the National Identification System (NIDS) for Economic Growth. Bidding will be governed by the Inter-American Development Bank's eligibility rules and procedures.

Description of Works: Supply, Delivery and Commissioning of:
• Blade Enclosure
• Blade Servers
• Rack Cabinet
• SAN Type A
• Fibre Channel Switch
• SAN Type B

Eligibility: NCC |TCL or TCC at contract award
Manufacturer's Authorization required at Bid Submission.

Procurement Method: Bidding will be conducted through International Competitive Bidding procedures as specified in the Inter-American Development Bank's Policies for Procurement of Works and Goods financed by the Inter-American Development Bank (GN-2349-9), and is open to all eligible bidders as defined in the policies.

Contact Information: Department Head – Enterprise Procurement
235B Old Hope Road, Kingston 6
876-927-1125-8
egovprocurement@nids.gov.jm

Tender Document: Available on the Government of Jamaica Electronic Procurement website **www.gojep.gov.jm**. Tender Documents will be available for download as at **Monday, July 16, 2018**. Registration instructions available on the website above on the system. Registration is required for vendors to participate in the Tender.

Deadline for submission: Bids are to be submitted electronically via the GOJ's e-GP Procurement system at **https://www.gojep.gov.jm by 2:00 pm local time on Monday, August 27, 2018**. Alternatively, a bid may be submitted to **egovprocurement@nids.gov.jm** before the submission deadline.

It is recommended that bidders submit their bids well in advance of the deadline. This will give sufficient time to resolve technical or network issues which may prevent your bid being transmitted.

Tender opening will be done electronically on the same day at **2:15:00pm local time**. An online bid opening report will be sent to all Bidders that submitted a proposal. A bid security will not be required.

The OPM reserves the right to terminate the procurement process and reject all submissions at any time prior to the award of contract, without thereby incurring any liability to any of the bidders.

Update of Jamaican Taxation Registration Number (TRN) and Tax Compliance Information for participation in GOJ tender opportunities via the Electronic Procurement System:

All suppliers that have a Jamaican based Taxation Registration Number (TRN) are being asked to validate their (TRN) and Tax Compliance Certificate (TCC) information on the Government of Jamaica Electronic Government Procurement System (GOJEP).

The purpose of a valid TRN in GOJEP is to:

- I. Verify Supplier's details;
- II. Allow for retrieval of Tax Compliance information for Supplier and;
- III. Facilitate the integration of the e-Tendering (GOJEP) System with Supplier's information in the Government's National Contracts Commission (NCC) registration system using the supplier's TRN as shared identifier between both systems.

To update your organisation's TRN and Tax Compliance data in the e-Tendering system, Supplier Admin Users must execute the following steps:

- I. Login to the system (www.gojep.gov.jm);
- II. Select the Supplier management link (under the Supplier Administration section on the left);
- III. Select the Edit organisation link/button;
- IV. For the Taxation Registration Number (TRN): prompt – Enter your organisation's nine (9) digit TRN (no space or dashes). See TRN rules below;
- V. For the Taxation Compliance Reference (TCC) # prompt – Enter the last TCC# issued to your organisation by the Tax Administration Jamaica (TAJ), if one was issued. By completing this task:
 - a. Your organisation's Taxation Compliance Expiration Date information will be retrieved from the TAJ Taxation system and displayed on your organisation's record in GOJEP;
 - b. Tax eligibility information for your organisation will print on the Tender Opening Reports generated by the system;
 - c. The system will send you an email reminder, fourteen (14) days prior to the expiration of your organisation's tax compliance status. Upon the expiration and renewal of your TCC, please ensure same is updated in the system by following the above steps.
- VI. Select the Save button once you have entered the above information.

TRN Format Rules:

Organisation Type	Format	Rules
1 Limited Liability	000009999	TRN must begin Incorporated with digit 0 (Zero) and must be nine digits. No '-' or space shall be entered.
2 Partnership	000009999	TRN must begin with Zero and must be nine digits. No '-' or space shall be entered.
3 Sole Trader or Trading As Entity	100009999/ 0001	TRN must begin with the digit 1 and must be nine digits. A sub 4 digit number must be entered, example 0001 or 0002 or 0003, etc. No '-' or space shall be entered.
4 Individual Consultant	100009999	TRN must begin with the digit 1 and must be nine digits. No sub 4 digit number must be entered, No '-' or space shall be entered.

For additional information, please call the Ministry of Finance, Public Procurement Customer Care Help Desk numbers: 876-932-5220/932-5251/932-5244/932-5251 or by sending an email to: papucustomer@mf.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.