



NOTICE

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

SUPPLIERS OF GOODS, SERVICES AND WORKS

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance and the Public Service (MOF&PS), Office of Public Procurement Policy (OPPP) 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 in keeping with the commitment of the Government to all procurement opportunities published and managed through GOJEP.

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 during the month of August.

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: 876-932-5220/876-932-5251 or email oppccustomer@mo.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.

NATIONAL INSURANCE FUND

INVITATION TO BID

Removal of Existing Elevator, Supply and Replacement of Main Elevator System
BID #: NIF/MLSS/2019/002

The National Insurance Fund (NIF), Ministry of Labour and Social Security, invites contractors registered with the National Contracts Commission (NCC) to submit tenders to remove the current elevator system and replace with Machine Room Less (MRL) Elevator System at the NIS Building located at **10 Hanover Street, Spanish Town, St. Catherine.**

DESCRIPTION OF WORKS:

The Scope of Works include, but is not limited to:

- Remove current elevator car
- Remove existing guide rails and all other components
- Install hoist beam
- Install elevator car
- Install machine equipment
- Install guide rails
- Install pit & shaft lighting
- Install ventilation connections
- Warranty of five (5) years
- Maintenance of system
- Furnish all labour, equipment, parts, materials, and warranty for a fully operational elevator unit.

AVAILABILITY OF TENDER DOCUMENT

The Tender Document is available on the Ministry of Labour and Social Security's website at www.mlss.gov.jm or via email request to secretariat@nif.gov.jm. The tender document will also be available at the NIF Office, 4th Floor, 40 Knutsford Boulevard, Kingston 5. A non-refundable fee of \$2,500.00 payable by manager's cheque only to "National Insurance Fund" is required for the tender document.

ELIGIBILITY FOR TENDER:

Local Competitive Bidding (LCB) Procurement Method will be used and tenderers must submit the following along with their bid:

- Completed and signed Form of Bid (prescribed format outlined in the tender document).
- Proof of registration with the National Contracts Commission (NCC) in the category of Elevator, Escalator and Moving Walkways – Grade 1 or 2 (<http://www.ocg.gov.jm/ocg/>)
- A valid Tax Compliance Certificate (TCC).

SUBMISSION OF BIDS:

- Sealed bids are to be placed in the designated tender box labelled, **"Supply, Removal and Replacement of Main Elevator System for NIF Building, 10 Hanover Street"** BID #: NIF/MLSS/2019/002 on or before **2:00 p.m. Thursday September 5, 2019.**
- The Tender Box will be located in the Lobby of the National Insurance Fund Office, 4th Floor, 40 Knutsford Boulevard, Kingston 5
- Public opening of the bids will take place on **Thursday, September 5, 2019 at 2:15 p.m.** in the Boardroom, National Insurance Fund.

For further information, please contact:

Property Manager
National Insurance Fund
4th Floor, 40 Knutsford Boulevard, Kingston 5
Telephone: 876-908-0019-21
Email: secretariat@nif.gov.jm

N.B. The NIF reserves the right to terminate this procurement process at any time before the awarding of a contract.



Invites sealed bids for Provision of Customs Brokerage Services

Scope: Petrojam Limited invites service providers to submit bids for the provision of Customs Brokerage Services at the Kingston Refinery, Montego Bay Terminal and Petrojam Ethanol Limited for two (2) years. The scope of the bid includes but is not limited to the following:

Service 1

- Break Bulk & Container Handling & Clearance
- Application for Permit & Licence
- Haulage of Goods from Ports
- Export Documentation & Handling

Service 2

- Preparation of Customs Import/Export entries for Petroleum Products

Companies may bid on one or both services but no single company will be awarded both contracts. One contract will be awarded for general refinery goods clearance services (Brokerage Service #1) and another contract will be awarded for the clearance of crude oil, petroleum products and ethanol importation/exportation (Brokerage Service #2).

Eligibility Requirements: (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Proof of registration with Public Procurement Commission (PPC) (formerly NCC) of Jamaica in the category of Customs Brokerage Services and Valid Commercial Customs Brokerage Licence (Customs Ranked Tier 1).

Bidding Documents in English will be available for download as at **Monday, August 26, 2019** on the Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Registration instructions are available on the website listed on the system. Registration is required for vendors to participate in the Tender.

Bids shall be valid for a period two hundred (200) calendar days after the bid closing date. Bids must be submitted online via www.gojep.gov.jm no later than **Tuesday, September 17, 2019 at 11:00 a.m.** Online Bid Opening takes place on **Tuesday, September 17, 2019 at 11:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam Limited's website at <http://www.petrojam.com>.

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids. To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm. Please register on the e-GP System by selecting the Register as a supplier link from the home page. For assistance and training, please contact the support desk at 876-932-5220.

NOTICE
PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:
jisadvertising@gmail.com,
procurement@jis.gov.jm