



PASSPORT, IMMIGRATION & CITIZENSHIP AGENCY

INVITATION FOR BIDS

Procurement of Computer Hardware and Supplies

Passport, Immigration & Citizenship Agency (PICA) wishes to invite qualified bidders to submit bids for the Procurement of Computer Hardware and Supplies to include the following:

- Laptops
- Desktops
- Computer Monitors
- Laptop Bags

ELIGIBILITY

To be considered eligible, bidders must possess and provide proof of the following:

- A valid Tax Compliance Certificate
- A valid Public Procurement Commission (PPC) Certificate

Availability of Tender documents and Bid Submission:

This is an online tender where tender documents, clarifications and bids will only be made available and accepted via the Government of Jamaica Electronic Procurement Portal-GOJEP (www.gojep.gov.jm). No offline (hard copies) will be accepted and there will be no physical tender drop-off box for drop-off of tender documents.

- Tender documents can be downloaded as of **Monday, March 2, 2020.**
- Clarification period – no later than 10 days (**Friday, March 13, 2020**) before bid submission deadline.

Submission deadline: TTenders must be submitted using Government of Jamaica Electronic Procurement Portal (GOJEP) no later than **Tuesday, March 24, 2020 at 13:30 hrs.** Jamaica time. **Late bids will be automatically rejected by the system.**

Bid Opening: The opening shall take place in GOJEP on: **March 24, 2020 at 13:45 hrs.** Jamaica time)

To participate in this tender opportunity, suppliers must first be registered on GOJEP at www.gojep.gov.jm. To register, please select the "Register as a supplier" link from the system's home page.

For assistance regarding training, download of tender and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at 876-932-5220/876-932-5253/876-932-5244 or email oppccustomer@mf.gov.jm. Failure of the bidder to directly register and download the Tender/Bidding document from the GOJEP website will result in ineligibility/non-responsiveness of that bid and disqualification from the procurement proceedings. Passport, Immigration & Citizenship Agency is not obliged to accept the lowest or any tender and reserves the right to annul the tender process and reject all tenders at any time.

For further information, please contact:

The Snr Public Procurement Officer
21 West Kings House Road
Kingston 10
Tel: 876-754-7422 ext. 6341
Email: ProcurementPICA@pica.gov.jm



Invitation for Bids (IFB)

Non-Consulting Services for Outsourced Digitization of Land Titling Records in Jamaica

Ref. No.: FCG/SER/002 Date of Issue: February 28, 2020

1. **Procurement Method:** Government of Jamaica International Competitive Bidding
2. **Scope:** The Planning Institute of Jamaica now invites sealed bids from eligible and qualified bidders for the Outsourced Digitization of Land Titling Records in Jamaica as follows:

Activity	Timeline for Submission
1. Develop Project framework	Within two (2) weeks after contract signing
2. Transcribe & upload at least 1,000,000 Digital application index cards	Within two (2) months after contract signing
3. Scanned versions of at least volumes of 9,000 volumes of old land titles	
4. Database complete with new digital land titles verified and approved by the National Land Agency	Within six (6) months of contract signing

3. **Tender Procedure:** Bidding will be conducted in accordance with hard copy procedures.
4. **The Bidding documents can be accessed at:** <https://www.pioj.gov.jm/procurement/>
5. Bidders shall complete the Bid Confirmation Form and submit it to the Procuring Entity as shown below, in order to confirm receipt of the bidding documents.
6. A pre-bid meeting and site visit will be held on **March 24, 2020 at 10:00 a.m.** at the following address:
National Land Agency
93 Hanover Street, Kingston
7. **Eligibility:** Bidders must possess a valid Tax Compliance Certificate and must be registered with the Public Procurement Commission (formerly National Contracts Commission) in the following categories: Computers & Related Service or General Services or Information Technology Services at the time of award of contract.
8. **Qualification Requirements:** Bidders are required to demonstrate that they have the following capabilities:

FINANCIAL CAPABILITY:

- Average positive net profit position for the period from 2016 to 2018.
- Average minimum liquidity ratio of 1:1 for the period from 2016 to 2018.

TECHNICAL CAPABILITY:

- At least 3 years' experience within the past 5 years, conducting similar assignments (for example, in outsourcing, data entry, database creation and population, data-processing, etc.)

PRODUCTION CAPABILITY:

- Minimum of 11 computers
- Minimum of 11 desktop or other scanners to scan the index cards with Automatic Document Feeders
- Minimum of 11 scanners with capacity to manage volume books weighing up to 50lb and with Automatic Document Feeders
- UPS to protect the provided computers and scanners
- Minimum of 11 qualified staff (permanent or temporary) to be made available for the assignment.

9. The bid shall include a **bid securing declaration.**
10. **Further Information:** Interested eligible bidders may obtain further information from the Planning Institute of Jamaica between **8:30 a.m. to 5:00 p.m. Mondays to Thursdays and from 8:30 a.m. to 4:00 p.m. on Fridays** from:
Mrs. Monique Harper-Griffiths
Planning Institute of Jamaica |16 Oxford Road, Kingston 5
Electronic mail address: mhgriffiths@pioj.gov.jm with copy to dwint@pioj.gov.jm
11. **Bid Validity and Submission:** Bids shall be valid for a period of 120 days after bid closing and shall be deposited in the tender box located in the Lobby of the Planning Institute of Jamaica, 16 Oxford Road, Kingston 5, on or before **April 28, 2020 at 4:00 p.m.** Late bids will be rejected.
12. **Bid Opening:** Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at **4:05 p.m. on April 28, 2020.**

Procuring Entity's Address: 16 Oxford Road, Kingston 5, Jamaica.