



## NOTICE

### WORK FROM HOME ARRANGEMENTS FOR THE OFFICE OF PUBLIC PROCUREMENT POLICY

The Ministry of Finance and the Public Service, through the Office of Public Procurement Policy wishes to advise that the Office will be operating remotely during the period March 04, 2021-March 25, 2021 in accordance with the Prime Minister's announcement of mandatory Work from Home Orders for members of the public service.

While these arrangements are in place, the Office may be reached by emailing the Help Desk at [oppccustomer@care@mof.gov.jm](mailto:oppccustomer@care@mof.gov.jm). Where matters are exigent, the following details may be used.

For matters related to the Government of Jamaica Electronic Procurement (GOJEP) Platform, please contact:

- 1-876-806-5149;
- 1-876-806-4581;
- 1-876-806-4536; or
- 1-876-806-5587

For matters related to Procurement Policy Advisory, please contact:

- 1-876-806-4536; or
- 1-876-838-6224

For matters related to Insurance Placement and Training, please contact:

- 1-876-806-4978; or
- 1-876-806-4536

The Office of Public Procurement Policy remains committed to the delivery of optimum service to our stakeholders and wishes for all, continued safety and good health.

## HAJ REQUEST FOR PROPOSAL FOR

### PROVISION OF GROUP LIFE INSURANCE SERVICES FOR THE HOUSING AGENCY OF JAMAICA BID No. MHURECC/HAJL/GS/21-001

Housing Agency of Jamaica Limited (HAJL) invites Insurance Service Providers with suitable experience and resources to submit a proposal for the Provision of Group Life Insurance Services for the HAJL.

#### SCOPE OF SERVICE

The Insurance Service Provider(s) will be responsible for the providing Agency with Group Life Insurance, specifically Death Benefit Coverage, Accidental Death and Dismemberment and Critical Illness Coverage.

#### ELIGIBILITY REQUIREMENTS

To be eligible for this procurement, Insurance Service Provider(s) are required to submit the following:

1. Valid Tax Compliance Certificate and/or Tax Compliance Letter.
2. Valid Public Procurement Commission Certificate in the Category of Insurance Services.
3. A valid Financial Services Commission Registration.
4. A complete proposal as per the Request for Proposal (RFP) document.

#### ACCESS TO DOCUMENT

A complete RFP document will be available for download as at **Monday, July 12, 2021** on the Government of Jamaica Electronic Procurement (GOJEP) System's website at [www.gojep.gov.jm](http://www.gojep.gov.jm).

#### CLARIFICATION NOTICE

All clarifications must be submitted through the GOJEP System no later than **Thursday, July 29, 2021**. The Agency will NOT accept other modes of submitting clarifications.

#### CONTACT INFORMATION

For additional information, please contact the Procurement Unit at [procurement@hajl.gov.jm](mailto:procurement@hajl.gov.jm).

#### SUBMISSION OF PROPOSALS

Proposals shall be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Tuesday, August 3, 2021 at 3:00 p.m.** Online Bid Opening is **Tuesday, August 3, 2021 at 3:15 p.m.** A Tender Opening Report will be automatically generated by the system and will be forwarded to all applicants who submit a proposal.

To participate in this tender opportunity, applicants shall register with the GOJEP System at [www.gojep.gov.jm](http://www.gojep.gov.jm). To register, interested parties are asked to select the link from the home page. For assistance and training, please contact the support desk at 876-932-5220.

HAJL uses this opportunity to advise interested applicants to follow all instructions prescribed by the procuring entity. HAJL reserves the right to terminate the procurement process at any time without thereby incurring any liability.

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