



airports authority of jamaica

## TENDER NOTICE

### PROCUREMENT OF INSURANCE BROKER SERVICE FOR INSURANCE PLACEMENT AND RELATED SERVICES

Pre-qualified Insurance Companies and Brokers registered with the Financial Services Commission (FSC) and which are on the Public Procurement Commission's (PPC) register, are invited to submit Proposals to provide insurance broker services to the Airports Authority of Jamaica.

#### Pre-qualified Brokers and Insurers will each be required to submit in their Proposals:

- i) Copies of valid Tax Compliance Certificates (TCCs)/Tax Compliance Letters indicating that they are tax compliant at the time of submission of Proposals; and
- ii) Copies of valid PPC registration.

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

A Hybrid Pre-Proposal Meeting will be held on **Friday, 2024 January 12** in the **Boardroom** of the Airports Authority of Jamaica located at the Norman Manley International Airport, Palisadoes, Kingston, at **10:00 a.m.** and virtually via the Zoom platform. The Meeting Link will be provided three business days before the meeting, to all pre-qualified Brokers.

#### Cover is required for the following classes of insurances:-

- Extended Property Damage and Business Interruption
- Engineering/Machinery Breakdown and Business Interruption
- Computer All Risks
- Loss of Money
- Fidelity Guarantee
- Employers Liability
- Private Commercial Comprehensive
- Motor Private Comprehensive
- Airport Liability Reinsurance
- Sabotage and/or Terrorism Insurance
- Director's & Officer's Liability
- Public Liability (Non-Aviation)

Each Proposal should contain a summary of the risk(s) and be addressed as follows:-

**PROCUREMENT OF INSURANCE BROKER SERVICE  
FOR INSURANCE PLACEMENT AND RELATED SERVICES  
AIRPORTS AUTHORITY OF JAMAICA  
Norman Manley International Airport  
Palisadoes, Kingston**

#### Availability of Bidding Documents

Bidding Documents will be available for download as at **Saturday, December 30, 2023** on the Government of Jamaica Electronic Procurement website – [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions are also available on the website.

#### Submission Deadline

Proposals must be submitted online via the Government of Jamaica Electronic Procurement Portal – GOJEP ([www.gojep.gov.jm](http://www.gojep.gov.jm)) no later than **Monday, January 29, 2024 at 3:00 p.m.**

#### Proposal Opening

An online Proposal opening will take place on the GOJEP platform on **Monday, January 29 at 3:15 p.m.**

**Brokers will be unable to upload their Proposal once the Proposal deadline has passed.**

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)932-5220/932-5253 or email [oppccustomer@mf.gov.jm](mailto:oppccustomer@mf.gov.jm).

Recommendations for award of contract will be based on the best overall Proposal and not necessarily cost.



POST & TELECOMMUNICATIONS DEPARTMENT

### INVITATION TO TENDER FOR: Renovation Works at the St. Ann's Bay Post Office (Retender) via NATIONAL COMPETITIVE BIDDING (NCB)

The Post & Telecommunications Department, c/o The Postmaster General/CEO, invites bids from suitably qualified contractors for the provision of **Renovation Works at the St. Ann's Bay Post Office (Retender)**.

**Bidding will be conducted in accordance with the current Guidelines stipulated in the Government of Jamaica Public Procurement Act, 2015.**

#### DESCRIPTION OF TENDER:

This tender is for renovation works inclusive of window installation, wall partition installation, plumbing and masonry work.

#### ELIGIBILITY CRITERIA:

Bidders must submit the following eligibility documentation along with their bids:

1. Copy of a valid Tax Compliance Certificate or Tax Compliance Letter (TCC/TCL)
2. Copy of a valid Public Procurement Commission (PPC) registration certificate in any of the following categories:  
"Building Construction"  
"Interior Construction Works"  
Minimum Grade: 2.

Please note the tender document for the above will be available as follows:

#### COLLECTION OF TENDER DOCUMENTS:

Tender documents will be available for download from the GOJ e-procurement website: [gojep.gov.jm](http://gojep.gov.jm) on **January 2, 2024**.

#### SITE VISIT:

A Site Visit is scheduled for **January 16, 2024 at 11:30 a.m.**

#### RETURN OF TENDER DOCUMENTS:

Completed Tenders along with all required documents must be uploaded to the GOJ e-procurement website: [gojep.gov.jm](http://gojep.gov.jm) by **January 31, 2024 at 11:00 a.m.**

**No late tenders will be accepted.**

#### OPENING OF TENDERS:

Tenders will be opened online only the same day of closing, **January 31, 2024 at 11:30 a.m.**

The Postmaster General reserves the right to:

- Not accept the lowest bid;
- Reject or accept any or all tenders or to annul the tender process at any time prior to the award of contract without incurring any liability.