



INVITATION TO BID

PROJECT NAME: Procurement of Kiosks – All Island

REFERENCE NO.: CAD-Kiosk.-G10-02-2024

Court Administration Division, formerly Court Management Services, invites eligible and qualified bidders to submit bids for the Procurement of **Kiosks**.

PROCUREMENT METHOD: International Competitive Bidding

PROJECT BACKGROUND:

The Judiciary is undertaking an islandwide upgrade to its facilities. A part of this initiative involves providing a secure and private space to cater to its users. Against that background, the CAD would like to procure sound proof kiosks (Remote Court Privacy Pods) for the courts. These kiosks will be fitted with telephones and internet connectivity to help improve the channels of communication between lawyers and their clients.

ELIGIBILITY REQUIREMENTS (DOMESTIC BIDDERS):

1. Tax Compliance Certificates or Tax Compliance letter clearly showing the expiration date.
2. Copy of valid Public Procurement Commission Registration in either of the following categories:
 - Information Technology Services**
 - Information Technology Systems**
 - Computer and Related Services**
 Or any other relevant categories

ELIGIBILITY REQUIREMENTS (INTERNATIONAL BIDDERS):

Public Procurement Commission Registration is not a requirement to participate in the process. However, if a foreign Bidder is successful, the Bidder is required to register before the contract can be awarded.

AVAILABILITY OF TENDER DOCUMENTS:

Bidding documents will be available for download by **5:00 p.m. on Tuesday, February 13, 2024** on the Government of Jamaica electronic Procurement website (www.gojep.gov.jm).

DEADLINE FOR BID SUBMISSION:

Bid must be submitted online via www.gojep.gov.jm on or before **Thursday, March 14, 2024 at 1:00 p.m. EST**. (Late Bids will automatically be rejected by the System.)

CLARIFICATION DEADLINE:

CAD will only respond to clarifications or queries received by **Monday, March 11, 2024 at 3:00 p.m. EST**. Bidders are required to upload all requests for clarifications to the GOJEP portal.

BID OPENING:

An online bid opening will take place on **Thursday, March 14, 2024 at 1:15 p.m. EST**.

CONTACT INFORMATION:

Mr. Omar Dixon
Senior Procurement Specialist
Email: CADProcurementUnit@Cad.Gov.Jm
Address: Court Administration Division
8th Floor, The Towers
25 Dominica Drive
Kingston 5
Telephone No: 876-379-6612

NOTE:

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 assistance relating to the operations of the GOJEP website, please contact the Office of the Public Procurement Policy (OPPP) within the Ministry of Finance and the Public Service at (876)932-5220/(876)932-5205 or oppccustomer@mof.gov.jm. For further information, please contact:

Director 3, Public Procurement (Acting)
Court Administration Division
8th Floor, The Towers
25 Dominica Drive
Kingston 5
Tel: 876-613-8872 or 876-412-1280; Email: CADProcurementUnit@Cad.Gov.Jm



INVITATION TO BID

Procurement Title: Supply & Installation of one Standby Generator

Procurement Reference No: DBJ-024/05

The Development Bank of Jamaica Limited (DBJ) hereby invites qualified bidders to submit bids for the supply, installation and commissioning of one (1) 550 KVA Standby Generator at 21 Dominica Drive, Kingston 5.

Eligibility Criteria

The bidders must submit the following documents at the time of bid submission:

- A valid copy of their Tax Compliance Letter (TCL)
- A valid copy of their Public Procurement Commission (PPC) Certificate in Electrical Equipment Parts and Supplier, Electrical & Energy Saving Products and Supplies or any other related category.

Tender Document will be available for download via the Government of Jamaica Electronic Portal (www.gojep.gov.jm) by **Tuesday, February 13, 2024**.

Registration/Submission Details:

- Suppliers must first be registered on the Government of Jamaica Electronic Procurement System at www.gojep.gov.jm.
- To register, please select the "Register as a Supplier" link from the system's homepage.
- Bids must be submitted online via www.gojep.gov.jm by **Friday, March 1, 2024 at 3:00 p.m. (EST)**.
- An online bid opening will take place on **Friday, March 1, 2024 at 3:15 p.m. (EST)**.
- Deadline for Clarification: All clarifications should be submitted on or before **Friday, February 23, 2024 at 3:00 p.m. (EST)** via the electronic portal.

For assistance regarding training, download of tender document and upload of bid documents, please contact the Ministry of Finance and the Public Service, Office of Public Procurement Policy (OPPP) Customer Care Desk at 876-932-5220/932-5253/932-5246 or via email at oppccustomer@mof.gov.jm.

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

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

TRAINING NOTICE

SUPPLIER FREE VIRTUAL TRAINING SERIES
OCTOBER 2023-FEBRUARY 2024

EXCLUSIVE USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT (GOJEP) SYSTEM

In keeping with the Government's commitment to strengthen, promote and enhance the Public Procurement system, the Ministry of Finance and the Public Service (MOFPS), through the Office of Public Procurement Policy (OPPP), has officially mandated the use of the e-Procurement System for procurement transactions exceeding One Million, Five Hundred Thousand Jamaican Dollars (\$1,500,000.00), effective as of August 01, 2023. Suppliers interested in conducting business with the Government of Jamaica are now required to access and submit procurement documents through the Government of Jamaica Electronic Procurement (GOJEP) system. The OPPP is providing continuous and dedicated support to suppliers, and is pleased to announce the commencement of its annual free virtual supplier training series for the 2023-24 financial year. All interested suppliers are encouraged to partake in this initiative. Virtual sessions will run from October 2023-February 2024.

These sessions are designed to empower participants with the knowledge and skills required to effectively support the navigating, administering and managing of the GOJEP system. Each session is four (4) hours in length, and integrates interactive discussions, covering topics such as supplier self-registration, electronic bid submission and supplier account management.

To register for this free virtual training, visit www.procureja.gov.jm, select the "Events" tab and follow the instructions listed below:

- Select the cohort you wish to register for.
- Read the training overview;
- Click the Zoom Event link at the bottom of the page to initiate your registration and select your respective training date. Please note that a maximum of two (2) participants per company are allowed to register;
- Complete the mandatory information for the designated participant/s as required;
- Click 'Register' to confirm your participation.

For more information on this free GOJEP training initiative, contact the Office of Public Procurement Policy by phone: 876-932-5220; or by email oppccustomer@mof.gov.jm or visit our website at www.procureja.gov.jm.

We look forward to seeing you at these sessions.

GOJEP – Increasing transparency and efficiency in doing business with the Government of Jamaica.