



POST AND TELECOMMUNICATIONS DEPARTMENT

INVITATION TO TENDER FOR THE PROVISION OF CANTEEN CONCESSIONAIRE SERVICES

The Post and Telecommunications Department invites sealed bids from suitably qualified Service Providers to operate the Canteen at its Head Office located at the Central Sorting Office, 6-10 South Camp Road for approximately 500 persons.

Bidding will be conducted in accordance with the Government of Jamaica procedures as contained in the Handbook of Public Sector Procurement Procedures.

Brief Scope of Service

The Concessionaire is required to provide breakfast, cold plates, fruit plates, lunch, snacks and hot beverages on a daily basis and offer catering services for functions within the Post and Telecommunications Department upon request.

Eligibility Criteria

- A proven track record in operating a Canteen
- Applicants must submit copies of valid Tax Compliance Certificates (TCC)
- Applicants must submit copies of valid National Contracts Commission (NCC) registration certificate in the category of **Catering Services**.
- Valid Public Health Certification.

Tenders submitted without valid TCC and NCC Certificates will automatically be rejected.

Collection of Tender Documents

Tender documents will be available as of **Monday, July 31, 2017** and can be collected on **Mondays to Fridays** between **9:00 a.m. and 4:00 p.m.** from:

**The Receptionist Area (Eastern)
Ground Floor, Central Sorting Office, Eastern
6-10 South Camp Road
Kingston
922-9430-4**

A non-refundable payment of **Three Thousand Dollars (J\$3,000)** per document in the form of cash or manager's cheque made payable to "Postmaster General" will be required when collecting the tender documents.

Return of Tenders

Completed Tenders along with all required documents must be deposited no later than **Friday, September 1, 2017 at 11:00 a.m.** in the Tender Box located at the Telecommunications Department lobby area (Eastern), Central Sorting Office (CSO), 6-10 South Camp Road, Kingston

Opening of Tenders

Opening of Tenders will take place at the Post and Telecommunications Department Conference Room, 3rd Floor, Central Sorting Office (CSO), 6-10 South Camp Road, Kingston, on **Friday, September 1, 2017 at 11:15 a.m.** in the presence of bidders' representatives who choose to attend.

Tender Briefing

A Tender Briefing will be held on **Wednesday, August 9, 2017 at 10:00 a.m.** at the Post and Telecommunications Department Conference Room, 3rd Floor, Central Sorting Office (CSO), 6-10 South Camp Road, Kingston.

Tenders submitted after this time will NOT be accepted.

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 the contract without incurring any liability.**