



**HEADQUARTERS**  
**POST AND TELECOMMUNICATIONS DEPARTMENT**  
6 – 10 South Camp Road, P.O. Box 7000, CSO, Kingston, Jamaica W.I.

Telephone: (876) 922-9430-8; 924-9763  
E-mail: [procurement@jamaicapost.gov.jm](mailto:procurement@jamaicapost.gov.jm)

Facsimile: (876) 967-0454  
Website: <http://www.jamaicapost.gov.jm>

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**INVITATION TO TENDER**  
***VOIP PRIVATE BRANCH EXCHANGE***  
***(VOIP PBX) SYSTEM***

The Postal Corporation of Jamaica Limited c/o The Postmaster General Invites bids from suitably qualified contractors for the provision of VOIP Private Branch Exchange (VOIP PBX) System

**Bidding will be conducted in accordance with the current guidelines stipulated in the Government of Jamaica of Public Sector Procurement Act.**

**Description of Tender:**

The provision of a Voice Over Internet Protocol (VOIP) PBX system to be located at Post and Telecommunication Head Office (6-10 South Camp Road, Kingston Jamaica) with the capability of facilitating voice calls over a wide Area Network (WAN) to the other Postal locations island-wide. The system must also be able to facilitate voice communication with the public through the Public Switched Telephone Network (PSTN) and with staff at the Head office over a Local Area Network (LAN).

**Please note the tender document is available for the above stated.**

**Eligibility Criteria:**

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

- Copy of a valid Tax Compliance Certificate (TCC/ TCL)
- Copy of a valid Public Procurement Commission (PPC) registration certificate in the category “Computers and Supplies”
- Manufacturer Authorization
- Completed Bid Submission Form

**Failure to submit the above stipulated documents will result in the automatic disqualification of the bid.**

**Collection of Tender Documents:**

Tender documents will be available as of **Monday March 9, 2020** and thereafter can be collected **Mondays to Fridays** between the hours of **9:00 am - 4:00 pm** from:

**The Receptionist Area  
Ground floor, Central Sorting Office (C.S.O)  
6-10 South Camp Road, Kingston  
922-9430-8 or 922-1572**

**Tender Briefing/ Site Visit:**

A Tender Briefing/ Site Visit will be held on **Monday, March 16, 2020 at 10:00 am** at the Post and Telecommunication Department, in the Conference Room, 3<sup>rd</sup> Floor, Central Sorting Office (CSO), at 6-10 South Camp Road, Kingston.

**Return of Tender Documents:**

Completed Tenders along with all required documents must be deposited no later than **Monday March 23, 2020 at 11:00 am** in the respective Tender Boxes located in the lobby of the Post and Telecommunication Department, Central Sorting Office (CSO), at 6-10 South Camp Road.

No late tenders will be accepted.

**Opening of Tenders:**

The opening of tenders will take place in the Conference Room, Third Floor Central Sorting Office (C.S.O) on **Monday March 23, 2020 at 11:15 am** in the presence of bidders' representatives who choose to attend.

**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 contract without incurring any liability.**