



Invitation to Tender for
The Supply and Installation of Stamp Cancelling Machines
via National Competitive Bidding (NCB)

The Post & Telecommunications Department c/o The Postmaster General Invites bids from suitably qualified contractors for the above mentioned. Bidding will be conducted in accordance with the current guidelines stipulated in the Government of Jamaica of Public Sector Procurement Act, 2015.

Description of Tender:

The provision of two (2) stamp cancelling machines to be installed at Post and Telecommunication Head Office (6-10 South Camp Road, Kingston Jamaica) and one other Post Office to be determine. Further information can be seen in the tender document.

Eligibility Criteria- Bidders must submit the following documentation along with their bids:

- Complete Bid Submission Form
- A valid TCC and/or TCL in accordance with ITB 4.1 of the BDS in tender document.
- A valid NCC or PPC in the category in accordance with ITB 4.2 of the BDS in tender document.
- Manufacture's Authorization
- Written Confirmation Authorizing the signatory of the Bid to commit the Bidder (CEO's Letter Authorizing Signer)

Failure to comply with the above will result in the bidders bid being deemed non-responsive.

Please note the tender document is available for the above stated at no cost.

Collection of Tender Documents:

Tender documents will be available as of **Monday September 28, 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 will be held on Monday October 5, 2020 commencing at 10:00 a.m. at Post and Telecommunications Department located at 6-10 South Camp Road, Kingston CSO

Return of Tender Documents:

Completed Tenders along with all required documents must be deposited no later than **Wednesday October 21, 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 **Wednesday October 21, 2020 at 11:15 am** in the presence of bidders' representatives who choose to attend. **Kindly note based on COVID-19 Safety Protocols face masks are required to be worn upon entry. Individuals without a mask will not be granted access to the building.**

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.**