



**POST & TELECOMMUNICATIONS DEPARTMENT**

**INVITATION TO TENDER**

**FOR SUNDRY ITEMS VIA NATIONAL  
COMPETITIVE BIDDING**

The Post and Telecommunications c/o The Postmaster General invites bids from suitably qualified suppliers for the provision of Sundry Items.

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

**Description of Tender:**

This tender is for the supply and delivery of sundry items for Post Offices Island-wide.

**Eligibility Criteria:**

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

- Copy of a valid Tax Compliance Certificate or Tax Compliance Letter (TCC/ TCL)
- Copy of a valid Public Procurement Commission (PPC/NCC) registration certificate in the following categories "**Janitorial Sanitation Supplies**" or "**Chemicals (including Janitorial Chemicals)**"

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

**Please note the tender document is available for the above stated as follows:**

**Collection of Tender Documents:**

Tender documents will be available as of **Monday, January 25, 2021** and thereafter can be collected **Mondays to Fridays** between the hours of **9:00 a.m. - 4:00 p.m.** 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:**

There will be no Tender Briefing/ Site Visit.

**Return of Tender Documents:**

Completed Tenders along with all required documents must be deposited no later than **Monday, February 15, 2021 at 11:00 a.m.** 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, February 15, 2021 at 11:15 a.m.** 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 award of contract without incurring any liability.**