



## **INVITATION FOR BIDS (IFB) PROVISION OF LABOUR TO PERFORM BUNKERING SERVICES**

Petrojam Limited invites contractors with suitable experience and resources to submit bids for the Provision of Labour to Perform Bunkering Services over a two (2) year period at its Refinery, 75-96 Marcus Garvey Drive, Kingston 15, Montego Bay Terminal, and Petrojam's Customer's Installations Island wide.

The scope of work includes but is not limited to the provision of skilled and unskilled labour and some supplies to carry out bunkering services as per the requirements of the Bidding Documents.

### **Eligibility Criteria**

Interested bidders are required to submit the following documents with their bids:

1. Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL).
2. Proof of registration with the National Contracts Commission in the category of Mechanical Works, Grade 1 and/or Marine Services
3. Bid Security in the amount of **J\$100,000.00** in one of the forms specified in the Bidding Document.

### **Collection of Bidding Documents**

Bidding Documents will be available from the Receptionist, Petrojam Limited, 75 Marcus Garvey Drive, Kingston 15 as of **Tuesday, February 28, 2017 - Friday March 17, 2017** between the hours of 9:00 a.m. and 4:00p.m, for a non-refundable fee of two thousand dollars (**J\$2,000.00**) in the form of cash or manager's cheque.

### **Site Visit**

A **Site Visit** will be held on **Wednesday, March 8, 2017 at 10:00 a.m.** at Petrojam Limited's Kingston Industrial Loading Rack and on **Wednesday, March 15, 2017 at 1:00 p.m.** at the terminal in Freeport, Montego Bay. All interested contractors are required to contact **Hugh Hines** (876-923-861-5; [hugh.hines@petrojam.com](mailto:hugh.hines@petrojam.com)) to make arrangements to attend. **Safety shoes, hats and glasses are required for the site visit.**

### **Clarifications**

Clarifications regarding this bid should be submitted to [bidqueries@petrojam.com](mailto:bidqueries@petrojam.com) no later than **Monday, March 20, 2017 at 2:00 p.m.** The subject of the email should be: **"Provision of Labour to Perform Bunkering Services"**

### **Deadline for Submission of Bids**

Bids shall be valid for a period of **one hundred and eighty (180)** days after bid closing and shall be deposited in the tender box labeled **"Provision of Labour to Perform Bunkering Services"** located in the Lobby at Petrojam Limited's Procurement Unit, 75 Marcus Garvey Drive, Kingston 15, no later than **Thursday, March 23, 2017 at 2:00p.m.** Late bids will be rejected.

### **Bid Opening**

Bids will be opened at Petrojam Limited's Procurement Unit, 75 Marcus Garvey Drive, Kingston 15 on **Thursday, March 23, 2017 at 2:05p.m.** Bidders and/or their representatives are invited to attend the opening.

**Petrojam Limited is not obliged to accept the lowest or any bid and reserves the right to terminate the bid process at any point prior to the award of contract without incurring any liability to any of the participants.**