

Invitation for Bids
Provision of Janitorial Services for Petrojam Limited

Scope: Petrojam Limited hereby invites bids from eligible and qualified bidders for the provision of janitorial services for its Kingston refinery located at 75-96 Marcus Garvey Drive Kingston 15 and its Montego Bay Freeport facility.

Eligibility Criteria

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

1. Valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL)
2. Valid registration with the National Contracts Commission in the category of Janitorial, Sanitation Services

Collection of Bidding Documents

A complete set of Bidding Documents in English will be available for download from **Monday, June 4, 2018** on the Government of Jamaica's Electronic Procurement website- www.gojep.gov.jm. Registration instructions are available at www.gojep.gov.jm and all interested bidders are required to register.

Clarifications

A prospective Bidder requiring any clarification of the Bidding Documents- **including the contract document** must be submitted no later than **June 21, 2018 at 2:00 p.m.** All clarification will be facilitated through the electronic platform only www.gojep.gov.jm.

Site Visit:

A mandatory Site Visit will be held on June 13, 2018 @ 11:00 a.m. at Petrojam Limited, Kingston Refinery, 96 Marcus Garvey Drive, Kingston 15, and JAMAICA W.I. location. All bidders are required to contact Mr. Kwabena McInnis at [(876) 923-8611-5 or email: kwabena.mcinnis@petrojam.com to make arrangement for the site meeting.

Deadline for Submission of Bids

Bids shall be valid for a period of one hundred and twenty (120) calendar days after the bid closing and must be submitted online via www.gojep.gov.jm no later than **Tuesday, June 26, 2018 at 11:00 a.m.**

Bid Opening

Online Bid Opening takes place on **Tuesday, June 26, 2018 at 11:05 a.m.** An online bid opening report will be sent to all Bidders that submitted a proposal.

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.

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids.

To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm

Please register on the e-GP System, by selecting the *Register as a supplier* link from the home page. For assistance and training, please contact the support desk at: (876) 932-5220.