

Invitation for Bids **Provision of Ships Agency Services**

Petrojam Limited invites service providers to submit bids for the provision of Ships Agency Services at several ports in Jamaica. The duration of the project is one (1) year.

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 (NCC) in the category of **Marine Services**.

Bids submitted without the aforementioned documents will be rejected.

Collection of Bidding Documents

A complete set of Bidding Documents in English will be available for download as at **Monday, February 5, 2018** on the Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Registration instructions available on the website listed on the system. **Registration is required for vendors to participate in the Tender.**

Clarifications

Clarifications related to this procurement activity will be accommodated up to **Thursday, February 15, 2018 at 2:00 p.m. sharp**. All clarification will be facilitated through the electronic platform only (www.gojep.gov.jm)

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, February 20, 2018 at 11:00 am.**

Bid Opening

Online Bid Opening takes place on **Tuesday, February 20, 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.

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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.