



INVITATION FOR BIDS

Date: April 6, 2018

Contract Identification No: RFP: 2018-AM-001

On behalf of the Government of Jamaica, the Jamaica Cultural Development Commission (JCDC) has committed funding for the cost of the services and intends to apply part of the proceeds of these funds to payments under the Contract for **Extension of Building – Head Office - RFP: 2018-AM-001**.

The Jamaica Cultural Development Commission (JCDC) now invites sealed bids from eligible and qualified bidders for **Extension of building at the Head Office**.

ELIGIBILITY CRITERIA:

All Bidders must submit **valid copies** of the following to be eligible for consideration:

- a. National Contracts Commission Registration in the category of **Building Construction Grade 1 or 2**
- b. Tax Compliance Letter (TCL) or Tax Compliance Certificate (TCC), if current/not expired.
- c. Tender Bond representing 1% of the tender Sum
- d. Bank Statement reflecting ability to Finance the Project or audited company accounts
- e. Names and Addresses of Two (2) Referees
- f. list of jobs currently being executed by the Company
- g. A copy of the list of Directors certified by the Registrar of Companies

Failure to enclose these documents will result in the quotation being non-responsive, and thus will be rejected.

PROCUREMENT METHOD:

Local Competitive Bidding

SCOPE OF WORK

The scope of works for the project will entail concrete work, painting, tiling, electrical and A/C installation, windows and doors installation etc.

COLLECTION OF BIDDING DOCUMENTS

Bidding documents (and additional copies) may be purchased at Jamaica Cultural Development Commission, 3 – 5 Phoenix Avenue, Kingston 10 from **April 6, 2018** between the hours of **9:00 a.m. and 3:30 p.m.** Mondays to Fridays, **(not on weekends)** for a non-refundable fee of One Thousand Five Hundred Dollars (\$1,500.00), for each set, payable by cash or by manager's cheque only.

BID VALIDITY

Bids shall be valid for a period of One Hundred and Twenty (120) days after Bid closing.

RECEIPT OF BIDS

Tender packages must be enclosed in a sealed unmarked envelope addressed to:
“Tender – Extension of Building – Head Office”
Jamaica Cultural Development Commission, 3 – 5 Phoenix Avenue, Kingston 10
The envelope must be returned on or before **3:00 p.m. on Thursday, May 10, 2018** and deposited in the designated Tender Box in the main reception area.
Tenders submitted after this time and date will automatically be disqualified.

OPENING OF TENDERS

Tenders will be opened in the presence of the bidders, who wish to attend at **3:15 p.m. on, Thursday, May 10, 2018** at the JCDC Boardroom.

For further information please contact:

Mr. Kmar Coombs
Procurement Manager
Jamaica Cultural Development Commission
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Kingston 10
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