

# Jamaica Customs Agency

JCA/2025/036

## Invitation for Bids

The Jamaica Customs Agency invites eligible and qualified bidders to submit sealed bids for the Implementation of Framework Agreements for the Supply and Delivery of Disposable Toiletries and Copy Paper for the Period of One (1) Year (2025-2026) at the Jamaica Customs Agency.

<b>Procuring Entity:</b>	Jamaica Customs Agency
<b>Scope:</b>	Procurement of Goods for the Supply and Delivery of Disposable Toiletries and Copy Paper for the period of one year (2025-2026): LOT I - Disposable Toiletries (Tissue and Hand Towels) LOT II - Copy Paper (Letter and Legal). Bidders are allowed to bid on all lots; however no more than three (3) bidders will be awarded for each lot in this Framework Agreement.
<b>PPC Category:</b>	'Stationery Supplies and/or Janitorial & Sanitation Supplies and/or General Supplies'.
<b>Procurement Method:</b>	National Competitive Bidding (NCB)
<b>Eligibility Requirements:</b>	Copy of a Valid Tax Compliance Certificate or Tax Compliance Letter clearly showing expiration date.  Copy of a Valid Public Procurement Certificate (PPC) in the category of 'Janitorial & Sanitation Supplies and/or Stationery Supplies and/or General Supplies'.  Completed and Signed Bid Submission Form (Bid sum for each lot must be inclusive of all applicable taxes) <b>Tender Documents:</b> Bidding documents will be available for download as of Tuesday, January 21 <sup>st</sup> , 2025, on the Government of Jamaica Electronic Procurement Website ( <a href="http://www.gojep.gov.jm">www.gojep.gov.jm</a> )
<b>Deadline for Clarification:</b>	Tuesday, February 4 <sup>th</sup> , 2025, at 4:00 p.m. All clarifications must be submitted through the GOJEP platform before the deadline.
<b>Deadline for Bid Submission:</b>	Bid must be submitted online via <a href="http://www.gojep.gov.jm">www.gojep.gov.jm</a> on Tuesday, February 11 <sup>th</sup> , 2025, at 1:00 p.m. <b>Late Bids will be Automatically rejected by the System.</b>
<b>Bid Opening:</b>	An online bid opening will take place on Tuesday, February 11 <sup>th</sup> , 2025, at 1:15 p.m. An Online bid opening report will be sent to all bidders that submitted a proposal.
<b>Contact Information:</b>	Director, Public Procurement Branch <a href="mailto:procurementinfo@jca.gov.jm">procurementinfo@jca.gov.jm</a>
<b>Address:</b>	Jamaica Customs Agency Myers Wharf, Newport East Kingston 15 Telephone no. 922-5140-8 Fax no. 948-6920

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

To participate in this tender opportunity, Suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at [www.gojep.gov.jm](http://www.gojep.gov.jm).

To register, please select the "Register as a supplier" link from the system home page.

For assistance regarding training, download of tender documents and upload of tender proposals please contact the Ministry of Finance, Office of the Public Procurement Policy Unit Customer Care Desk at: (876) 932-5220/932-5246/932-5253 or via email at [oppccustomer@mf.gov.jm](mailto:oppccustomer@mf.gov.jm).