



## INVITATION TO BID

**PROJECT NAME: Procurement of Backup and Disaster Recovery Solution – CAD**

**REFERENCE NO.: CAD-BDR-G6-12-2023**

Court Administration Division, Formerly Court Management Services invites eligible and qualified bidders to submit bids for the Procurement of a Backup and Disaster Recovery Solution.

**PROCUREMENT METHOD: National Competitive Bidding**

### PROJECT BACKGROUND:

The Judiciary plays a vital role in upholding justice and maintaining the rule of law in our society. Our court proceedings, case management systems, and confidential legal documents are essential to the efficient functioning of our judicial system, and as such require a state-of-the-art backup and disaster recovery solution. Against this background, the Court Administration Division is seeking to procure a suitable solution from an eligible and a qualified supplier. The selected supplier will be required to provide and customise **Backup and Disaster Recovery Solution** according to the CAD's needs, while maintaining strict confidentiality. The procurement will be conducted in accordance with the laws and procedures outlined in the Public Procurement Act (2015). Further details of the procurement are listed in the application documents below.

### ELIGIBILITY REQUIREMENTS:

Copy of valid Public Procurement Commission Registration and Tax Compliance Certificates or Tax Compliance letter clearly showing the expiration date.

### AVAILABILITY OF TENDER DOCUMENTS:

Bidding documents will be available for download as at **Saturday, December 2, 2023** on the Government of Jamaica Electronic Procurement website ([www.gojep.gov.jm](http://www.gojep.gov.jm)).

### DEADLINE FOR BID SUBMISSION:

Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) on or before **January 2, 2024 at 11:00 a.m.** (Late Bids will automatically be rejected by the System.)

### CLARIFICATION DEADLINE:

CAD will only respond to clarifications or queries received by **December 22, 2023 at 3:00 p.m.** Bidders are required to upload all requests for clarifications to the GoJEP portal.

### BID OPENING:

An online bid opening will take place on **January 2, 2024 at 11:15 a.m.**

### CONTACT INFORMATION: Mr. Omar Dixon

Senior Procurement Specialist

Email: [CADProcurementUnit@Cad.Gov.Jm](mailto:CADProcurementUnit@Cad.Gov.Jm)

Address: Court Administration Division

131 Tower St.

Kingston

Telephone no: 876-379-6612

### NOTE:

This is an online tender where tender documents, clarifications and bids will only be made available and accepted via the Government of Jamaica Electronic Procurement Portal – GOJEP ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) will be accepted and there will be no physical tender drop-off box.

For assistance relating to the operations of the GOJEP website, please contact the Office of the Public Procurement Policy (OPPP) within the Ministry of Finance and the Public Service at (876)932-5220/(876)932-5205 or [oppccustomer@mf.gov.jm](mailto:oppccustomer@mf.gov.jm). For further information, please contact:

**Director 3, Public Procurement (Acting)**

**Court Administration Division**

**8<sup>th</sup> Floor, The Towers**

**25 Dominica Drive**

**Kingston 5**

**Tel: 876-613-8872 or 876-412-1280; Email:**

**[CADProcurementUnit@Cad.Gov.Jm](mailto:CADProcurementUnit@Cad.Gov.Jm)**