



INVITATION TO BID

PROJECT NAME: Procurement of Computers and UPS for Parish Courts – CAD

REFERENCE NO.: CAD-Comp.UPS-G6-12-2023

Court Administration Division, Formerly Court Management Services invites eligible and qualified bidders to submit bids for the Procurement of **Computers and UPS for the Parish Courts**.

PROCUREMENT METHOD: National Competitive Bidding

PROJECT BACKGROUND:

The Court Administration Division is seeking to procure Computers and UPS to improve the Judicial Processes. The selected supplier will be required to provide Computers and UPS according to the CAD's needs. 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).

DEADLINE FOR BID SUBMISSION:

Bids must be submitted online via 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
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). 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. For further information, please contact:

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Kingston 5

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