



# **THE ELECTORAL OFFICE OF JAMAICA**

## **INVITATION TO TENDER**

### ***Canteen Concessionaire***

*The Electoral Office of Jamaica invites tenders from registered, suitably qualified Contractors for the provision of canteen concessionaire services for our offices.*

#### **Description of Services**

The Electoral Office of Jamaica (EOJ) is seeking a concessionaire to provide meals for members of staff on Mondays – Fridays of each week.

**Contract period will be for two (2) years.**

#### **Eligibility for Tender**

Potential bidders must

- Possess a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter (TCL)
- Be registered with the following:
  - National Contracts Commission (NCC) as an Approved Supplier in the Category – Canteen Concessionaire Services
  - A copy of a current and valid Liability Insurance

#### **Collection of Documents**

Bidding documents may be collected on or after **May 8, 2019** between 9:00 a.m. and 4:00 p.m. on weekdays, from:

Director of Elections  
43 Duke Street  
Kingston, Tel: 876-922-0425-9

The payment of a non-refundable fee of \$2,000.00 (payable in cash) will be required upon collection of tender documents.

#### **Return of Tenders**

Bids must be deposited in the tender box in the Receptionist area at 43 Duke Street, addressed to: **Canteen Concessionaire 2019, Director of Elections, 43 Duke Street, Kingston.**

Bids are to be submitted by **3:00 p.m. on Wednesday, May 29, 2019.** Bids submitted after the date and time specified will not be accepted.

A public opening of the bids will be held on **Wednesday, May 29, 2019 at 3:15 p.m.** on the 4<sup>th</sup> Floor, Conference Room at 43 Duke Street, Kingston. Bids shall remain valid for ninety (90) days after the date of bid opening.

**Failure to directly purchase the Tender/Bid Documents from the Procuring Entity will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.**

Recommendations for award of contract will be based on the best overall proposal and not necessarily cost.

**THE ELECTORAL OFFICE OF JAMAICA RESERVES THE RIGHT TO REJECT ALL TENDERS.**