

Jamaica

Tourist Board

Invitation to Tender- REF#JTB05/2020

Promotional Items

The Jamaica Tourist Board (JTB) is inviting qualified bidders to indicate their interest by submitting quotations for promotional items. Our overall objective is to find the most suitable company to submit a quotation to supply promotional items which are particularly effective at arousing interest of JTB brand, the quality of the products are required to meet the marketing needs and objectives of the Jamaica Tourist Board. Proof of the deliverables below must be submitted:

- In-depth knowledge and track record in branding of different publicity materials
- Portfolio of major assignments effected in the past two (2) to four (4) years relating to the scope of the project
- Reference of past customers showcasing the promotional "giveaway" items provided in the past three (3) years
- Demonstrate a variety of marketing items and design services through product catalogue such as hats, caps, bags, towels, etc.
- Provide actual sample of the core items. Sample will serve as quality reference for products that will be produced under the contract.

Companies interested in supplying the Jamaica Tourist Board with branded promotional items are required to submit a quotation in accordance with the requirements as set out in this invitation and Section V schedule of requirements outlined in the Request for Quotation issued on the www.gojep.gov.jm. In addition to the deliverables above, the minimum eligibility below are mandatory upon submission:

Minimum Eligibility

- Valid Copy of Tax Compliance Certificate (TCC)
- Valid Registration with the National Contract Commission (NCC)/ Public Procurement Commission (PCC) in the relevant categories of General Services, General Supplies, Audio-visual Goods

Procurement Method: National Competitive Bidding (NCB)

Tender Documents:

The details of this engagement are included in the Request for Quotation which will be available for download via the electronic Government Procurement Portal (www.gojep.gov.jm) as at 4:00pm Wednesday, May 20, 2020. No offline (hard copies) bids will be accepted and there will be no physical tender box for drop-off of tender documents.

Tender Submission:

Bids must be submitted online via www.gojep.gov.jm on and before Monday, June 15, 2020 at 11:00am. **Late Bids will be automatically rejected by the system.** An online bid opening will take place on Monday, June 15, 2020 at 11:30am. Jamaica Tourist Board will not be bound to assign any reason for not short listing any applicant and will not defray any costs incurred by any applicant in the preparation of the tender document.

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. For assistance to register, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at: 876-932-5220/876-932-5246/876-932-5253 or via email at oppccustomer@moa.gov.jm.