



**Ministry of Industry Investment and Commerce**  
4 St Lucia Avenue  
Kingston 5  
Jamaica

February 15<sup>th</sup> 2010

**RE : Proposed Consolidation and Alteration to First Floor, Ministry of Industry  
Investment and Commerce, 4 St Lucia Avenue**

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The Ministry of Industry Investment and Commerce intends to alter the First Floor of the premises it occupies at 4 St Lucia Avenue. Against this background the Ministry is inviting your company along with other firms to submit a tender as per the blank Bill of Quantities and attached drawing. Enclosed in this package is a sample copy of the JCC Standard Form of Building Contract/Agreement for Minor Works for you to review. For your bid to be considered eligible you are required to submit the following documents with your tender:

- Valid Tax Compliance Certificate
- Proof of Registration with the National Contracts Committee

Should you require any further information you may contact Sanvia Martin Bailey at 920 7067, fax 968 8824 or at the above address. Your tender should be submitted in sealed envelopes and placed in the designated tender box located in **Room 18, Second Floor** of the said Ministry **no later than 3:00pm, Tuesday, March 2<sup>nd</sup> 2010** and addressed to:

**Proposed Consolidation and Alteration to First Floor  
Ministry of Industry, Investment and Commerce  
4 St Lucia Avenue, Kingston 5**

The Ministry is not bound to employ by virtue of the submission of your proposal nor to give any reason for not accepting a proposal and will not defray any cost incurred by your firm in the preparation and submission of this tender.

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Reginald Budhan  
Permanent Secretary