

INSTRUCTIONS TO TENDERERS

01. INVITATION TO TENDER

The Ministry of Industry Investment and Commerce, Jamaica (hereinafter called "The Client") request tender for the Proposed Consolidation and Alteration to the First Floor, 4 St Lucia Avenue, Kingston 5 Jamaica

02. ELIGIBILITY REQUIREMENTS

Tenderers must submit proof of registration with the National Contracts Commission and a valid Tax Compliance Certificate.

03. TENDER DOCUMENTS

The Tender Documents shall comprise of the following:

1. Form of Tender - two copies
2. Instructions to Tenderers
3. Conditions of Contract (Sample)
5. Bills of Quantities with:
 - a). General Conditions
 - b). Measured Works
 - c). General Summary
6. Architectural Drawings.

04. RETURN OF TENDERS

The Tender Documents shall all be completed in **black ink**. The Bills of Quantities shall be properly filled in, with rates inserted beside the quantities, extended, totaled and the totals carried to their respective summaries, and then to the General Summary. Both copies of the Form of Tender shall be filled in and signed, one copy shall be marked "ORIGINAL" and shall be submitted in a small envelope provided. The other copy shall be left in the Bill of Quantities which shall be submitted in a separate envelope. Tenders should be returned by **3:00pm, Tuesday, March 2nd 2010** as stipulated on the letter of Invitation to Tender.

The Tender and all relevant documents shall be re turned to **Room 18, Second Floor (2nd) MIIC Building** and deposited in the Tender Box. The tender should be addressed as follows:

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

05. LATE TENDERS

Tenderers shall assume all responsibility for the delivery of tenders or modifications thereof to the office specified prior to the date and time set for the opening of Tenders. A late tender will not be considered even though it became late because of factors beyond the Tenderers control, such as delays in mail handling, telegraphic transmission or customs clearance. A late tender will be considered only when such tender is received at the place designated prior to award when the sole cause for it becoming late is due to mishandling on the part of the Client or its agents. **Late tenders will be returned unopened.**

06. TENDER OPENING

Tenders will be opened on Tuesday, March 2nd, 2010 at 3:20 pm in the 1st Floor Conference Room at the Ministry of Industry, Investment and Commerce. All Tenderers are invited to the opening.

07. TENDER IRREVOCABLE FOR 120 DAYS

Tenders shall be irrevocable and the Client shall have the right to accept any tender before the expiry of 120 calendar days from the date or extended date, which is to be specified for the receipt of tenders, whether or not any other tender has been previously accepted.

08. UNAUTHORIZED ALTERATIONS

No unauthorized alterations or additions should be made to the Form of Tender or any other of the Contract Documents. If any alteration or addition is made, or if these instructions are not fully complied with, the tender may be rejected.

09. RIGHT TO REJECT

The Client, as a general norm, will award the contract to the lowest Tenderer. However, the Client reserves the right to reject any or all tenders and the lowest tender will not necessarily be accepted. Tenders not in accordance with the terms and conditions of the tender documents will not be considered.

The Client may reject tenders for but not limited to any of the following reasons:

- a). Where no tender meets the intent of the specification or does not otherwise conform to the conditions of tender, or where there is evidence of collusion.
- b). Where only one conforming tender is received although the Client may recommend that such tender, if in their best interest, be awarded.
- c). Where the lowest conforming tender substantially exceeds the official estimates.

10. ENQUIRES

All enquiries regarding the tender documents shall be by letter, or email only addressed as follows:

- 1). ***The Project Planner
Ministry of Industry Investment and Commerce
4 St Lucia Avenue
Kingston 5
Telephone: 920 7067
Fax: 968 8824
Email: smartin-bailey@miic.gov.jm***

Tenderers may request not less than three (3) days before the date of the tender return any interpretation or correction of any ambiguity, inconsistency or error in the tender documents. Such interpretations or correction will be communicated to Tenderers in writing, by means of a letter which will be sent by fax not less than two (2) days prior to the time and date stipulated for the return of tenders. Any addenda, amendment or revision, if occurring, must be considered in the tender and shall be properly signed and returned with the tender.

11. SITE VISIT

The Tenderer is expressly advised to visit the site of the works and to ascertain any facts about the work, and any existing condition which is likely to affect his tender.

A briefing and site tour will be conducted on Wednesday 24th February, 2010 at 10:00am

12. ADJUSTMENT OF ARITHMETICAL ERRORS

Arithmetical errors shall be adjusted in accordance with *paragraph b (Detailed examination of bids) clause (i), of subsection No: S21 20* of the Government of Jamaica, Handbook of Public Sector Procurement Procedures, November 2008.

13. FORM OF CONTRACT APPLYING

The successful Tenderer shall be required to execute the work under the GOJ's General Conditions of Contract and the Conditions of Particular Application.

14. CURRENCY OF TENDER

All prices shall be quoted in Jamaican Dollars.

15. LANGUAGE OF TENDER

The tender shall be English.

16. CONTRACT DOCUMENT

These Instructions to Tender and all other documents shall be deemed to form part of the Conditions of the Contract.

17. SIGNING OF CONTRACT

The successful Tenderer will be required to sign the contract documents within four (4) days after notification of the award of the contract.

