



## Invitation to Bid

### PROVISION OF JANITORIAL SERVICES

Petrojam Limited invites sealed bids from eligible and qualified bidders for the **Provision of Janitorial Services** at its facilities located at 75-96 Marcus Garvey Drive, Kingston 15 and Montego Bay Industrial Loading Rack located Freeport, Montego Bay St. James.

#### Eligibility Criteria

Interested bidders are required to submit the following with their bids:

1. Valid Tax Compliance Certificate (TCC);
2. A valid Letter of Registration with the Public Procurement Commission (PPC) in the category of **Janitorial, Sanitation Services**.

#### Collection of Bidding Documents

A complete set of Bidding Documents in English will be available for download as at **Monday, November 7, 2022** on the Government of Jamaica Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions are available on the website listed. **Registration is required for vendors to participate in the Tender.**

#### Clarifications

Requests for clarification will be accommodated up to **Friday, December 3, 2022 at 2:00 p.m.** All clarifications will be facilitated through the electronic platform only ([www.gojep.gov.jm](http://www.gojep.gov.jm))

#### Site Visit

A Site Visit is **required** in order to submit a bid. The Site Visit will be held on **Wednesday, November 23, 2022 at 11:00 a.m.** at the Petrojam Limited, Kingston Refinery, 96 Marcus Garvey Drive, Kingston 15, Jamaica, W.I. location. All bidders are required to contact **Mr. Michael McGhie and/or Mr. Kwabena McInnis** at (876) 923-8611-5 or email: [michael.mcghie@petrojam.com](mailto:michael.mcghie@petrojam.com); [Kwabena.mcinnis@petrojam.com](mailto:Kwabena.mcinnis@petrojam.com) to make arrangements to attend. **Safety shoes, hats, pants, shirts, coveralls and glasses are required for the Site Visit.**

#### Deadline for Submission of Bids

Bids shall be valid for a period of **two hundred (200) calendar days** after the bid closing and must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Friday, December 17, 2022 at 2:00 p.m.**

#### Bid Opening

Online Bid Opening takes place on **Friday, December 17, 2022 at 2:05 p.m.** The bid opening form will be sent to all Bidders that submitted a proposal.

Petrojam Limited is not obliged to accept the lowest or any bid and reserves the right to terminate the bid process at any point prior to the award of contract without incurring any liability to any of the participants.

This is an online managed Tender, and tender documents and Suppliers' Bids will only be made available and accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids.

To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, [www.gojep.gov.jm](http://www.gojep.gov.jm)

Please register on the e-GP System, by selecting the *Register as a supplier* link from the home page. For assistance and training, please contact the support desk at: (876) 932-5220.