



JAMAICA CIVIL AVIATION AUTHORITY
4 WINCHESTER ROAD, KINGSTON 10, PO BOX 8998, CSO KINGSTON

INVITATION TO QUOTE
RFQ #: JCAA00133

Subject: The provision of Corporate Blazers for the male and female staff of the Jamaica Civil Aviation Authority

Dear Sir/Madam,

1. You are invited to submit your price quotation in a pro-forma invoice format for the supply of Corporate Blazers for the male and female staff of the Jamaica Civil Aviation Authority as laid down in **Attachment 1** as follows:

Item	Description	Quantity
1.	Corporate Blazers	See Attachment 1

2. Price quotations will be evaluated and a Purchase Order issued.
3. The contract will not will not necessarily be awarded to the bidder with the lowest price but to the bidder who submits the best overall proposal including quality of items proposed.
4. Your quotation should be accompanied by:
 - Copy of a valid Tax Compliance Letter Certificate (TCL).
 - Copy of a valid National Contracts Commission (NCC) Registration Certificate under the categories ***“Textile & Garment Manufacturers” and/or “Merchandise”***
 - Where applicable, adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English) for each item quoted, including names and addresses of firms providing service facilities in the territory of Jamaica.
 - The supplier should note any deviations and exceptions to the Technical Specifications.
 - Company’s Tax Registration Number (TRN)
 - Payment terms
 - Taxable amount clearly stated
 - Estimated date of delivery of goods
 - Warranty (where applicable)
 - **Samples of the items being quoted on MUST be provided.**

Please note the unsuccessful bidder/s samples will be returned by June 5, 2018. However, the successful bidder will receive theirs at the ending of the contract.

5. The deadline for receipt of your quotation is **3:00 p.m. on May 29, 2018.**
6. Quotations should be deposited in the tender box located in the lobby at the address below:

Procurement Officer
Jamaica Civil Aviation Authority
4 Winchester Road
Kingston 10

7. Your quotation should be submitted as per the following instructions:

- (i). Prices: Prices shall be quoted in Jamaican dollars indicating all applicable taxes.
- (ii). Evaluation of Quotations: Quotations determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices.

Arithmetical errors will be corrected as follows:

- Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- If a Supplier refuses to accept the correction, the quotation will be rejected.

- (iii). Award of Purchase Order: The award will be made to the bidder offering the best proposal and that meets the required standards of technical and financial capabilities.

- (iv). Payment: The method and conditions of payment to be made to the Supplier under the Purchase Order shall be one hundred (100%) percent of the Purchase Order Price of Goods received. The Supplier will be paid in Jamaican Dollars.

Payment of any purchase order valued Two Million Jamaican Dollars or over, will be made via wire transfer: The following information will be required:

- Name on Account
- Account Number
- Financial Institution Branch Code and Bank Code
- Account Type

- (v). Delivery Schedule: **Please indicate estimated date of delivery on the quotation.**

Goods should be delivered as indicated below:

Jamaica Civil Aviation Authority
4 Winchester Road
Kingston 10

- (vi). Origin: There are no restrictions as to the origin of goods offered under this RFQ.
- (vii). Documentation: Subsequent to the delivery or collection, the Supplier is required to submit the following documentation:
 - Invoice
 - Any other pertinent document
- (viii). Validity of the Offer: Your quotation should be valid for a period of 45 days from the date of submission of quotations as indicated in Paragraph 6 of this Invitation to Quote.

8. Further information can be obtained from:

Tamara McGann
Procurement Officer
4 Winchester Road
Kingston 10
Email: purchasing@jcaa.gov.jm

PLEASE NOTE ALL CLARIFICATIONS TO THIS RFQ MUST BE SENT TO purchasing@jcaa.gov.jm ONLY!
All responses to clarifications will be posted on the JCAA's website at www.jcaa.gov.jm

9. The Procuring Entity reserves the right to cancel the tender process or reject any or all quotations at its discretion.

Attachment # 1
Technical Specification

Item	Description	Quantity
1.	MALE BLAZERS	144
2.	FEMALE BLAZERS	133