



THE PROCUREMENT OF CONSULTANCY SERVICES

The Jamaica Civil Aviation Authority (JCAA) invites sealed bids from eligible bidders for the following procurement opportunity.

The Procurement of Consultancy Services to assist the JCAA in the Development and Implementation of an Archive and Records Management System (RFP#2020/JCAA/03)

ELIGIBILITY REQUIREMENTS

Bidders must submit valid/current copy of the following document with their proposal:

- Tax Compliance Certificate/Letter (TCC/L)

BID DOCUMENT

Details of the engagement are included in the Request for Proposal, which may be viewed at the Jamaica Civil Aviation Authority's website at www.jcaa.gov.jm as of Tuesday, 24th March 2020 at 3:00 p.m.

RETURN OF BID DOCUMENT

Completed tender documents should be returned in sealed plain envelopes, clearly marked as follows:

Ms. Elaine Richards-Harris
Director, Public Procurement
Request for Proposal (RFP # 2020/JCAA/03)

The Procurement of Consultancy Services to assist the JCAA in the Development and Implementation of an Archive and Records Management System

Jamaica Civil Aviation Authority
4 Winchester Road
Kingston 10

Envelopes should be deposited in the Tender Box located in the Lobby of the Jamaica Civil Aviation Authority, 4 Winchester Road, Kingston 10, no later than **Tuesday, April 21, 2020 at 3:00 p.m.**

Public opening of bids follows at **3:15 p.m. on Tuesday, April 21, 2020** in the Procurement Meeting Room of the Jamaica Civil Aviation Authority.

Late Submissions will NOT be accepted.