

## Competition Notice

## SECTION I: CONTRACTING AUTHORITY

## NAME, ADDRESSES AND CONTACT POINT(S)

**Official name:** Jamaica Cultural Development Commission  
**Postal address:** 3-5 Phoenix Avenue, Kingston 20  
**Contact information:** Kmar Coombs - Manager, Procurement  
**Telephone:** 876-577-9139

## SECTION II: OBJECT OF THE CONTRACT

## DESCRIPTION

## Tender Reference Number:

127929

## Scope (narration of procurement):

Jamaica Cultural Development Commission - Insurance Placement

## Nature

Insurance Placement

## Quantity

1

## Type of contract and location of works, place of delivery or of performance

(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))

<input type="radio"/> (a) Works Main site or location of works	<input type="radio"/> (b) Supplies Main place of delivery	<input checked="" type="radio"/> (c) Services Main place of performance 3-5 Phoenix Ave and 36 Hope Road, Kingston 20
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**A summary of the principal required terms and conditions of the procurement contract or the framework agreement:**

## TENDER NOTICE

## INSURANCE PLACEMENT

Jamaica Cultural Development Commission

Tenders are invited from insurance companies and brokers which are pre-qualified by the Financial Services Commission (FSC) and registered with the National Contracts Commissions (NCC) to provide insurance services to the Jamaica Cultural Development Commission.

Pre-qualified brokers and insurers will be required to submit in their tenders:

- i) copies of valid Tax Compliance Letter (TCLs), indicating tax compliance at the time of submission of tenders;
- ii) copies of NCC registration, reflecting validity at the time of tender;
- iii) A like-for-like proposal and a maximum of One alternative proposal(s).

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**Jamaica Cultural Development Commission - Insurance Placement**

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iv) \_\_\_\_\_

(Any other item deemed necessary)

Cover is required for the following classes of insurance:-

- o Commercial Risk
- o Electronic Equipment Risk
- o Employer's Liability
- o Public Liability
- o Loss of Money
- o Commercial Comprehensive Motor
- o Motor Contingent Liability

The period of placement will be three years.

Tender packages can be downloaded from the Electronic Government Procurement System:

Each tender should contain a summary of the risk(s).

Tenders must be uploaded to the Electronic Government Procurement System.

Requests for clarification must be made before or on 14th December, 2018 using the Electronic Government Procurement System.

The deadline for submission of tenders is 3:00 p.m. on 21st December, 2018

**TENDERS SUBMITTED AFTER THIS TIME AND DATE WILL BE REJECTED.**

Tenders will be opened at 3:15 p.m. via the Electronic Government Procurement System.

Recommendations for award(s) will not necessarily be made in favour of the lowest priced tender but the best overall proposal(s).

**Expected delivery time:**

Date: 06/01/2019 (dd/mm/yyyy)

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**Jamaica Cultural Development Commission - Insurance Placement**


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**SECTION III: PROCEDURE****Type of procedure**

<input type="radio"/> Open - ICB
<input checked="" type="radio"/> Open - NCB
<input type="radio"/> Restricted Bidding (RB)
<input type="radio"/> Single Source (SS)
<input type="radio"/> Emergency Procedure
<input type="radio"/> Specific Contract

**Indicative Tender submission deadline:**

Date: 21/12/2018 (dd/mm/yyyy) Time: 15:00 UTC-5

**Indicative Tender opening date:**

Date: 21/12/2018 (dd/mm/yyyy) Time: 15:15 UTC-5

<input checked="" type="radio"/> National Competitive Bidding
<input type="radio"/> International Competitive Bidding

**Eligibility:****Qualification:**

**Funding Source:** [Government of Jamaica](#)

**Funding Providers:**

**Project Reference Number:** [JCDC - INS-19-22](#)

**Country of Contract Performance:**

<input checked="" type="radio"/> Jamaica
<input type="radio"/> Outside of Jamaica

**Non-petroleum indicator:**

<input checked="" type="radio"/> Non-petroleum
<input type="radio"/> Petroleum related procurement

**Planned Evaluation End date**

Date: (dd/mm/yyyy) Time: UTC-5

**Planned Contract Award date**

Date: (dd/mm/yyyy) Time: UTC-5

**SECTION IV: COMPLEMENTARY INFORMATION**

**DATE OF DISPATCH OF THIS NOTICE:**

30/11/2018 (dd/mm/yyyy)