



THE UNIVERSITY HOSPITAL OF THE WEST INDIES

TENDER NOTICE

Procurement of Custom Brokerage Services at the Hospital

UHWI Custom Brokerage (LCB: UHWICB 012016)

The University Hospital of the West Indies, located at Golding Avenue, Mona, Jamaica, request bids to **Procure Custom Brokerage Services at the Hospital.**

ELIGIBILITY OF CONTRACTORS

To be considered eligible, at the time of tender opening your tender must include the following:

- Copy of a valid Tax Compliance Certificate.
- Proof of current registration with the National Contracts Commission in the category of **Custom Brokerage.**
- Completed and signed Bid Submission Form
- Copies of Current Brokerage Licence in the AEO Category.

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AVAILABILITY OF TENDERS

Tender documents will be available at a cost of **Five Thousand Dollars (\$5,000.00)** each. Payments can be made in cash or manager's cheque payable to the University Hospital of the West Indies at the cashier in the Accounts Department, Administration Building. Tender documents will be obtained upon presentation of the receipt to the Contracts and Services Unit, UHWI Administration Building, from **Monday, May 16, 2016** between the hours of **9:00 a.m. and 4:00 p.m.** at the address cited above. All queries, if any, must be submitted to **procurement@uhwi.gov.jm** or **david.walker@uhwi.gov.jm** on or before **Friday, June 10, 2016.**

RETURN OF TENDERS

Bids in sealed envelopes must be returned on or before **2.00 p.m.** local time **Wednesday, June 15, 2016** and deposited in the marked tender box located at the Procurement Unit, Administration Building, UHWI.

Bids will be publicly opened at **2:15 p.m.** local time, **Wednesday, June 15, 2016** in the Hospital's Board Room of the above address in the presence of the bidders' representatives who choose to attend. **Late bid(s) will be rejected and returned to the bidder(s) unopened.**

The University Hospital of the West Indies reserves the right to accept or reject all bids.

Visit our web site at **www.uhwi.gov.jm**

THE PROJECT IS BEING FUNDED BY THE UNIVERSITY HOSPITAL OF THE WEST INDIES

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