



**THE UNIVERSITY HOSPITAL OF THE
WEST INDIES**

TENDER NOTICE

Custom Brokerage Services

The University Hospital of the West Indies (UHWI) located at Golding Avenue, Mona, Jamaica invites tenders for the provision of **Custom Brokerage Services (3 years contractual services)**

ELIGIBILITY REQUIREMENTS

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 Public Procurement Commission in the category of Custom Brokerage Services
- ◆ Completed and signed Bid Submission Form

Non-compliance with all or any of the criteria above will result in automatic disqualification of tender.

PROCUREMENT METHODOLOGY

National Competitive Bidding

SCOPE OF WORK

Custom Brokerage Services

The Customs Broker shall provide the following services on behalf of University Hospital of the West Indies: Conduct all required transactions with the Customs Department and such other government/quasi government agencies that may be involved in connection with the importation of goods into the Hospital or exportation of goods from the Hospital Overseas Partners, and staff should be equipped with the knowledge of the ASYCUDA web based application systems of the Jamaica Customs Agency.

AVAILABILITY OF TENDERS

Tender documents will be available at a cost of **Five Thousand Jamaican Dollars (J\$5,000.00)** in Cash or Manager's cheque, payable to the Cashier in the Accounts Department, Administration Building University Hospital of the West Indies. Tender documents may be obtained on presentation of the receipt to the Procurement Unit, located at the Dome Building/Nurses Residence UHWI, from **Tuesday May 03, 2022** between the hours of **9:00 a.m.** and **4:00 p.m.** at the address cited above.

RETURN OF TENDERS

Bids in sealed envelopes must be returned no later than **2:00pm Tuesday June 07, 2022** and deposit in the marked tender box located at the Procurement Unit, Dome Building/Nurses Residence UHWI. Bid opening will commence at **2:15pm Tuesday June 07, 2022** in the Board Room, UHWI. Bidder's representatives are invited to attend the opening.

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