



POST AND TELECOMMUNICATIONS DEPARTMENT

INVITATION TO TENDER

CANTEEN CONCESSIONAIRE

The Post and Telecommunications Department invites sealed bids from suitably qualified companies to operate the Canteen at its Head Office located at the Central Sorting Office, 6-10 South Camp Road for approximately **500 persons**.

Bidding will be conducted in accordance with the Government of Jamaica procedures as contained in the Handbook of Public Sector Procurement Procedures (January 2011)

Brief Scope of Service

The Concessionaire is required to provide breakfast, cold plates, fruit plates, lunch and snacks on a daily basis and offer catering services for functions within the Post and Telecommunications Department upon request.

Eligibility Criteria

- A proven track record in operating a Canteen
- Applicants must submit copies of valid Tax Compliance Certificates (TCC)
- Applicants must submit copies of valid National Contract Commission (NCC) registration certificate in the category of Catering Services.

Tenders submitted without valid TCC and NCC Certificates will automatically be rejected.

Collection of Tender Documents

Tender documents will be available as of Tuesday, March 29, 2011 and can be collected on Mondays to Fridays between the hours of 9:00 am to 4:00pm from:

**The Receptionist Area
Ground Floor, Central Sorting Office
6-10 South Camp Road, Kingston
Tel: 922-9430-8**

A non-refundable payment of J\$2,000 in cash will be required when collecting the tender documents.

Return of Tenders

Completed Tenders along with all required documents must be deposited no later than **Wednesday, April 27, 2011 at 1:00pm** in the Tender Box located in the lobby of the Central Sorting Office.

Opening of Tenders

Opening of Tenders will take place in the Training Room, Third Floor Central Sorting Office on **Wednesday, April 27, 2011 at 1:15pm** in the presence of bidders' representatives who choose to attend.

Tenders submitted after this time will be automatically rejected.

The Postmaster General reserves the right not to accept the lowest or any bid