



# CHURCH TEACHERS' COLLEGE: MANDEVILLE

## INVITATION FOR BIDS (IFBs)

Church Teachers' College: Mandeville now invites eligible and qualified contractors registered with the Public Procurement Commission (PPC) within the categories "Civil Engineering" in Grade 1-2 AND/OR "Building Construction" in Grade 1-2 to submit proposals for the Construction of a Language and Writing Laboratory on the College's Main Campus. International bidders must be registered with the PPC prior to award of contract. (See: [ppc.gov.jm/](http://ppc.gov.jm/)).

Bidding will be conducted through the National Competitive Bidding (NCB) procedure specified in the Government of Jamaica Handbook of Public Sector Procurement Procedures and is open to all eligible bidders.

### ELIGIBILITY REQUIREMENTS

Submission of:

- Valid copy of Tax Compliance Certificate (TCC) or valid copy of Tax Compliance Letter (TCL). **International bidders will be required to obtain a valid TCC prior to award of contract.** (See: [www.jamaicatax.gov.jm/](http://www.jamaicatax.gov.jm/)).
- Valid copy of Public Procurement Commission (PPC) Registration Certificate (formerly NCC)

**Failure to enclose these documents will result in the bid being non-responsive, and thus will be rejected.**

### OTHER REQUIREMENTS

- Company profile including (years of operation, location of offices, organization history, authorized personnel with whom the College will liaise)
- Listing of contracts performed with similar scope over the last five (5) years
- Three (3) reference letters from organizations with whom you have conducted similar business
- Listing of qualifications and experience of Operational and Technical staff to be assigned to this contract

### COLLECTION OF BIDDING DOCUMENTS

A complete set of the bidding documents in English is available in electronic format for interested eligible bidders through a request to the Acting Procurement Officer via email at [procurement@ctc.edu.jm](mailto:procurement@ctc.edu.jm) from **Wednesday, January 18, 2023, at 8:30 a.m. to Thursday, February 16, 2023.**

***Bidders who fail to request bidding documents directly from the College will result in ineligibility/non-responsiveness of that proposal from participating in the procurement process.***

### SITE VISIT

Bidders intending to submit a proposal are invited to a site visit, scheduled below:

- Church Teachers' College: Mandeville, 40 Manchester Road, Mandeville, Manchester – **Monday, January 30, 2023, @ 11:00 a.m.**
- Bidders who intend to participate in the site visit must contact Acting Procurement Officer, via electronic mail by **Thursday, January 26, 2023.** See email address below.

### BID SUBMISSION

Bids shall be deposited in the Tender Box located at the Accounts Department at Church Teachers' College: Mandeville, 40 Manchester Road, Mandeville, Manchester on or before **Monday, February 20, 2023, at 10:00 a.m.**

Envelopes bearing the College's name should be clearly labelled and addressed as follows:

**CONSTRUCTION OF LANGUAGE AND WRITING LABORATORY  
THE PROCUREMENT OFFICER (ACTING)  
RFP#: GOJ/MOEY/CTC/2023/01**

**Church Teachers' College: Mandeville  
40 Manchester Road, P.O. Box 41  
Mandeville, Manchester**

*Bids submitted after the stipulated deadline will not be accepted.*

### BID OPENING

Bids will be opened in the Conference Room at Church Teachers' College: Mandeville, 40 Manchester Road, Mandeville, Manchester on **Monday, February 20, 2023, at 10:10 a.m.** Bidders or their representatives are invited to attend this opening.

For further information or clarification, please contact the Acting Procurement Officer at **876-625-6252** or email to [procurement@ctc.edu.jm](mailto:procurement@ctc.edu.jm).

***Church Teachers' College: Mandeville reserves the right to reject any or all bids and to terminate the bidding process at any time before the award of contract without incurring any liabilities to participating bidders.***