

Jamaica Library Service



REQUEST FOR QUOTATION

The Jamaica Library Service is inviting your company to provide a quotation for the supply of pamphlet and magazine boxes.

Detail specification for each item is available in Appendix A

Instructions to Suppliers

1. Eligibility

The Supplier must

- Be registered with the National Contracts Commission – Goods Category.
- Possess an up-to-date Tax Compliance Certificate.

2. Instructions to Supplier

The supplier shall

- Submit the quotation no later than **11:00 a.m. on April 9, 2010**. Clarification and Questions may be made through contacting the Human Resource Management & Administration Department e-mail hq@jls.org.jm
- Suppliers are requested to submit **an original and 4 copies of Quotations on the following items:**
 - Pamphlet boxes
 - Magazine boxes
- Deliver the quotation addressed and labelled as follows:

**Mrs. Patricia Roberts
Director General
Jamaica Library Service Headquarters
2 Tom Redcam Drive, Kingston 5**

3. Evaluation of Quotations

- Evaluation of the quotations will be done by an Evaluation Committee on the basis of compliance. This process will be completed within fourteen (14) days of receipt of the quotation. During this time the Supplier may be requested to supply supplementary information.

- The specifications listed in Appendix A – are the minimum requirements and items quoted on must meet all the specification listed in Appendix A.
- The Evaluation Committee reserves the right to reject any/all quotation(s).

4. Business Conditions

The supplier must

- Be prepared to formalize and sign the contract to supply the goods within five (5) working days of the notification of award of the contract.
- Quotation must be valid for sixty days.
- Deliver the Pamphlet & Magazine Boxes to the Jamaica Library Service Headquarters **within 4 weeks of award of the contract.**
- Provide six (6) months warranty on goods.
- Accept payment for goods as follows:

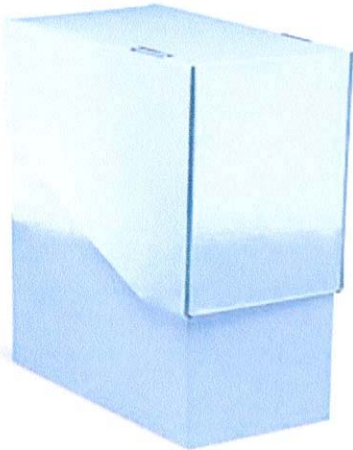
✓ On delivery of goods	50%
✓ On acceptance of goods	50%
✓ Acceptance process	One(1) week
- Any deposit required that is in excess of 10% of the proposal cost would require a bank guarantee.

Appendix A

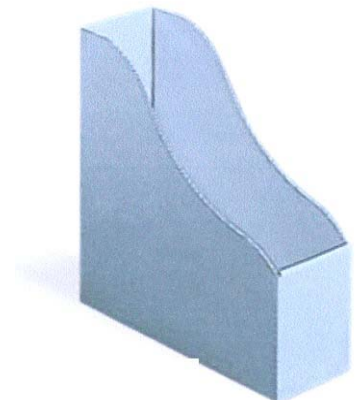
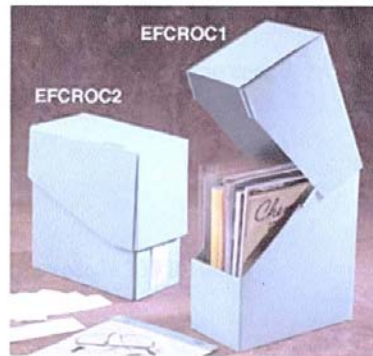
Specifications for Pamphlet and magazine boxes

Quantity	Name	Colour	Specifications
797	Pamphlet boxes	Fire Red	L/S 9" x 11 1/2" (23 x 30cm)
1119	Pamphlet boxes	Fire Red	F/S 10 1/2" x 15" (26 x 38cm)
520	Magazine boxes	Fire Red	Opened 10 1/2" x 12" (26 x 30cm)

Samples



Pamphlet box



Magazine box