



**airports authority of jamaica**

**TENDER NOTICE  
PROCUREMENT OF INSURANCE BROKER SERVICES  
FOR INSURANCE PLACEMENT AND RELATED SERVICES**

Pre-qualified Insurance Companies and Brokers registered with the Financial Services Commission (FSC) and which are on the Public Procurement Commission's (PPC) register are invited to submit Proposals to provide insurance broker services to the Airports Authority of Jamaica.

Pre-qualified Brokers and Insurers will each be required to submit in their Proposals:

- i) Copies of valid Tax Compliance Certificates (TCCs)/Tax Compliance Letters indicating that they are tax compliant at the time of submission of Proposals; and
- ii) Copies of valid PPC registration.

The period of placement will be for three (3) years with the successful Broker.

Bidding Documents may be obtained from the following address as of **Tuesday, 2020 December 29** at a non-refundable cost of **J\$3,000.00**, which must be paid for in cash or manager's cheque:

**General Counsel  
Airports Authority of Jamaica  
Administration Building  
Norman Manley International Airport  
Palisadoes, Kingston  
Telephone: 876-924-8714**

A Pre-Proposal Meeting will be held on **Tuesday, 2021 January 12** in the **Boardroom** of the Airports Authority of Jamaica located at the Norman Manley International Airport, Palisadoes, Kingston at **10:00 a.m.**

Cover is required for the following classes of insurance:-

- Industrial All Risks
- Computer All Risks
- Property Terrorism & Sabotage
- Business Interruption
- Airport Owner and Operators Liability
- Employer's Liability
- Fidelity Guarantee
- Loss of Money
- Private Motor Comprehensive
- Commercial Motor Comprehensive
- Motor Contingent Liability

Proposals should be deposited in the Tender Box at:

**Administration Building  
Airports Authority of Jamaica  
Norman Manley International Airport  
Palisadoes, Kingston**

**Each Proposal should contain a summary of the risk(s) and should be submitted in duplicate (one original and one copy) in sealed envelopes bearing the name and seal of the Broker and clearly marked and addressed as follows:-**

**PROCUREMENT OF INSURANCE BROKER SERVICE FOR  
INSURANCE PLACEMENT AND RELATED SERVICES  
AIRPORTS AUTHORITY OF JAMAICA  
Norman Manley International Airport  
Palisadoes, Kingston**

Proposals should be deposited by **3:00 p.m.** on **Friday, 2021 January 29.**

**PROPOSALS SUBMITTED AFTER THIS TIME AND DATE WILL  
AUTOMATICALLY BE DISQUALIFIED.**

**Opening will be at 3:15 p.m. in the Boardroom of the Airports Authority of Jamaica located on the Administration Building at the Norman Manley International Airport, Palisadoes, Kingston**

Recommendations for award(s) will not necessarily be made in respect of the lowest priced Proposal but in respect of the best overall Proposal(s).