



## **TENDER NOTICE**

### **PROVISION OF EXTERNAL AUDIT SERVICES**

The Airports Authority of Jamaica (AAJ) invites sealed proposals from eligible and qualified firms of Chartered Accountants for the provision of external audit services to the AAJ and its subsidiary NMIA Airports Limited for a period of two (2) years, that being the fiscal periods 2021-2 and 2022-3.

Interested firms must fulfil the following criteria and provide proof of validity at the time of proposal submission, in order to be considered eligible:

- Be a member in good standing with the Institute of Chartered Accountants of Jamaica (ICAJ)
- Valid Practising Certificate from the Public Accountancy Board of Jamaica (PAB)
- Should have a minimum of five (5) years' experience conducting audits in an industry similar to that of the procuring entity in terms of size and complexity and undertaken such an audit within the last three (3) years
- Valid Tax Compliance Certificate (TCC) and Tax Compliance Letter (TCL).

#### **Collection of Tender Documents:**

Tender Documents will be available at the Administrative Building of the Airports Authority of Jamaica located at the Norman Manley International Airport, Palisadoes, Kingston, as of **Tuesday, February 15, 2022 between 9:00 a.m. and 3:00 p.m.** upon payment of a non-refundable fee of Two Thousand Jamaican Dollars (J\$2,000.00) payable in cash or manager's cheque.

Failure to directly purchase the Tender Documents from the Airports Authority of Jamaica will result in the ineligibility/non-responsiveness of that proposal submission from participating in the procurement process.

#### **Packaging & Labelling of Proposals:**

Completed Technical and Financial Proposals should be labelled and sealed separately, then placed in an outer envelope that should be sealed and clearly marked:

**Invitation to Tender – Ref.# AAJ/AUDIT- 2022/001**

**“Tender for the Provision of External Audit Services”**

#### **Deadline for Submission of Proposals:**

Proposals must be deposited in the Tender Box located in the upper lobby of the Airports Authority of Jamaica Administrative Building on or before **3:00 p.m. (local time) Thursday, March 17, 2022.**

#### **Proposal Opening:**

A virtual public opening ceremony for proposals received will follow at **3:15 p.m. (local time) on Thursday, March 17, 2022**, in the AAJ Boardroom at the Norman Manley International Airport. Representatives of tenderers may attend the virtual opening ceremony via Zoom link which will be provided.

**For further information, please contact:**

**Senior Director of Finance  
Airports Authority of Jamaica  
Norman Manley International Airport  
Palisadoes, Jamaica  
Telephone: 876-924-8835-7 Ext. 2005  
Email: echin-see@aaaj.com.jm**

**Late submissions will be rejected and returned unopened.**

AAJ is not obliged to accept the lowest priced proposal and reserves the right to reject any proposal at any point before the award of contract without incurring any liability to any of the tenderers.