



airports authority of jamaica

TENDER NOTICE

**PROCUREMENT OF INSURANCE BROKER SERVICE  
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.

A Hybrid Pre-Proposal Meeting will be held on **Friday, 2024 January 12** in the **Board Room** of the Airports Authority of Jamaica located at the Norman Manley International Airport, Palisadoes, Kingston, at **10:00 a.m.** and virtually via the Zoom Platform. The Meeting Link will be provided three business days before the meeting, to all Pre-qualified Brokers.

**Cover is required for the following classes of insurances:-**

- Extended Property Damage and Business Interruption
- Engineering/Machinery Breakdown and Business Interruption
- Computer All Risks
- Loss of Money
- Fidelity Guarantee
- Employers Liability
- Private Commercial Comprehensive
- Motor Private Comprehensive
- Airport Liability Reinsurance
- Sabotage and/or Terrorism Insurance
- Director's & Officer's Liability
- Public Liability (Non-Aviation)

**Each Proposal should contain a summary of the risk(s) and be addressed as follows:-**

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

**Availability of Bidding Documents**

Bidding Documents will be available for download as at **Saturday December 30, 2023** on the Government of Jamaica Electronic Procurement Website – **www.gojep.gov.jm**. Registration instructions are also available on the website.

**Submission Deadline**

Proposals must be submitted online via the Government of Jamaica Electronic Procurement Portal - GOJEP (**www.gojep.gov.jm**) no later than **Monday, January 29, 2024 at 3:00 p.m.**

**Proposal Opening**

An online Proposal opening will take place on the GOJEP platform on **Monday, January 29 at 3:15 p.m.**

**Brokers will be unable to upload their Proposal once the Proposal deadline has passed.**

To participate in this tender opportunity, suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at **www.gojep.gov.jm**.

To register, please select the "Register as a supplier" link from the system home page.

For assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at (876)932-5220/932-5253 or email **opppcustomercare@mof.gov.jm**.

Recommendations for award of contract will be based on the best overall Proposal and not necessarily cost.