



**TENDERS FOR THE SUPPLY OF AN IP TELEPHONY AND CONTACT CENTRE SERVICES AT (A) FRANK WALCOTT BUILDING, CULLODEN ROAD,  
ST. MICHAEL (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL; AND (C) BAOBAB TOWER, WARRENS, ST. MICHAEL**

Tenders are invited for the supply of an IP Telephony solution at (A) Frank Walcott Building, Culloden Road, St. Michael; (B) E. Humphrey Walcott Building, CNR. Collymore Rock and Culloden Road St. Michael and (C) Baobab Tower, Warrens, St. Michael.

2 The instructions to the Tenderers form an integral part of the tender documents.

**TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT, CAP. 349 (THE “ACT”) SHALL IN SO FAR AS IS APPLICABLE TO THE TENDER, APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, 2ND FLOOR EAST WARRENS COMPLEX, WARRENS, AND ST. MICHAEL. TENDERERS SHOULD SUBMIT THE CERTIFICATE REQUIRED BY PARAGRAPH 3 OF THE SCHEDULE TO THE ACT WITH THEIR TENDER.**

3 All corporate tenderers must include with their tenders a copy of the Company’s Certificate of Incorporation and in the case of tenderers incorporated in

Barbados, a Certificate of Good Standing, as evidence of the fact that the company is an existing registered company as at the date of the tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**

4 Tenderers incorporated in Barbados, are advised that the Certificate of Incorporation referred to in the paragraph above means a Certificate of Incorporation issued under the Companies Act, Cap.308 of the Laws of Barbados or where applicable a Certificate of Continuance and/or a Certificate of Amalgamation or a Certificate of Amendment. Certificates must be dated after December 31, 1984. The Certificate of Good Standing referred to in the paragraph above means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property Office under the Companies Act, Cap.308 of the Laws of Barbados.

5 Tenders must be accompanied by certificates from the Director, National Insurance, and the Revenue Commissioner of the Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.

6 The successful Tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following methods:

- a. By way of a deposit with the National Insurance Board to the value of not less than 10 percent of the contract price or by deposit of securities as defined in the second schedule to the Insurance Act.
- b. By way of a performance bond from a bank or accredited insurance company whose liability shall not be less than 10 percent of the contract price. The cost of obtaining such security shall be the

responsibility of the contractor who need not necessarily make arrangements unless and until the tender has been accepted, or

c. By way of satisfactory personal sureties.

7 Sealed tenders must be submitted in an envelope one (1) hard copy original and one (1) electronic copy (USB, Flash Drive) clearly marked “**TENDERS FOR THE PROVISION OF AN IP TELEPHONY AND CONTACT CENTRE AT THE NATIONAL INSURANCE OFFICE, (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL; AND (C)BAOBAB TOWER, WARRENS, ST. MICHAEL**”

addressed to:                   The Secretary  
National Insurance Board  
National Insurance Office  
Frank Walcott Building  
Culloden Road  
St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday April 30<sup>th</sup>, 2021**. Tenders received after this date and time will NOT be considered.

8 No Tender will be considered unless it complies with the conditions set out in this notice and in the instructions to Tenderers.

9 The National Insurance Board does not bind itself to accept the lowest or any tender.

10 Prospective tenderers can obtain the “Instructions to Tenderers” by submitting the request to the Chief Information Technology Officer via email: [InformationSystems-ChiefInformationTechnologyOfficer@bginis.gov.bb](mailto:InformationSystems-ChiefInformationTechnologyOfficer@bginis.gov.bb) or Telephone (246) 431-7536.