



**Jamaica Public Service Company Limited**

Request for Proposal (RFP)

For

The Provision of Logistics and Freight Forwarding Services for  
Import & Export.

2026.

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## 1.0 INTRODUCTION.

The Jamaica Public Service Company Limited (JPS) seeks to identify a qualified logistics firm to provide door-to-door services, namely Air, Sea, and Inland Freight Forwarding and Local Custom Brokerage. The successful Bidder will be awarded a contract which spans for three (3) years, with an option for one-year extension.

## 1.1 JPS BACKGROUND.

JPS is an integrated electric utility company and the sole distributor of electricity in Jamaica. The Company is engaged in the generation, transmission, and distribution of electricity and also purchases power from a number of independent power producers (IPPs). Marubeni Corporation of Japan and East West Power Company (EWP) of Korea are majority shareholders, with joint ownership of 80 percent of the shares in JPS. The Government of Jamaica and a small group of minority shareholders own the remaining shares.

JPS serves over 600,000 residential, commercial and industrial customers, through a workforce of 1,500 employees and a network of offices throughout the island. The Company owns and operates 4 power stations, 8 hydroelectric plants, 1 Wind Park, 43 Substations, and approximately 14,000 kilometers of distribution and transmission lines. The system's total installed generating capacity is 789 MW. The company owns 80%, Or 621.0 MW of this capacity. The remaining 168 MW is owned by Independent Power Producers (IPPs). The Company also manages and operates the transmission and distribution system.

Along with the provision of electricity, JPS is a key partner in national development. The Company has a vibrant corporate social responsibility portfolio and makes significant contributions in the areas of education, sports, and community development. The Company also has a strong environmental focus and carries out its operations in an environmentally friendly manner.

JPS has the following status with Jamaica Customs – **Authorized Economic Operator** (AEO). It is an internationally recognized quality mark which indicates that the JPS supply chain is secure, and that the JPS customs procedures and policies are compliant. With this designation, JPS Warehouse and Procurement Teams are subject to audit and monitoring by Jamaica Customs.

The Office of Utilities Regulation (OUR) has regulatory authority over JPS' operations.

## 1.2 Geography of Jamaica.

Jamaica lies 145 kilometers south of Cuba and 160 kilometers west of Haiti. Its capital city, Kingston, is about 920 kilometers southeast of Miami. At its greatest

extent, Jamaica is 235 kilometers long, and it varies between 35 and 82 kilometers wide, with an area of 10,911 square kilometers.

### **1.3 PURPOSE OF THE RFP.**

This document is a Request for Proposal (RFP) to support the Import and Export Transport Logistics Services needs of Jamaica Public Service Company (hereafter referred to as “JPS”).

JPS anticipates that a competitive bid exercise be conducted to provide the services for Transport Logistics, Freight Forwarding and Custom Brokerage agreement will have significant cost advantages and process efficiencies in its current environment. JPS requires service solution from a single provider delivering Freight Forwarding and Custom Brokering.

JPS objectives for selecting a third party logistics provider (3PL) for the company are provided in the Scope of Works (SOW).

**Objective 1-** Collection of inbound and outbound shipping volumes for air, inland and ocean modes of transportation.

**Objective 2-** Provide a cost-effective, highly reliable transport logistics system in support of JPS operational requirements. Preference will be for complete “door-to-door” pricing for all traffic from point of collection, shipment, customs clearance at the port of entries and exits and delivery to final destination.

**Objective 3-** Provide a high level of responsiveness and flexibility to support JPS’ business priorities and delivery needs, as the Company utilizes a 24-hour operational shifts.

### **1.4 Definitions.**

**“Bidder”, “Supplier”, “Vendor” or “Contractor”** shall mean JPS qualified service provider acting in the role of the prime contractor who responds to this RFP.

**“Bid/ Proposal”** shall mean the Bidder’s formal written response indicating committed pricing, processes, systems and resources

All references to JPS or Company shall mean the Jamaica Public Service Company Limited.

**“Services”** means work provided by third party and or JPS

**“Approved”** means approved by the JPS or its delegated representatives.

**“Delivery”** means completion of activities.

“Days” means calendar days according to the Gregorian calendar.

“The Contract” means the final agreement entered into between the JPS and the Contractor signed by the parties, including any attachments, addenda, and appendices thereto and all documents incorporated by reference therein.

“The Contract Price” means the price payable to the Bidder under the Contract for the period agreed for the full and proper performance of its contractual obligations.

## **2.0 GENERAL INSTRUCTIONS TO BIDDERS.**

The Bidder is expected to examine all instructions, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

### **2.1 Points of Contact (PoC)**

All communications and questions with JPS regarding this RFP must be directed to the following Points of Contact (POC) via email:

**Name: Khadia Joseph - khjoseph@jpsco.com.**  
**CC: Aldeen Morris - apmorris@jpsco.com.**

Email subject: **JPS RFP No. 968527** – Provision of Transport Logistics Service for Import & Export .

### **2.2 Communication Regarding the RFP.**

*Unauthorized communications concerning this RFP with other Company employees, executives or contractors may result in immediate disqualification.*

All communication with and questions should be submitted in writing, electronically to the POC. In order to ensure consistency in the information provided to Bidders, responses to questions received will be communicated to all participants, without revealing the source of the inquiries.

### **2.3 Period of Validity of Bids.**

Bids shall remain valid for *ninety (90) days* after submission. A bid valid for a shorter period may be rejected by the Company as non-responsive. In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and responses thereto shall be made in writing.

### **2.4 RFP Amendment and Cancellation.**

At anytime prior to the deadline for the submission of bids, the Company may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding documents by amendment.

The amendment will be done in writing to all prospective Bidders who have received the Bidding Documents, and will be binding on them.

JPS reserves the unilateral right to cancel or reissue the RFP at its sole discretion. Bidders will respond to the final written RFP and any exhibits, attachments and amendments.

## **2.5 Bid Withdrawal.**

A Bidder may withdraw a submitted bid at any time up to the deadline for submitting bids. To withdraw a bid, the Bidder must submit a written request electronically, or via fax, signed by an authorized representative, to JPS before the submission deadline. After withdrawing a previously submitted bid, the Bidder may submit another bid at any time up to the deadline for submitting bids.

## **2.6 Proposal Content.**

The goods, required bidding procedures, and contract terms are prescribed in the bidding document reference 8.0.

## **2.7 Corrupt or Fraudulent Practices.**

The Employer requires that Bidders, Suppliers, Contractors, and Consultants, observe the highest standard of ethics during the procurement and execution of such contracts:

Defines, for the purposes of this provision, the terms set forth below as follows:

1. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of any officer/personnel involved in the procurement process or in contract execution;
2. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract, to the detriment of the JPS and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive JPS of the benefits of free and open competition;
3. "Collusive Practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial non-competitive levels or to influence the action of any party in the procurement process or the execution of a contract; and
4. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

## **2.8 Ownership of Work Product.**

All Deliverables and work product produced by the successful bidder for or on behalf of the Company, including all programming, documentation, plans, specifications, technology, inventions, processes, content, materials and works of authorship, and any and all inventions, discoveries and ideas that are made or conceived as a result of the Services performed under this Contract (collectively, the “Work Product”), shall belong exclusively to the Company.

## **2.9 Confidentiality of Data.**

The Bidder should recognize that JPS operates in a sensitive business environment and, for that reason, the Bidder must treat the materials and data provided by JPS as confidential. The successful Bidder may be required to agree to and execute the Confidentiality agreement.

## **2.10 Site Visit - To Bidder’s Facilities.**

Prior to selection of the final awardee, JPS reserves the right to visit the facility of those Bidders short-listed for inspection and negotiations.

## **3.0 PREPARATION OF PROPOSAL.**

### **3.1 Proposal Format.**

The proposal shall be prepared in the prescribed format below and include the following information

#### **A. Business Profile.**

- **General Information Sheet, Appendix G.**
- **Executive Summary.**
  - The executive summary shall be written on company letterhead and shall briefly summarize the Vendor's ability to provide the services specified in the RFP.
  - The executive summary shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with JPS.
  - Provide evidence of establishment, type of organization and size.

- Provide contact names and phone numbers for the person(s) responsible for the operation of the system.
- Qualifications and experience of staff that will provide the services described in the Scope of work
- Each proposal must contain a detailed description of how the Company will provide the goods and services outlined in this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the Company will provide that are not mentioned in this RFP
- Proposal shall include any service(s) that can be provided beyond the scope outlined in the RFP. The Proposer shall demonstrate their knowledge and experience in providing the solutions and/or services listed above in their response.

**4.0 SUBMISSION OF BIDS AND SELECTION CRITERIA.**

**4.1 Bid Response.**

All responses must be in English Language. Your bid response must be presented in Two (2) separate packages/folders electronically, namely Financial/Costing and Technical Specifications/Logistics framework. **Note that the Financial/Costing package will not be opened (evaluated) if the technical requirements are not met.** Responses will only be accepted electronically (see Section 4.3). The deadline for submission of bids is **Wednesday, May 27, 2026 at 11:59pm**

<b>RFP CALENDAR.</b>		
<b>ACTIVITY.</b>	<b>DUE DATE</b>	<b>RESPONSIBILITY.</b>
RFP date.	April 07, 2026.	JPS.
Bidder submits questions on RFP.	April 21 <sup>st</sup> , 2026.	Bidders.
Final date to respond to all queries.	May 05, 2026.	JPS.
Completion of RFP and deadline for submission of bids to JPS.	May 27, 2026.	Bidders.
Private Bid Opening.	June 02, 2026.	JPS.
Review and Evaluation of Bids.	June 23, 2026.	JPS.
Notification to short-listed	June 26, 2026.	JPS.

bidders.		
Post Tender Presentation & Negotiations to be completed.	July 17, 2026.	JPS.
Award and notification to all bidders.	August 31, 2026.	JPS.

**Submittal Requirement.**

\*N.B. If a prospective Bidder declined to bid, JPS will require the Bidder to indicate a reason for his/her decision, before the RFP closing date. Emails are to be sent to the RFP points of contact.

The Company may, at its discretion, extend this deadline for the submission of bids, in which case all rights and obligations of the Company and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Observing the deadline of the RFP, responses should be submitted electronically with appropriately file labels/names, and information required in Appendices. MS Excel, Adobe Pdf and Power Point file formats are acceptable. Proposal must be signed and stamped by an official authorized personnel who can bind the contractor to the provision of the RFP.

Any proposal received that does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected.

The JPS will open all bids privately. See calendar for date.

**4.2 Late Bids.**

Any bid received by the Company after the deadline for submission of bids prescribed by the Company, pursuant to **Section 4.1**, maybe rejected and/or returned unopened to the Bidder.

**4.3 Submittal Requirement.**

The bidder shall submit their proposals via the designated File Transfer Program (FTP) site, that is JPS Sharefile. The procuring entity is utilizing a FTP site to facilitate the bidding process. There are no license costs or usage fees to the bidding firm’s for the use of the FTP site.

This will not be a reverse auction; instead, this platform will simply provide the means to communicate your proposals to the procuring entity. The website address of the FTP will be shared with this RFP. Bidders are to upload files in responding to this request for proposal. Failure to do so may result in disqualification.

It is the responsibility of the bidding entity to ensure that their proposal is received by the Procuring Entity (that is, uploaded to the FTP platform) by the due date and time. Any proposal received after the stated date and time may be rejected.

The bidding entities designated contact will be sent an email with detailed instructions on how to access the FTP site, including login credentials. This will

provide access to an individual folder in which the proposal package can be uploaded.

**Signing of Proposal.**

The proposal must be signed by an official authorized personnel who can bind the Vendor to the provisions of the RFP.

**4.4 Proposal Rejection.**

Any bid received after the deadline for submission of bids prescribed by the Company, pursuant to Section 4.1, will be rejected and/or returned unopened. Any proposal received that does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected.

Bidders must comply with all of the terms of this RFP. JPS may reject any proposal as being non-responsive that does not comply with the terms, conditions and characteristics of this RFP or the key criteria for selection.

**4.5 Right of Rejection.**

JPS reserves the right to reject any and all quotation(s) at its sole and absolute discretion. Submission of a quotation constitutes acknowledgement that the Bidder has read and agrees to be bound by such terms and conditions as outlined in the Bid document.

JPS assumes no responsibility for delays caused by any mail delivery service.

**5.0 SELECTION PROCESS AND AWARD CRITERIA.**

**5.1 Method of Award.**

A selection committee consisting of JPS staff members will evaluate all responses. Based on the preliminary evaluation of the responses, we reserve the right to short list respondents.

Selection will be based on the Vendor’s ability to provide the requisite skillsets to the RFP and total cost quoted.

**5.2 Determination of Responsive Bids.**

The Company will examine the bids to ensure conformance to all the instructions listed in the Instructions to Bidders.

Omission of any of the requisite documentation may result in the bid being declared non-responsive and therefore rejected.

<b>OPERATIONAL CRITERIA.</b>	<b>Result.</b>
Technical(Logistics) Proposal.	Pass or Fail.

<b>COMMERCIAL CRITERIA.</b>	<b>Score (%).</b>
Cost of Service	90
Payment Terms	10

### **5.3 JPS Bid Evaluation Discretion.**

At its discretion, JPS reserves the right to:

- i. Reject any or all bids, in whole or in part as JPS is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of JPS.
- ii. To waive minor irregularities.
- iii. Reject a bid if it is in any way incomplete or irregular.
- iv. Modify the RFP document and request all Bidders to re-submit their quotation based on the changes
- v. Withdraw the RFP.
- vi. Terminate the contract for poor performance, non-delivery and award to the next placed Bidder.
- vii. Make no award.
- viii. Make an award without further discussion of any proposal and enter into a contract with the bidder whose proposal in JPS' judgment most nearly conforms to JPS' requirements, and will best serve the needs of JPS on terms to be agreed between JPS and the successful Bidder.
- ix. Select a bid other than the lowest priced, if JPS determines, at its sole and absolute discretion, that JPS' interests will best be served by doing so.
- x. Withhold any information used in conducting the evaluation.
- xi. Reject any or all bids and enter into negotiations with any Bidder or Bidders that JPS may choose.

- xii. Seek clarification from any Bidder regarding price information and may do so without notification to any other Bidder.
- xiii. Continue the review procedure until a Bidder is selected successfully or until JPS chooses to reject all quotations.
- xiv. Accept any bid or alternate as submitted without negotiations.
- xv. Require revisions to, corrections of, or other changes to any bid submitted as a condition to its being given any further consideration.
- xvi. After review of all bids, opt to split the contract between two or more service providers.
- xvii. Open negotiations with additional Bidders.

#### **5.4 Independent Price Determination.**

A Bid will be disqualified and rejected if, in JPS's opinion, there is reasonable indication that the price in the proposal was not arrived at independently without collusion, consultation, communication or agreement as to any matter relating to such prices between the Bidder, JPS employee or any other Bidder.

#### **5.5 Selection and Notification.**

Vendors determined by JPSCo to possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via mail. Those vendors not selected for the negotiation phase will not be notified.

#### **5.6 Right to Negotiate.**

Upon evaluation of the submitted bids, JPS reserves the right to enter into negotiations with one or more Bidders (not necessarily the Bidder with the lowest deliverable price submission) that appear to have submitted a bid that meets the needs and requirements of JPS. Negotiations could include, but are not limited to, price and the terms and conditions of this RFP. However, issues may arise that JPS may not negotiate due to policies or strategies, and an impasse could arise. If, for any reason, a Bidder and JPS cannot arrive at a mutual agreement that would result in the issuance of a contract, JPS reserves the right to terminate negotiations, to reject the bid, and to continue negotiations with other responsive Bidders that may lead to the issuance and award of a contract.

## **5.7 Written Clarification.**

JPS reserves the right, at its sole discretion, to request clarifications of bids or to conduct discussions for the purpose of clarification with any or all Bidders. The purpose of any such discussions will be to ensure full understanding of the bid proposal. Discussions will be limited to specific sections of the bid identified by JPS and, if held, will be after initial evaluation of the bids. If clarifications are made as a result of such discussion, the Bidder will submit such clarifications electronically. Refusal to respond to JPS's request for clarifications may be considered non-responsive and be used as grounds for rejection of the bid.

## **5.8 Contract Award.**

The award will be based on the proposal that is most responsive to the requirements of JPS and that which will offer the greatest value for JPS. Issuance of this Bid does not constitute a commitment by JPS to award any contract or to perform the research services as per the Offer made in response to this RFP. JPS reserves the right to invite any or all Bidders to make an in-person presentation. The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

## **6.0 SCOPE OF CONTRACT.**

The following is a high-level outline of the scope of services to be provided for this engagement.

The successful Bidder will be expected to perform the following logistics services:

1. Pick up from Supplier's facility in North America, provide inland transport to Bidder's warehouse in Florida. Provide weekly cargo on hand report. Must be detailed.
2. Pick up from Supplier's facility world-wide from major cities, provide inland transport to Bidder's or their partners' warehouses globally. Bidder should have Bonded Facilities.
3. Consolidate and co-ordinate transportation of all shipments to Jamaica's ports of entry via ocean or air. Prepare all Caricom, SEDs and any other required permits or bonds needed for the export or import of our shipment(s).
4. Customs brokerage: effect customs clearance at the ports of entry with a TEIR ONE ASSIGNED BROKER or its equivalent: Note JPS is (AEO) Authorized Economic Operator Certified.
5. Deliver to JPS designated locations.

6. The service outlined in 1-4 must be undertaken in compliance with all government agency regulations of the importing and exporting countries, inclusive of all relevant import/export permits and licences. JPS will be responsible for payment of all duties and taxes due in Jamaica for import and export shipments.
7. The successful Bidder will be responsible for payment of all third party charges associated with the shipment. JPS will make reimbursement in the normal invoicing for this service.
8. The above service outlined in 1-6 will comply with JPS negotiated delivery terms with its vendors, and will be in accordance to INCOTERMS 2020.
9. Instances of shipments originating outside of North America, the successful Bidder will be expected to utilize and communicate the most cost effective route to Jamaica for approval, inclusive of but not limited to the service outlined in 1-7.
10. Electronic interface: The ability to track on-line from pick up of cargo to delivery to JPS. The ability to download documents, prior to ship's arrival, ability to access online daily, bi-weekly and monthly reporting on activities, shipments, values etc.
11. Preparation of draft documents for shipments and provide estimates
12. JPS office Liaison. Availability of dedicated staff to handle JPS internal shipping issues, documents processing, document marshalling, interfacing, updating based at JPS requirement.
13. JPS Accounts Management- An Account Manager for JPS account for Freight Forwarding and Brokerage
14. Logistics solutions which includes but not limited to the ability to access a barge if needed amongst other logistics solutions.
15. Insurance of cargo: Insurance of cargo will be limited to less than container load air and ocean shipments. Insurance coverage shall be in an amount equal to 110% of the CIF value of the goods from "warehouse to warehouse" on "All Risks" basis including War Strike risk. Warehouse to warehouse shall mean from the warehouse of the vendor to JPS designated locations; not to exceed three (3) days from arrival at port of entry in Jamaica. It is to be clearly understood that the risk in the goods shall not pass to JPS until same is delivered to JPS designated location.

**Transit Times.**

**Air:** Transit time will be based on a general air service of 1- 4 days. This includes the inland transportation of any shipment in the U.S. or Canada to move via ground transport to the airport of export. “Hot” or “rush” shipments requiring air lift to be utilized for the domestic portion of a shipment will be addressed on a “spot quote” or ad hoc basis.

**Ocean:** Transit times should be based on standard components:

- Sailing schedule established arrival days to Jamaica.
- Freight origin using regular shipping timelines/schedule.
- Required date of receipt.

It will be critical for the Shipper and Bidder to communicate seamlessly in order to meet or exceed transportation requirements.

**Clearance and delivery:** In order to minimize storage and demurrage charges, shipments must be cleared through Customs, the wharf and airport within two (2) working days and one (1) working day average, respectively from time of arrival Notice of shipment at port of entry.

*\*Successful Bidder will define expected transit times during contract negotiations.*

**7.0 SPECIAL INSTRUCTIONS.**

To assist in creating a framework to gauge-pricing structures on future shipping volumes, 2024 volumes are listed below.

**Shipping Volumes.**

JAMAICA.	INBOUND # OF CONTAINERS.	OUTBOUND # OF CONTAINERS.	FREQUENCY.	COMMENTS
Ocean (FCL & LCL)	35	1	MONTHLY	APPROXIMATE
Air	20	4	MONTHLY	APPROXIMATE

Please note the following:

- Volumes reflects estimate of 2024 traffic.
- 2024 shipping volumes should **not** be considered guaranteed future volumes.

**7.1 Weight and Pricing Information:**

- Weight measurements for this bid are based on kilograms.

- All pricing shall be submitted in US dollars, except for Jamaica's local and customs brokerage charges, which must be in Jamaican Dollars.
- Refer to Appendix E for interpretation of all transportation acronyms used in this document.
- Bidder's FCL inland pricing should be based on a "per mile" basis given the large areas within the zones being covered. (Please note, from a percentage stand point FCL constitutes only about 20% of the total book of ocean business. Additionally, about 90% of the goods originate from zones 1- 6 within the U.S.
- All LCL ocean freight will, in most cases, be consolidated and sent out in container loads on one HBOL to reduce the volume of customs entries at destination.

## **7.2 Using The Zone Matrix for Pricing.**

The zone Matrix for the USA is in Appendix A of this RFP. The USA has been divided into zones, which will be referenced to ascertain where the goods will begin and/or end in order to formulate Bidder pricing for the templates. The physical addresses for JPS have also been supplied in Attachment #1.

## **7.3 Accessorial Charges.**

Accessorial charge rate sheet has been provided (see Appendix F), which contains the standard incremental charges associated with each mode of transportation. Bidder may make additions to the rate sheet, if in the Bidder's opinion such charges are relevant to the total cost of the service.

## **7.4 Fuel & Security Surcharges.**

As both of these charges fluctuate periodically, Bidder must submit the charges as of January 2026. In addition, JPS would like on a separate sheet a description of the process that Bidder's firm incorporates to calculate the applicable surcharges for the subsequent month.

## **7.5 Hazmat.**

Industrial hazardous material is imported on a regular basis. It is essential that the Bidder state its ability to accept cargo of this nature for the transportation. A large percentage of the cargo falling in this category will be transported via ocean. Limited types of hazmat materials have been moved via air in the past.

Bidder's current hazmat / export security policy is to be included in the response package to this RFP. Bidder's policy should detail its allowances, exceptions, exclusions for handling and transporting hazardous materials via ocean or air.

## **8.0 CONTENTS OF A COMPLETE BID PACKAGE.**

- Cover letter that includes the requested contact information.
- Pricing Templates.
- Transportation Services Checklist.
- 5 of your top Client References.
- Sample Invoices.
- Hazmat and Security Handling policy.
- Copies of all licences. Example: IATA, Freight Forwarding, Customs Brokerage.
- Audited Financial Statement for the last two years.
- Industry Certifications.
- Technical Proposal.
- General Company Information Sheet (**Appendix G**).
- Any other brochures documents supporting the requirements.

## **9.0 PRICING TEMPLATES.**

See Appendix F.

## **10.0 SAMPLE INVOICE.**

Bidder is to provide two (2) sample invoices in the format of current invoicing (ocean), (air) bill of lading and Brokerage.

### a) Sample Invoice 1.

- Transit: Air.
- Origin: Philadelphia.
- Destination: Montego Bay.
- Weight 150 kg. Cub: 10 cu.m.
- Description: One package of electrical parts.
- Service: Door-to Door Service, if provided by Bidder and Door to Port (must denote which model is used).

### b) Sample Invoice 2.

- Transit: Ocean.
- Origin: A major city in Philadelphia.
- Destination: Kingston.

- Service Door to Door Service, if provided by Bidder and Door to Port (Must denote which model is used).
- Three shipments to be consolidated on one House Bill of Lading.
- Shipment weight: 3,500 Kg.
- Spares for generating electricity.

# APPENDICES.

## APPENDIX A.

### U.S. DOMESTIC ZONE CHART.

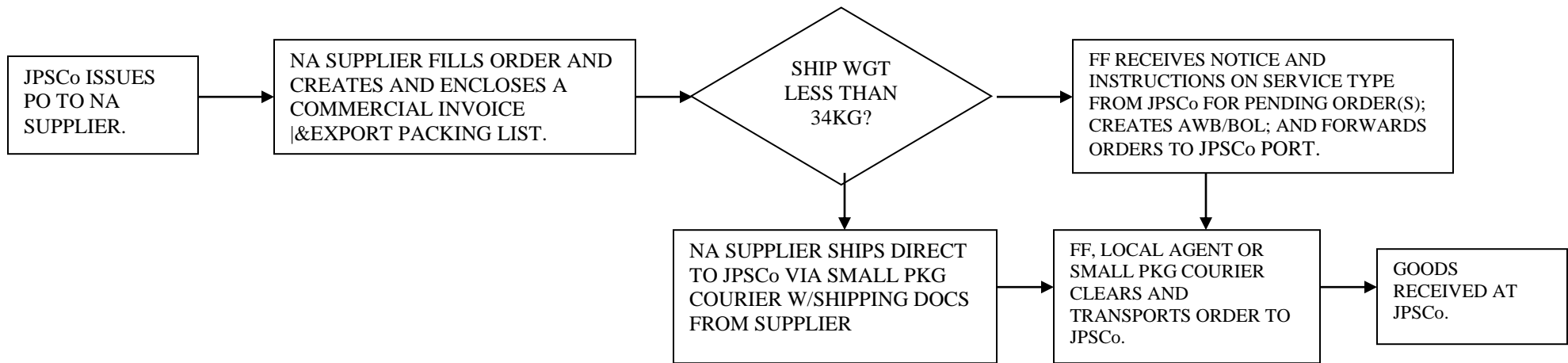
Zone 0	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
MA	DE	DC	AL	IN	IA	IL	AR	AZ	AK
RI	NY	MD	FL	KY	MN	KS	LA	CO	CA
NH	PA	NC	GA	MI	MT	MO	OK	ID	HI
NJ		SC	MS	OH	ND	NE	TX	NM	OR
ME		VA	TN		SD			NV	WA
CT		WV			WI			UT	
VT								WY	

CANADIAN DOMESTIC ZONE.

Zone 0-1	Zone 2-3	Zone 4-5	Zone 6-7	Zone 8-9
Nunavut	Winnipeg	Edmonton	Toronto	Victoria
Yellowknife	Saskatoon	Calgary	Halifax	Vancouver
Whitehorse	Northern Ontario	Ottawa	Montreal	
		Quebec		

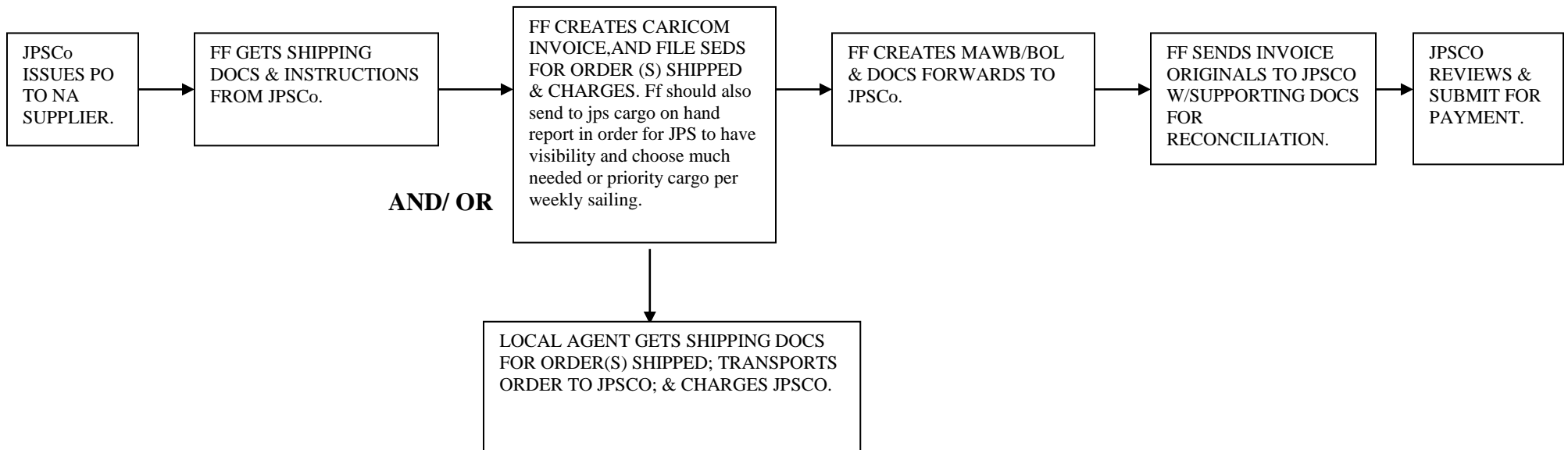
APPENDIX B.

PROPOSED FLOW GRAM FOR PROCESSING SHIPPING DOCUMENTS.



APPENDIX C.

PROPOSED FLOW DIAGRAM FOR INVOICE PROCESSING



**APPENDIX D.****TRANSPORATION LANGUAGE.**

<b>Acronym</b>	<b>Term</b>
BOL	Bill of Lading.
YTD	Year to Date.
FCL	Full Container Load.
LCL	Less than Container Load.
HAWB	House Airway Bill.
FSC	Fuel Surcharge.
HBOL	House Bill of Lading.
SSC	Security Surcharge.
MIA	Miami International Airport.
MBJ	Montego Bay, Jamaica Airport Code.
DCLV	Declared Value.
ATL	Atlanta International Airport Code.
AWB	Air Waybill.
KIN	Kingston, Jamaica Airport Code.

**APPENDIX E.****TRANSPORTATION SERVICES CHECKLIST.**

Bidder to denote which services it CURRENTLY offers by responding with a “Y” for Yes and an “N” for No. If you offer other services not identified in this listing provided below, please add them in the blank spaces provided below.

	<b>Services.</b>	<b>Offered? Y or N.</b>	<b>Explanation/Additional Comments.</b>
1.	Cargo loading		
2.	Customs examination of cargo		
3.	Merge in transit (consolidate)		
4.	Complete documentation (letters of credit, insurance, etc.)		
5.	Freight Payment.		
6.	Customer online tracking and tracing – monitoring cargo from origin to destination.		
7.	Carrier selection for speedy and economical movement.		
8.	Direct transport service		
9.	Consolidating of inbound cargo under one house bill of lading/ air waybill.		
10.	Accept credit card payments (if yes, which credit card (s)? List in additional comments column.		
11.	Insure cargo Warehouse to Warehouse.		
12.	Payment of fees (demurrage, duty and port charges) on behalf of client.		
13.	Reverse logistics (export).		
14.	Internal courier.		
15.	Loading and off-loading of vessels.		
16.	Private bonded warehouse.		
17.	Warehousing and distribution.		
18.	Relabeling and repackaging.		
19.	Fumigation.		
20.	Custom brokerage (full 24 hour service).		
21.	Internal courier services.		
22.	Documentation and Licence: ➤ Validate supplier’s invoices.		

	➤ Process licences and import permits for hazardous materials explosive materials, non-solids etc.		
23.	Warehouse facility in Miami, Florida.		
24.	Customs brokerage facility in North America for outbound cargo.		
25.	Provide insurance coverage for cargo movement on a door to door or warehouse to warehouse basis.		
26.	Global network connections to process movement of inbound cargo from locations outside USA, Canada, Europe Major countries, France, Italy, England, Germany, Netherlands, ASIA, China, Hong Kong, Mexico, Columbia and Brazil whether direct to JPS or in transit via USA LIST Global Network Names/Connections.		
27.	Bar Coding of shipments at your Miami facility.		
28.	Real-time electronic tracking system: Track by PO number, supplier and description. Weekly summary listing of all shipment received in warehouse facility.		
29.	Door-to door service: Transport, freight consolidation and forwarding, customs brokerage for land, air and ocean movement.		
30.	Management Reports on volume of cargo moved (monthly, weekly, on demand).		
31.	Emergency response network.		
32.	IATA , ICC Licence.		
33.	Freight forwarder/Consolidator Licence.		
34.	Customs Brokerage Licence.		
35.	Tier 1 Broker Licence.		

**APPENDIX F.  
PRICING TEMPLATE.**

**1. North American Inland Rates.**

**Canadian Inland Rates for Shipments to Toronto.**

	<b>ZONE 0-1</b>	<b>Zone 2-3</b>	<b>Zone 4-5</b>	<b>Zone 6-7</b>	<b>Zone 8-9</b>					
LCL Minimum(27kgs)										
Per Km										
Per CBM										
20 FCL										
40 FCL										

**USA Inland Rates for Shipments to Miami, Florida.**

	<b>ZONE 0</b>	<b>ZONE 1</b>	<b>ZONE 2</b>	<b>ZONE 3</b>	<b>ZONE 4</b>	<b>ZONE 5</b>	<b>ZONE 6</b>	<b>ZONE 7</b>	<b>ZONE 8</b>	<b>ZONE 9</b>
LCL Minimum (27kgs)										
Per Km										
Per CBM										
20 FCL										
40 FCL										

**2. North American Ocean Rates: Imports to Jamaica.**

**Ocean Rates from Canada to Kingston.**

<b>LCL Minimum / per CBM.</b>	
20' FCL	
40' FCL	
20' Flat Rack	
40' Flat Rack	

**APPENDIX F.**

**Ocean Rates from Miami, Florida to Kingston.**

<b>LCL Minimum / per CBM</b>	
20' FCL	
40' FCL	
20' Flat Rack	
40' Flat Rack	

**Ocean Rates from Miami, Florida to Montego Bay.**

<b>LCL Minimum / per CBM</b>	
20' FCL	
40' FCL	
20' Flat Rack	
40' Flat Rack	

**3. North American Air Rates: Imports to Jamaica.**

**Air Rates from MIA to KIN.**

<50kg	
>50kg	

**Air Rates from MIA to MBJ.**

<50kg	
>50kg	

**APPENDIX F.**

**4. Jamaica Inland Rates**

<b>Kingston Port to</b>	<b>To/ From Washington Boulevard</b>	<b>Washington Blvd To/From Old Harbour</b>	<b>Washington Blvd To/From New Kingston</b>	<b>To/From Bogue</b>	<b>Washington Blvd To/From Upper White River (St. Ann)</b>
LCL/Truck load					
20' FCL					
40' FCL					
20' Flat Rack					
40' Flat Rack					

<b>Montego Bay Port to</b>	<b>To/From Bogue</b>
LCL / Truck Load	
20' FCL	
40' FCL	
20' Flat Rack	
40' Flat Rack	

<b>Kingston Airport to</b>	<b>To/From Hunts Bay</b>	<b>To/From Old Harbour</b>	<b>To/From New Kingston</b>	<b>To/From Washington Boulevard</b>	<b>To/From Rock fort</b>	<b>To/From Bogue</b>	<b>To/From Upper White River (St. Ann)</b>
<50kg							
>50kg							

<b>Montego Bay Airport to</b>	<b>To/From Bogue</b>
<50kg	
>50 kg	

**APPENDIX F.**

**5. Ocean/Air Rates: Exports from Jamaica**

<b>Kingston to Miami</b>	Ocean	Air Only*
<50kg*		
>50kg*		
LCL/Truck load		
20' FCL		
40' FCL		
20' Flat Rack		
40' Flat Rack		

<b>Montego Bay to Miami</b>	Ocean	Air Only*
<50kg*		
>50kg*		
LCL/Truck load		
20' FCL		
40' FCL		
20' Flat Rack		
40' Flat Rack		

<b>Kingston to Canada {Montreal}</b>	Ocean	Air Only*
<50kg*		
>50kg*		
LCL/Truck load		
20' FCL		
40' FCL		
20' Flat Rack		
40' Flat Rack		

**APPENDIX F.**

**6. Accessorial Charges.**

<b>Ocean Accessorial KIN &amp; MBJ</b>	
Insurance	
Export Declaration	
CARICOM Invoice	
Restricted Items	
Bunker Surcharges	
BOL Fee	
Security Fee	
Local Pickup	
Load/Handling	
Strapping/Packing	
Haz-Mat Fee	
Letter or Credit Documentation	
Collect Fee	

<b>Air Accessorial KIN &amp; MBJ</b>	
Insurance	
Fuel Surcharge	
AWB Fee	
Security Fee	
CARICOM Invoice	
Letter of Credit Documentation	
Airport Transfer Fee	

**APPENDIX F.**

**7. LCL Local Charges**

<b>LCL Local Charges: Kingston</b>	
Stripping Charges: CBM	
Processing Fee	
Customs Export	
Customs Processing Fee	
Agency Fee	
Lifting and Handling	
Wharf Fees	

<b>FCL Local Charges: Kingston/ Montego Bay</b>
FCL: It is assumed that these will all be pass though

<b>LCL Local Charges: Montego Bay</b>	
Stripping Charges: CBM	
Processing Fee	
Customs Export	
Customs Processing Fee	
Agency Fee	
Lifting and Handling	
Wharf Fees	

**APPENDIX F.**

**8. Customs Brokerage.**

	Kingston-Import	Kingston-Export	Montego Bay-Import	Montego Bay-Export
<b>Entry Fee US\$ Imports</b>				
Please state your flat Rate charges and conditions				
\$1.00 - 5000.00				
5,999 - 12,000				
12,001 – 20,000				
20,001 – 50,000				
50,001 – 100,000				
100,001 – 300,000				
>3000,000.00				
Please propose if above is not line with your current operation				
Enclosure				
Days Clearance after arrival Port to JPS warehouse after arrival notice wharf/Ocean				
Days Clearance after arrival Port to JPS warehouse after arrival notice Airport				
Additional Lines				
Letter Clearance				
Import Licence				
Health Permit				
Security Permit				
<b>Export Fees</b>				
Bureau of Standards Certification				
Export Licence				
Overtime				
Bill of Lading				
Air Way Bill				
Customs Examination				
Police Narcotics Report				
Certificate of Origin				

**APPENDIX F.****Insurance**

	<b>LCL</b>	<b>FCL</b>	<b>Flat Rock</b>
Insurance per rate of CIF value WAREHOUSE TO WAREHOUSE			

**Appendix G**  
**REQUEST FOR PROPOSAL (RFP)**  
**PROVISION OF TRANSPORT LOGISTICS SERVICES FOR**  
**IMPORT & EXPORT**

**GENERAL INFORMATION**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Key Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

## APPENDIX H

### SCHEDULE.

#### 1. DATA PROTECTION

- i. The Contractor shall abide by the Data Protection laws of Jamaica and attendant regulations. For the avoidance of doubt, "Personal Data" means information (however stored) relating to a living individual, who can be identified from that information (alone or jointly with other information). The term includes personal identifiable information collected, processed, and/or transferred in any format, including but not limited to hard copy, electronic, video recording and audio recording. "Data Subject" means any individual who is or can be identified from data. For the purposes of the Agreement, Data Subject includes JPS' employees, agents, representatives, directors, consultants, contractors and customers whose personal data JPS has in possession and control.
- ii. The Contractor shall comply with all applicable laws relating to data privacy, the protection and transfer of Personal Data, including, without limitation, the Charter of Fundamental Rights and Freedoms (Constitutional Amendment) Act, 2011, the Data Protection Act, 2020 ("DPA") and any other applicable law or subsidiary regulation thereunder.
- iii. The Contractor shall only collect, access, use or otherwise process the Personal Data in performance of its obligations under this Agreement, in conformance with applicable law, JPS' instructions or permission or to comply with legal obligations. It shall also ensure the reliability and confidentiality of its agents, employees, representatives and sub-contractors/sub-processors who have access to the Personal Data and ensure that such access is restricted on a need-to-know basis. The Contractor is prohibited from making any secondary or other use (e.g., for the purpose of direct marketing or data mining) of Personal Data except as (i) expressly authorized in writing by the Data Subject, (ii) expressly authorized in writing by JPS, or (iii) as required by and in accordance with law.
- iv. The Contractor shall limit the disclosure of the Personal Data of Data Subjects to those purposes that relate to this Agreement and is prohibited from disclosing, sharing with, providing access or transferring the Personal Data to any third party (natural or juristic, within or outside of Jamaica) unless with the prior written consent of JPS or required by applicable law.

- v. The Contractor shall adopt adequate (taking into account the nature of the Personal Data) technical and organizational measures reasonably necessary to secure the Personal Data of Data Subjects and to prevent unauthorized access, alteration, disclosure or loss of the same, including technical, organization and other measures required by the DPA for the security of the Personal Data. The Contractor shall provide such information, assistance and cooperation as JPS may reasonably require from time to time to establish the Contractor's compliance with the DPA, including but not limited to a report of the Contractor's up-to-date data protection and security policy or programme in respect of the Personal Data obtained under the Agreement.
- vi. The Contractor shall immediately advise JPS in writing if it receives or learns of any: (i) complaint or allegation indicating a violation of data privacy laws regarding the Personal Data; (ii) request from one or more Data Subjects seeking to access, correct/rectify, or delete the Personal Data in its systems; (iii) inquiry or complaint from one or more Data Subjects relating to the collection, processing, use or transfer of the Personal Data; and (iv) any regulatory request for, subpoena, search warrant, or other legal, regulatory, administrative, or governmental process seeking the Personal Data of the Data Subjects. If the Contractor learns of any such complaint, request, allegation or inquiry, the Contractor shall, at its cost, provide reasonable assistance to JPS, fully cooperate with JPS in investigating and resolving the matter, including but not limited to, providing relevant information to JPS, preparing a response, implementing a remedy, and/or cooperating in the conduct of and defending against any claim, court or regulatory proceedings. The Contractor agrees to assist JPS with providing for Data Subject rights, however JPS shall be responsible for communicating with Data Subjects, including those affected, regarding their Personal Data unless JPS authorizes [insert party name] to do so on its behalf. The Contractor shall use commercially and legally reasonable efforts to limit the nature and scope of the required disclosure to the minimum amount of Personal Data required to comply with applicable law. Unless prevented by applicable law, the Contractor shall provide JPS with advance written notice of any such matters sufficient to allow JPS to contest or comply with legal, regulatory, administrative or other governmental requests and/or processes.
- vii. When known or reasonably suspected by the Contractor while providing the goods or performing the Services under the Agreement, Contractor will inform JPS promptly and, in no instance in more than forty-eight (48) hours if there is: (i) accidental or unlawful destruction or accidental loss, alteration, unauthorized or accidental disclosure of or access to the Personal Data; or (ii) any other infringement of the DPA and applicable privacy laws or obligations under the Agreement by Contractor or its employees, agents, contractors; sub-contractors/sub-processors, representatives or other third party with whom [insert party name] disclosed the Personal Data. The Parties are aware that the DPA and/or other applicable privacy laws may impose a duty to inform the competent authorities and/or affected Data Subjects in the event of the loss or unlawful access to or disclosure of the Personal Data. The Contractor shall notify JPS of these incidents without delay, regardless of their origin and shall consult with JPS to take reasonable measures to contain and remedy the breach or infringement, including, where appropriate, measures to secure the Personal Data and work in good faith to reduce the risk to the Data Subjects whose Personal Data was involved. The Contractor must also provide JPS with information regarding the investigation and remediation of the breach or infringement and

not make any notification, announcement or publish or otherwise authorize any broadcast of any notice or information about a breach or infringement without the prior written approval by JPS of the content, media and timing of such notice (if any), unless required to do so by law or court order; and even where required to do so by law or court order, make all reasonable efforts to coordinate with JPS prior to providing any such notice.

- viii. The Contractor shall cooperate with JPS to obtain the prior written consent of any and all Data Subjects from whom the Contractor collects Personal Data on JPS' behalf where such consent is required under the DPA and other applicable law or as instructed by JPS. In the event the Contractor shall provide to JPS any personal information, the Contractor shall ensure that such information is provided consistent with applicable law, including, where required, obtaining the relevant consent or providing notice.
- ix. The Contractor shall return or destroy (at JPS' direction and option) the Personal Data, unless and to the extent that: (i) such Personal Data is required by the Contractor to discharge its obligations hereunder or under applicable law; or (ii) return or destruction is prohibited by applicable law. In the absence of contrary instructions and except as prohibited by law, the Contractor shall, upon the expiration of thirty (30) days after termination or completion of this Agreement, destroy in accordance with applicable law and best practice, all Personal Data of the Data Subjects provided that within the thirty (30) days, JPS did not request that the Personal Data be returned. The Contractor shall provide JPS with written confirmation of such destruction within ten (10) days of destruction. If JPS however requests the return of Personal Data, the Contractor promptly deliver to JPS, at the Contractor's expense, all copies of the Personal Data in the Contractor's possession.
- x. Upon at least thirty (30) days prior written notice and subject to the obligations herein, JPS reserves the right to inspect, at any time during the Contractor's normal working hours, the Contractor's operating facilities or conduct an audit of the Contractor's security systems, manufacturing processes, quality processes and other systems controls used for processing Personal Data of the Data Subjects to ascertain compliance with these terms and applicable data protection laws at JPS' expense (although JPS shall in no way be responsible for any expenses or costs incurred by the Contractor's commercially reasonable support in assisting JPS with the audit or allowing JPS to inspect its facilities). To the extent applicable to the Contractor's obligations under this Agreement, the audit may include, but is not limited to, the verification of whether the procedures for the technical and organizational requirements of data protection and information security are appropriate in accordance with applicable law or similar obligations agreed by the Parties. The Contractor shall comply and provide JPS with any reasonably necessary information and documents during such audit.

- xi. The Contractor shall fully indemnify and keep indemnified and defend at its expense, JPS, against all costs, claims, damages or expenses incurred by JPS or for which JPS may become liable due to any breach of this Agreement by the Contractor's or its employees, agents, contractors, sub-contractors/sub-processors and/or representatives. JPS shall be in no way liable for any damages (including indirect or consequential) of the Contractor, such as (but not limited to) loss of revenue, loss of profit, loss of opportunity, loss of goodwill and third party claims arising from the Contractor's non-compliance with the terms of this Agreement.
- xii. In the event of a conflict or inconsistency between this Data Privacy and Protection section and any other portion of the Agreement, this section shall govern and control; provided that the terms of this section are without limitation to, and are not intended to supersede or limit, any other terms that are more protective of Personal Data, privacy, or cybersecurity.
- xiii. In this Addendum the Contractor shall mean [insert Contractor name].

**ATTACHMENT # 1.**  
**JPS PHYSICAL ADDRESSES.**

<b>LOCATIONS.</b>	<b>ADDRESSES.</b>
ROCKFORT POWER STATION	102 Windward Road, Kingston 17.
BOGUE POWER STATION	Bogue Industrial Estate, Montego Bay, St. James.
HUNTS BAY POWER STATION	Marcus Garvey Drive. Kingston 11.
MAIN STORES	113 Washington Boulevard, Kingston 20.
NEW KINGSTON	6 Knutsford Boulevard, Kingston 5.
SPANISH TOWN ROAD	693A Spanish Town Road, Kingston 20.

**ATTACHMENT # 2****SAMPLE JPS SERVICES AGREEMENT**

## RELATIONSHIP BETWEEN

LOGISTICS PROVIDER AND JAMAICA PUBLIC SERVICE COMPANY LTD.

- 
- Logistics Provider Warehouse Receipts and International Shipping
- 

**Table 1**

	<b>Responsibility of</b>
1.1. Liaise with Logistics Provider on all open orders with pending deliveries	JPS.
1.2. Purchase Orders to be submitted to Logistics provider via email by JPS daily.	JPS.
1.3. JPS cargo received into the Logistics provider's warehouse is assigned a unique dock/warehouse receipt number.	Logistics provider.
1.4. Information placed on Logistics provider's electronic tracking system must include (but is not limited to): date of receipt of packages, supplier's name, JPS purchase order number, weight (kg.), cubic measurements, dock receipt number and number of packages. Bill of lading/air waybill number entered after export to Jamaica.	Logistics provider.
1.5. JPS is notified of cargo deliveries via email. This is supported by access to Logistics provider's Electronic Tracking System via internet portal.	Logistics provider.
1.6. Supplier and/or JPS are contacted to identify cargo and obtain invoices for cargo prior to shipping.	Logistics provider.
1.7. JPS is notified of dock receipts which maybe hazardous within 24 hours of arrival (i.e. lubricants, chemicals, gases etc.)	Logistics provider.
1.8. Jamaican import permit must be confirmed prior to shipping.	JPS.
1.9. Full container consolidation to be done for weekly exports. Notification to be given to JPS of exceptions, which are less than container load.	Logistics provider.
1.10. Bill of Lading / Air waybill and CARICOM invoice are available on the electronic tracking system after export documents are complete.	Logistics provider.
1.11. Dock / Warehouse Receipt list provided for each consolidated shipment is available on the Electronic Tracking System and must be sent with the export documents to JPS.	Logistics provider.
1.12. Complete export documents are sent via email to JPS.	Logistics provider.
1.13. JPS is notified of items which are not exported from the USA or other ports within 24 hours of the expected sail /air freight date to Jamaica.	Logistics provider.
1.14. Tracking procedure for goods shipped from non-USA ports will be recorded on the electronic tracking system.	Logistics provider.

- 
- Import Processing in Jamaica.
- 

**Table 2.**

	<b>Responsibility of</b>
2.1. Import documents to be vetted within 24 hours of receipt from JPS or Logistics provider.	Logistics provider's Jamaican Office.
2.2. Within 2 working days, contact should be made with the shipping line to verify if there is a release on container imports. If there is no release, JPS must be notified immediately.	Logistics provider's Jamaican Office.
2.3. Imports will be cleared within five (5) working days. Emergency imports will be processed and delivered within two (2) working days.	Logistics provider's Jamaican Office.
2.4. Imports are designated as emergency by JPS. Written authorization to clear on an emergency basis is transmitted to Logistics provider via email.	JPS.
2.5. Authorized Economic Operator (AEO) status must be maintained with Jamaica Customs.	Logistics provider's Jamaican Office
2.6. All charges for import clearance are to be submitted within 24 hours after entry lodgment for each shipment.	Logistics provider's Jamaican Office.
2.7. Jamaica Customs E-Payments must be confirmed with Logistics provider's Jamaica Office.	JPS.
2.8. Normal and emergency clearance procedures will be implemented for imports not handled by Logistics provider.	Logistics provider's Jamaican Office.
2.9. Written approval must be obtained from JPS Purchasing & Customs Department prior to arrangement of Jamaica Customs and Wharf overtime.	Logistics provider's Jamaican Office.
2.10. Logistics provider's Jamaica Office delivery receipt must clearly indicate if a container can be opened or if it is subject to Jamaica Customs Inspection.	Logistics provider's Jamaican Office.
2.11. JPS to be alerted by 2:00 p.m. of deliveries which will be made after normal working hours.	Logistics provider's Jamaican Office.
2.12. All deliveries must be accompanied by the Logistics provider's Jamaican Office Delivery Receipt and copy of the import documents.	Logistics provider's Jamaican Office.

- 
- Export Processing In Jamaica.
- 

**Table 3.**

	<b>Responsibility of</b>
3.1 JPS export authorization is detailed by the issuance of a completed Request for Outward Shipment Form transmitted to Logistics provider's Jamaican Office within 24 hours of receipt.	JPS.
3.2 Export packages should be labeled and properly packaged.	JPS.
3.3 Logistics provider's Jamaican Office is notified of export cargo pick-up location when the Request for Outward Shipment Form is transmitted	JPS.
3.4 Export invoice is prepared by Logistics provider's Jamaican Office	Logistics provider's Jamaican Office.
3.5 Copies of the export document <sup>1</sup> must be submitted to JPS within 24-48 hours of departure.	Logistics provider's Jamaican Office.
3.6 Copies of export documents transmitted to consignee.	JPS Customs Agent
3.7 Licence or permits required for export will be obtained prior to export.	Logistics provider's Jamaican Office.
3.8 JPS is notified of items which are not exported from Jamaica within 24 hours of the expected sail /air freight date.	Logistics provider's Jamaican Office.

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<sup>1</sup> Export document refers to Air Waybill or Bill of Lading, Invoice and Packing list (where necessary).

- Other.

**Table 4.**

	<b>Responsibility of</b>
4.1 Copy of the letter of credit is to be sent to Logistics provider.	JPS.
4.2 Bill of lading will be sent to the supplier or bank, as per letter of credit instructions	Logistics provider.
4.3 Letter of Credit shipments will not be consolidated	Logistics provider
4.4 A copy of the purchase order and Material Safety Data sheet (MSDS <sup>2</sup> ) will be sent Logistics provider in order to obtain import permits from Jamaica’s Regulatory Agencies.	JPS.
4.5 Copy of import permits/licence must be faxed to JPS Customs Agent within 24 hours after approval.	Logistics provider’s Jamaican Office.
4.6 Logistics provider’s invoices must have the following supporting documents for payment processing: <ul style="list-style-type: none"> <li>✓ Copy of Import or Export documents – air waybill/bill of lading and invoice.</li> <li>✓ Proof of delivery for imports (signed Logistics Provider’s Delivery Receipt) showing number of trips and identifying delivery method (i.e. van, truck, container etc.).</li> <li>✓ Receipts for advance payments made to other agencies, such as Universal Freight, Kingston Wharves etc.</li> <li>✓ Number 2 copy of entry showing duty payment (that is Jamaica Customs cashier print).</li> <li>✓ Copy of JPS Request for Urgent Clearance Letter (if applicable).</li> <li>✓ Copy of import permit or licence processed by Logistics provider on behalf of JPS.</li> </ul>	Logistics provider’s Jamaican Office.
4.7 Daily import and export status report to JPS Customs Agent.	Logistics provider’s Jamaican Office.
4.8 JPS notified of problems encountered with imports and exports as soon as they occur.	Logistics provider’s Jamaican Office and Logistics provider.
<p>JPS will not accept responsibility for storage, demurrage or any additional charges for imports or exports, which are attributable to actions on the part of Logistics provider or its local office.</p>	

<sup>2</sup> If additional documents are needed to obtain an approved permit or licence, JPS should be notified immediately.

**END OF RFP DOCUMENT.**