

# **JPS Employee Uniforms RFP#981391**



## **Jamaica Public Service Company Limited**

**Supply and delivery of uniforms for JPS Employees**

**Request for Proposal (RFP)**

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UNIFORMS  
**RFP#981391**

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## Table of Contents

Introduction.....	1
Project Scope/Objectives .....	2
General Instructions To Bidders.....	4
Preparation of Bids .....	5
Submission Of Bids and Selection Criteria .....	6
Selection Process and Evaluation Criteria .....	8
Bidder Qualifications and Requirements.....	10
General Conditions of Contract.....	11
Appendix I (General Information).....	13
Appendix II (Response Template).....	15
Appendix III (Employee Group Uniform Requirement).....	18
Appendix IV (Safety Specification FR Clothing).....	22
Appendix V (JPS Logo).....	24

## 1.1 INTRODUCTION

Jamaica Public Service Company Limited (JPS) invites suitably qualified companies to submit bids to manufacture, supply and deliver uniforms to assigned JPS Employees during the year 2025. Special emphasis is being placed on the material used by the awarded company. Material must be durable and be able to withstand routine wear for twelve to eighteen (12-18) months. JPS requires that uniforms be issued to staff in the first month of each calendar year.

The manufacturing, supply, and delivery of uniforms should include but not limited to fitting, alteration, labelling and storage of uniforms. It is imperative that labelling includes material(Fabric) care as well as information on Flame Resistant(FR) information. A sample will be submitted to our Safety Team for Approval. The bidder will be required to have suitable facility available to store and maintain excess uniforms for utilization on-demand throughout the year. Based on this clause we asked that all bidder submit their proposal CIF, Kingston, Jamaica.

Ideally we anticipate that bidder also have a suitable facility to dispose of uniforms returned, that are no longer required by staff.

The RFP consists of six (6) Employee Uniform Group Categories. Uniform categories will be broken down per category for an approximation of 708 employees. Bidders may quote on one or more packages/categories. Bidder is prohibited from quoting on the partial of any package/category. Prices quoted by the bidder will be fixed for the duration of three (3) years.

## 1.2 BACKGROUND

The Jamaica Public Service Company Limited (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 eighty 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 over of 1,700 employees and a network of offices throughout the island. The Company owns and operates 4 power stations, 8 hydroelectric plants, one Wind Park, 43 Substations, and approximately 14,000 kilometers of distribution and transmission lines. The 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 (IPP's). The company also manages and operates the transmission and distribution system.

Along with the provision of electricity, the 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.

### **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.

The highest area is that of the Blue Mountains. The crest of the ridge exceeds 1,800 meters. The highest point is Blue Mountain Peak at 2,256 meters. Two types of climate are found in Jamaica. An upland tropical climate prevails on the windward side of the mountains, whereas a semiarid climate predominates on the leeward side. Warm trade winds from the east and northeast bring rainfall throughout the year. The rainfall is heaviest from May to October, with peaks in those two months. The average rainfall is 196 centimeters per year.

Temperatures are fairly constant throughout the year, averaging 25°C to 32°C in the lowlands and 15°C to 22°C at higher elevations. Temperatures may dip to below 10 °C at the peaks of the Blue Mountains. Jamaica lies at the edge of the hurricane track; as a result, the island usually experiences indirect storm damage. Hurricanes occasionally strike the island with full force, including winds speeds up to 240 km/hr.

### **1.3 PROJECT SCOPE / OBJECTIVES**

- a) Uniforms are to be manufactured as per JPS Specifications which should include but not limited to: sizes, colour, fabric and designs approved by JPS.
- b) Uniforms are to be packaged and labelled for each JPS employee and their respective location. The label must include:-
  - i. JPS Employee Full Name
  - ii. JPS Employee Number
  - iii. JPS Employee Office Location
  - iv. Uniform Size
  - v. List of package contents
- c) The selected bidder will be required to visit JPS locations to obtain measurement of all employee sizing for uniforms. Samples of each item selected in colour, design, and size must be available for the fitting process. A schedule to complete this task must be submitted to JPS within five (5) days of the RFP award.
- d) Uniform material must be durable and easy to care. Material must be able to withstand normal Wear and Tear. A sample of the material should be submitted to JPS assigned representative for testing.

## RFP#981391

- e) Each flame retardant apparel must be clearly label. A permanent label shall be affixed to all garments detailing at a minimum the material from which the garment was made; use and care instructions and Arc Rating value in Cal/cm<sup>2</sup> (ATPV).
- f) Bidder must show that a dedicated liaison will be assigned to JPS for the duration of the contract.
- g) Partial delivery of uniform to JPS employee is prohibited. The complete order must be packaged, labelled and delivered to each JPS employee on the agreed specified time between JPS and the contractor.
- h) All packages must be sorted and cased/crated for each JPS Office location. A packing list will be required for each case/crate.
- i) The JPS logo must be clearly shown on the uniform, where applicable.
- j) Timeframe for shipment delivery to JPS's Offices will allow four (4) to six (6) weeks for verification of case/crate contents and distribution to JPS Employees.
- k) Bidder must demonstrate willingness to adhere to terms of a mutually agreed Service Level Agreement.
- l) Samples and design recommendations must accompany each Bid Package. It must include completed garments, material swatches and drawings. All samples will be returned to the Bidder at the conclusion of the evaluation process.
- m) Safety standards and any other specification should be included in your Bid.
- n) Contract/Order Deliveries should arrive at JPS respective locations within the time specified in writing by JPS assigned representative.
  - i. Suppliers will deliver packages to JPS Office locations island-wide.

### 1.4 Definitions

**"Bidder", "Bidder", "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 price.

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

**"Services"** means services ancillary to the research data gathering and submission

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

**"Delivery"** means completion of the research findings and the requisite recommendations submitted

**"Days"** means calendar days according to the Gregorian calendar.

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**"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 full and proper performance of its contractual obligations.

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## 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

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

**Name:** Aldeen Presley Morris Email<apmorris@jpsco.com>  
Khadia Joseph Email<khjoseph@jpsco.com>  
**Address:** Jamaica Public Service Company Ltd  
113 Washington Boulevard  
Kingston 20, Jamaica

### 2.2 Communication Regarding the RFP

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

### 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 any time 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.

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of Bids.

### 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 deadline for submitting bids. After withdrawing a previously submitted bid, the Bidder may submit another bid at any time up to the deadline for submitting bids.

### 2.6 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



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as confidential. The successful Bidder may be required to agree to and execute the Confidentiality agreement.

### **3.0 PREPARATION OF BIDS**

#### **3.1 Bid Prices**

Prices quoted by the Bidder and further negotiated and agreed between the bidder and JPS shall be fixed during the Bidder's performance of the Contract and not subject to variations on any account. Prices should be quoted in **United States Dollars (USD)**.

## 4.0 SUBMISSION OF BIDS AND SELECTION CRITERIA

### 4.1 Bid Response

- i. All responses must be in English Language. Your bid response must be presented in two (2) separate packages, namely Financial/Costing and Technical Specifications. The deadline for submission of bids is **5:00 p.m. on Friday May 3, 2024.**

<b>RFP CALENDAR</b>		
<b>ACTIVITY</b>	<b>DUE DATE</b>	<b>RESPONSIBILITY</b>
RFP date	April 8, 2024	JPS
RFP Confirmation of receipt date	April 16, 2024	Bidders
Bidder submits questions on RFP	April 24, 2024	Bidders
Final date to respond to all queries	April 26, 2024	JPS
Completion of RFP and deadline for submission of bids to JPS	May 3, 2024	Bidders
Closed Bid Opening	May 8, 2024	JPS
Review and Evaluation of Bids	May 16, 2024	JPS
Notification to short-listed bidders	May 22, 2024	JPS
Post Tender Presentation & Negotiations to be completed	May 31, 2024	JPS/Bidders
Final selection and advise all bidders	June 5, 2024	JPS
Contract Sign-Off/ PO Generation	June 14, 2024	JPS/Bidders

<b>Production-Delivery Calendar (Groups 1, 2, 3 and 6)</b>		
	<b>Groups 1, 2, 3 and 6</b>	<b>Group 4 and 5</b>
Stakeholder Final Selection of Uniform Items	June 14, 2024	June 14, 2024
Uniform Budget-Purchase Order-Deposit	June 21, 2024	June 21, 2024
Island-wide Fitting	July 1-19, 2024	July 1-19, 2024
8-12 Weeks Manufacturing	August – October 2024	October–December 2024
Shipping-Clearance	October 18, 2024	January 2025
Clearance	October 31, 2024	February 2025
Delivery to JPS Locations	December 13, 2024	March 2025
Uniform Discrepancy/Correction	Jan 2025	April 2025

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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.

**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**, will be rejected and/or returned unopened to the Bidder.

**4.3 Sealing and Marking Bids**

Responses to the RFP should be submitted in a sealed envelope addressed as follows:

Uniform Procurement  
Head: Purchasing & Customs  
Jamaica Public Service Company Limited  
Security - Front Desk  
113 Washington Boulevard  
Kingston 20  
**RFP# \_\_\_\_\_**

One (1) original and one (1) copy of the bid must be submitted in inner and an outer envelope duly marking the envelopes "original" and "copies". The inner envelopes, **only**, shall indicate the name and address of the bidder to enable the bid to be returned unopened in the event it is declared late or is otherwise unacceptable.

If the envelopes are not addressed as per above, the company will bear no responsibility for the bid's misplacement or premature opening. A bid opened prematurely for this cause will be rejected by the Company and returned to the Bidder.

An electronic copy of the proposal (observing the deadline of the RFP) should also be emailed to **rfi@jpsco.com**

**4.4 Proposal Signing**

All proposals must be signed by an official agent or representative of the company submitting the proposal.

**4.5 Proposal Rejection**

Bids received after the deadline for submission of bids will be rejected. Any bid received that does not meet the requirements of this RFP may be considered to be non-responsive, and the bid may be rejected. Bidders must comply with all of the terms of this RFP. JPS may reject any bid as being non-responsive that does not comply with the terms, conditions, and characteristics of this RFP or the key criteria for selection.

**4.6 Right of Rejection**

JPS reserves the right, at its sole discretion, to reject any and all bids or to cancel this RFP in its entirety.

**4.7** JPS reserves the right to reject any and all proposal(s) at its sole and absolute discretion. Submission of a proposal constitutes acknowledgement that the Bidder

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has read and agrees to be bound by such terms and conditions as outlined in the Bid document.

**4.8** JPS reserves the right to hold discussions/negotiations with OEM directly in arriving at final product specifications, warranty, pricing and delivery. This will not stop finalizing proposal directly with 3<sup>rd</sup> parties or OEM distributors.

**5.0 SELECTION PROCESS AND EVALUATION CRITERIA**

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 contractor’s responsiveness to the RFP and total price quoted (including recurring costs).

**5.1 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>CRITERIA</b>	<b>SCORE (%)</b>
Sample Quality – material, style, durability	10%
Company Experience and References	10%
Commercial terms (Includes Price and Incoterms)	20%
Delivery/Lead Time	20%
Coordinate island-wide measurement of JPS employees	10%
Financial Capability	15%
After-Sales Support	15%
<b>Total</b>	<b>100%</b>

**5.2 JPS Bid Evaluation Discretion**

JPS at its discretion may:

- 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;
- Withhold any information used in conducting the evaluation;
- Reject any or all bids and enter into negotiations with other third party non-bidders, or any Bidder or Bidders that JPS may choose;
- Seek clarification from any Bidder regarding bid information and may do so without notification to any other Bidder;
- Continue the review procedure until a Bidder is selected successfully or until JPS chooses to reject all bids;
- Accept any bid or alternate as submitted without negotiations;
- Require revisions to, corrections of, or other changes to any bid submitted as a condition to its being given any further consideration;

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- Select for negotiations only the overall best bids or alternate submitted, as determined by JPS;
  - Truncate negotiations with a Bidder if JPS determines that progress towards a contract is not proceeding in a reasonable manner or at a reasonable pace;
  - Open negotiations with additional Bidders or non-bidders.

### **5.3 Bid Discrepancies**

Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between words and figures, the amount in words shall prevail.

If the contractor does not accept the correction of errors, its bid shall be rejected.

The Company may waive any minor informality or non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

### **5.4 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.

### **5.5 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' request for clarifications may be considered non-responsive and be used as grounds for rejection of the bid.

### **5.6 Contract Award**

The award will be based on the proposal that is most responsive to the requirement 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.

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## 6.0 Bidder Qualifications and Requirements:

Quotes should be prepared as per bid-stated uniform package, but not limited to:

**a) Manufacture/Production lead time**

**b) Terms of payment.** JPSCo's standard terms of payment is Net 60 days of Invoice date

**c) Packaging and Delivery**

**d) Warranty Terms**

The Bidder warrants that the goods supplied under the Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Bidder further warrants that the Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except insofar as the design or material is required by the Purchaser's Specifications) or from any act or omission of the Bidder, that may develop under normal use of the supplied Goods in the conditions obtaining in the country of final destination. This warranty shall remain valid for a minimum of twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered (and commissioned) to the final destination indicated in the Contract.

The Purchaser shall promptly notify the Bidder in writing of any claims arising under this warranty. Upon receipt of such notice, the Bidder shall, depending on which of the methods can be achieved more expeditiously with reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser and under the terms and conditions as if the replacement Goods or parts were being delivered to the Company for the first time.

If the Bidder, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Bidder's risk and expense without prejudice to any other rights which the Purchaser may have against the Bidder

**e) Specification:** Notwithstanding the attached information. All drawings, safety and technical literature detailing the description of the product being offered **must** accompany the Bid (MSDS etc.).

**f) Schedule:** Detailed project management schedule

## **7.0 GENERAL CONDITIONS OF CONTRACT**

### **7.1 Proprietary Content**

JPS understands that certain elements of the Bidder's proposal may contain information, including pricing, that is competitively sensitive. JPS acknowledges that all information furnished in the proposals will be for the exclusive use of JPS, in evaluating and selecting a Contractor for the supply of goods and services all parties will respect the sensitive nature of that information in accordance with sound commercial practices.

### **7.2 Prices**

Prices listed by the Bidder of the service to be provided under the Contract shall not, with the exception of any price adjustments authorized, negotiated and agreed on by Contractor and JPS, vary from the prices quoted by the Contractor in its bid.

### **7.3 Terms of Payment**

The JPS shall pay the Contractor for the services within sixty (60) days of receipt of the Contractor's undisputed invoice.

### **7.4 Contract Amendments**

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the duly authorized agents of both parties.

### **7.5 Subcontract**

The Contractor shall notify the JPS in writing of all subcontracts awarded under the Contract if not already specified in his bid. Such notification, in his original bid or later, shall not relieve the contractor from any liability or obligation under the Contract with the JPS.

If the bidder submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations or persons being contracted.

### **7.6 Delays in the Contractor's Performance**

If at any time during the performance of the Contract, the Contractor or its subcontractor(s) should encounter conditions impeding timely performance of the services, the Contractor shall promptly notify the JPS in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Contractor's notice, the JPS shall evaluate the situation and may at its discretion extend the Contractor's time for performance, in which case the extension

shall be ratified by the parties by amendment of the Contract, or terminate the Contract in accordance with the provision of clause **7.8**

**7.7 Penalties**

Failure to submit the Deliverables to the Company within the timelines specified will result in the Contractor being liable to the company payments of sums equivalent to ten percent (10%) of the value of compensation and or liquidated damages payable by the Company in respect of such Deliverable.

**7.8 Termination**

The JPS may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Contractor, terminate the Contract in whole or in part:

- a) If the Contractor fails to perform any other obligation(s) under the Contract.
- b) The JPS may by written notice sent to the Contractor, terminate the Contract, in whole or in part, at any time for its convenience by giving seven (7) working days' notice. The notice of termination shall specify that termination is for the JPS convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

**7.9 Force Majeure**

The Contractor shall not be liable for liquidated damages or termination for default, if and to the extent that, the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For the purposes of this clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the JPS either in its sovereign or contractual capacity, wars or revolutions, fires, floods, hurricanes, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Contractor shall promptly notify the JPS in writing of such condition and the cause thereof. Unless otherwise directed by the JPS in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**7.10 Delivery and Shipment**

It is the responsibility of the Bidder to obtain at their expense:

- All licenses
- Customs formalities – taxes and duties
- Deliveries must be properly packaged and labelled.
- Transportation associated with the delivery of the goods to the named JPS Office locations.
- All risks of loss or damage to the goods shall be borne by the Bidder until final delivery to JPS named location.
- CIF Kingston Jamaica for bidders



**RFP# \_\_\_\_\_**

**Appendix I  
REQUEST FOR PROPOSAL  
UNIFORMS  
RFP #  
GENERAL INFORMATION**

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

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

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

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

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

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

## Company Profile

Please submit the requested information below:

- Directors names and profiles
- Company references
- Complete set of audited financial statements for the last two (2) years
- Average employee tenure
- Staff turnover ratio
- Names of top 5 executives, their tenure, experience, qualifications etc.
- Three (3) top achievements of the company in the last 5 years
- Companies must state 5 reasons for JPS to consider Partnering/Selecting them (your company) for this RFP
- Organizational structure for the top five levels in your organization.
- Please provide a short profile such as name, title, experience and education level for the personnel at the top five levels within the organization
- How long has your company been in business?
- How many people do you employ?
- Does your company currently have a Risk Management or Business Continuity Programme in place?
  - If yes, please provide details of the programme you have in place
- Five (5) Customer references (for similar purchases)
- Proof of registration along with valid Tax Information

**Appendix II**  
**Response Template**

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Origin of fabric (country): \_\_\_\_\_

Country of manufacture: \_\_\_\_\_

Coordinate island-wide measurement of designated JPS Employees:

(\_\_\_) YES

(\_\_\_) NO

**Payment Terms**

Purchaser's preference: Net 60 days

Bidder's proposal: \_\_\_\_\_

\_\_\_\_\_

**Price Schedule in US Dollars**

For each uniform package, Bidder is required to complete the table(s) on the following pages. Kindly type figures to ensure that correct numbers are recorded.

### Uniform Service Requirement & Delivery Schedule

Bidder should comply with the following uniform service requirement and delivery deadline will apply:

- (a) Supplier must be able to deliver specific group of uniform at the specified time and should allow for shipment of a specific group.
- (b) No restrictions should be applied to bulk order quantity.
- (c) Supplier must be able to provide uniform catalogue.
- (d) Supplier must provide uniform samples for each category.

Group	Comments	Apparel Type	Gender	Delivery	Count
<b>Group 1 Female Clerks</b>	Priority group with specific deadline	Non-Flame Resistant	Female	Annually By Dec 31 <sup>st</sup>  Island-wide	77
<b>Group 2 Line Personnel</b>	Priority group with specific deadline and safety requirement - international standards.	Flame Resistant	Male and Female	Annually By Dec 31 <sup>st</sup>  Island-wide	157
<b>Group 3 Attendants</b>	Priority group with specific deadline	Non-Flame Resistant	Male and Female	Annually By Dec 31 <sup>st</sup>  Kingston	5
<b>Group 4 Generation Staff</b>	Safety requirement - international standards.	Flame Resistant	Male and Female	Annually between January and March  Island-wide	136
<b>Group 5 Technicians Engineers Specialists</b>	Safety requirement - international standards.	Flame Resistant	Male and Female	Annually between January and March  Island-wide	307
<b>Group 6 Customer Service Staff</b>	Priority group with specific deadline	Non-Flame Resistant	Male	Annually By Dec 31 <sup>st</sup>  Island-wide	26

- EMPLOYEE GROUP: FEMALE EMPLOYEES

<b>EMPLOYEE GROUP #1:</b>  <b>FEMALE EMPLOYEES</b> Permanent NWU/BITU Female and Contract Front Lines Staff		<b>Five (5) sets uniform comprising:</b> - 5 shirts - 5 shirts/pants - 2 Jackets/Blazer/Vest <i>Including option for dress</i>
Quantity	UNIFORM	UNIT PRICE (USD)
1	Fitted Jacket with embroidery JPS logo	
1	Vest	
1	Dress with embroidery logo	
1	Blouse (Long Sleeve/ blue, yellow, gray, print )	
1	Blouse (Short Sleeve/ blue, yellow, gray, print)	
1	Pant (blue, gray, print)	
1	Skirt (blue, gray, print)	
1	Oxford Shirt long sleeves with embroidery JPS logo (Friday Wear)	
1	Oxford Shirt short sleeves with embroidery JPS logo (Friday Wear)	
1	Pants (Friday Wear)	
1	Skirt (Friday Wear)	
1	Belt	
1	Branded Pin with JPS logo – Name Tag	
1	Scarf	
1	Polyester/silk fabric blend Tie with JPS logo	
1	Embroidery JPS logo fee	
1	Fitting at each JPS Office Location	
1	Delivery to each JPS Office locations	

<b>EMPLOYEE GROUP #2:</b>		<b>Five (5) sets uniform comprising:</b> - 6 shirts - 5 denim jeans/twill pants - 2 Caps
<b>DRIVERS AND ATTENDANTS</b> Permanent NWU/BITU Staff		
<b>Quantity</b>	<b>UNIFORM</b>	<b>UNIT PRICE (USD)</b>
1	Denim Jeans	
1	Twill Pants	
1	Oxford Shirt with embroidery JPS logo	
1	Polo Shirt with embroidery JPS logo	
1	Cap with embroidery JPS logo	
1	Embroidery JPS logo fee	
1	Fitting at each JPS Office Location	
1	Delivery to each JPS Office locations	

<b>EMPLOYEE GROUP #3:</b>		<b>Six (6) sets uniform comprising:</b> - 6 undershirts - 6 shirts (polo/woven) - 6 denim jean/pants
LINEMEN Permanent and Contract Lineman		
<b>Quantity</b>	<b>UNIFORM</b>	<b>UNIT PRICE (USD)</b>
1	Flame resistant short sleeve undershirt (no logo, no reflector required)	
1	Flame resistant long sleeve button front woven shirt – khaki, blue gray colour options (JPS logo, JPS Safety Slogan, and Reflectors required for shirts)	
1	Flame resistant Knit Shirt with JPS Logo – khaki, blue gray colour options (JPS logo, JPS Safety Slogan, and Reflectors required for shirts)	
1	Flame resistant denim jeans – blue (Reflectors required for jeans)	
1	JPS logo Fee	
1	JPS Safety Slogan Fee	
1	Reflector Strip Cost and Fee to Stitch	

<b>EMPLOYEE GROUP #4:</b>  GENERATION POWER STATION STAFF Permanent and Contract Staff		<b>Three (3) sets uniform comprising:</b> - 3 undershirts - 3 denim jeans/shirts (polo/woven) or - 3 Coveralls (NB: Combination of FR items Allowed)
Quantity	UNIFORM	UNIT PRICE (USD)
1	Flame resistant short sleeve undershirt (no logo, no reflector required)	
1	Flame resistant long sleeve button front woven shirt – khaki, blue gray colour options (JPS logo, JPS Safety Slogan, and Reflectors required for shirts)	
1	Flame resistant Polo Shirt with JPS Logo – khaki, blue gray colour options (JPS logo, JPS Safety Slogan, and Reflectors required for shirts)	
1	Flame resistant denim jeans – blue (Reflectors required for jeans)	
1	Flame resistant long sleeve coverall (JPS logo, JPS Safety Slogan, and Reflectors required)	
1	JPS logo Fee	
1	JPS Safety Slogan Fee	
1	Reflector Strip Cost and Fee to Stitch	

<b>EMPLOYEE GROUP #5:</b> TECHNICIANS-ENGINEERS-OFFICERS: FIELD SERVICES, SUBSTATION, PROTECTION AND CONTROL, ENGINEERING Permanent and Contract Staff		<b>Two (2) sets uniform comprising:</b> - 2 undershirts - 2 denim jeans/shirts (polo/woven) or - 2 Coveralls (NB: Combination of FR items Allowed)
<b>Quantity</b>	<b>UNIFORM</b>	<b>UNIT PRICE (USD)</b>
1	Flame resistant short sleeve undershirt (no logo, no reflector required)	
1	Flame resistant long sleeve button front woven shirt – khaki, blue gray colour options (JPS logo, JPS Safety Slogan, and Reflectors required for shirts)	
1	Flame resistant Polo Shirt with JPS Logo – khaki, blue gray colour options (JPS logo, JPS Safety Slogan, and Reflectors required for shirts)	
1	Flame resistant denim jeans – blue (Reflectors required for jeans)	
1	Flame resistant long sleeve coverall (JPS logo, JPS Safety Slogan, and Reflectors required)	
1	JPS logo Fee	
1	JPS Safety Slogan Fee	
1	Reflector Strip Cost and Fee to Stitch	



**Appendix III****Employee Group Uniform Requirement**

The quantities supplied are an estimate of annual requirement. Actual requirements in both years may vary +/-10%.

<b>Employee Group</b>	<b>Female Employees</b>	<b>Linemen</b>
<b>Total for Group</b>	<b>77</b>	<b>157</b>
<b>Delivery Date</b>	Delivery to Staff by December 31, 2024 (Overseas Manufacturer: shipment to arrive in Jamaica by Nov 2024)	Delivery to Staff by December 31, 2024 (Overseas Manufacturer: shipment to arrive in Jamaica by Nov 2024)
<b>Frequency of Supply</b>	Annual - By December 31st.	Annual - By December 31st.
<b>Gender</b>	Female	Male & Female
<b>Quantity Per Person</b>	Five (5) sets per person plus two (2) vests/jackets.	Six (6) sets per person
<b>Item Description</b>	Pant, Skirt, Shirt, Blouse, Dress, Vest, Jacket, Belt, Scarf, Branded Pin	Pants, Woven Shirts, Knit Shirts and Undershirts.
<b>Fabric Options</b>	Poly-cotton blends, suiting, denim, twill and knit fabric blends. Lining required for vest/jacket	Category 2 flame resistant fabric with minimum 8.0 cal rating required in keeping with OSHA standards that is suitable for tropical climate
<b>Colour Options</b>	Fabric options in solid or print, and other colours not limited to JPS brand royal blue and yellow pantones.	Flame resistant fabric - khaki, and other colour options (blue, gray).
<b>Reflector Strips</b>	Not Required	Flame resistant reflector strips to be affixed to various areas on shirts, jeans and coveralls. (back, front, shoulder, sleeve, below legs, knees).
<b>Other Fixtures</b>	JPS logo and patch with JPS Branded Safety Message/Tagline to be affixed on selected items.	JPS logo and patch with JPS Branded Safety Message/Tagline to be affixed on selected items. Customized feature – FR knit shirt must have collar. Shirt pocket with flaps, Pen/Phone Slot required.
<b>Fitting/Measurements</b>	Supplier fitting of all persons on staff list. NB> Confirmation of List required.	Supplier fitting of all persons on staff list. NB> Confirmation of List required.
<b>Labelling/Packaging</b>	Personalized packaging for each employee with labels (showing name, ID, Department, location).	Personalized packaging for each employee with labels (showing name, ID, Department, location).
<b>Delivery Method</b>	Supplier delivery of uniforms to all JPS locations.	Supplier delivery of uniforms to all JPS locations.
<b>Alteration/Replacement</b>	Local facility based in Jamaica preferred for this arrangement.	Local facility based in Jamaica preferred for this arrangement

<b>Employee Group</b>	<b>Drivers / Attendants</b>	<b>Power Station / Generation</b>
<b>Total for Group</b>	<b>5</b>	<b>136</b>
<b>Delivery Date</b>	Delivery to Staff by December 31, 2024 (Overseas Manufacturer: shipment to arrive in Jamaica by Nov 2024)	Delivery to Staff by December 31, 2024 (Overseas Manufacturer: shipment to arrive in Jamaica by Nov 2024)
<b>Frequency</b>	Annual - By December 31st.	Annual - By January 31st.
<b>Gender</b>	Male	Male & Female
<b>Quantity Per Person</b>	Five (5) sets per person plus two (2) caps	Three (3) per person
<b>Item Description</b>	Pant, Jeans, Oxford Shirt, Polo Shirt, Vest, Caps	Coveralls and Undershirts.
<b>Fabric Options</b>	Poly-cotton blends, suiting, denim, twill and knit fabric blends.	Category 2 flame retardant fabric with minimum 8.0 cal rating required in keeping with OSHA standards that is suitable for tropical climate
<b>Colour Options</b>	Fabric options in solid or print, and other colours not limited to JPS brand royal blue and yellow pantones.	Flame retardant fabric - khaki, blue and gray Options.
<b>Reflector Strips</b>	Not Required	Flame retardant reflector strips to be affixed to various areas on shirts, jeans and coveralls. (back, front, shoulder, sleeve, below legs, knees).
<b>Other Fixtures</b>	JPS logo and patch with JPS Branded Safety Message/Tagline to be affixed on selected items.	JPS logo and patch with JPS Branded Safety Message/Tagline to be affixed on selected items. Customized feature - FR knit shirt with collar, Shirt pocket flaps, Pen/Phone Slot, and FR reflector strips on back and sleeves.
<b>Fitting/Measurements</b>	Supplier fitting of all persons on staff list.	Supplier fitting of all persons on staff list.
<b>Labelling/Packaging</b>	Personalized packaging for each employee with labels (showing name, ID, Department, location).	Personalized packaging for each employee with labels (showing name, ID, Department, location).
<b>Delivery Method</b>	Supplier delivery of uniforms to all JPS locations.	Supplier delivery of uniforms to all JPS locations.
<b>Alteration/Replacement</b>	Local facility based in Jamaica preferred for this arrangement	Local facility based in Jamaica preferred for this arrangement

<b>Employee Group</b>	<b>Field Service Technicians</b>	<b>Customer Relations Reps.</b>
<b>Total for Group</b>	<b>307</b>	<b>26</b>
<b>Delivery Date</b>	Delivery to Staff by December 31, 2024 (Overseas Manufacturer: shipment to arrive in Jamaica by Nov 2024)	Delivery to Staff by December 31, 2024 (Overseas Manufacturer: shipment to arrive in Jamaica by Nov 2024)

<b>Frequency</b>	Annual - By January 31st.	Annual - By December 31st.
<b>Gender</b>	Male	Male and Female
<b>Quantity Per Person</b>	Two (2) sets per person	Three (3) sets per person plus two (2) vests/jackets.
<b>Item Description</b>	Pants, Woven Shirts, Knit Shirts and Undershirts.	Pant, Skirt, Shirt, Blouse, Dress, Vest, Jacket, Belt, Scarf, Branded Pin
<b>Fabric Options</b>	Category 2 flame retardant fabric with minimum 8.0 cal rating required in keeping with OSHA standards that is suitable for tropical climate	Poly-cotton blends, suiting, denim, twill and knit fabric blends. Lining required for vest/jacket
<b>Colour Options</b>	Flame retardant fabric - khaki, and other colour options (blue, gray).	Fabric options in solid or print, and other colours not limited to JPS brand royal blue and yellow pantones.
<b>Reflector Strip</b>	Flame retardant reflector strips to be affixed to various areas on shirts, jeans and coveralls. (back, front, shoulder, sleeve, below legs, knees).	Not Required
<b>Other Fixtures</b>	JPS logo and patch with JPS Branded Safety Message/Tagline to be affixed on selected items.	JPS logo and patch with JPS Branded Safety Message/Tagline to be affixed on selected items.
<b>Other Fixtures</b>	Customized feature - FR knit shirt with collar, Shirt pocket flaps, Pen/Phone Slot, and FR reflector strips on back and sleeves.	
<b>Fitting/Measurements</b>	Supplier fitting of all persons on staff list.	Supplier fitting of all persons on staff list. NB> Confirmation of List required.
<b>Labelling/Packaging</b>	Personalized packaging for each employee with labels (showing name, ID, Department, location).	Personalized packaging for each employee with labels (showing name, ID, Department, location).
	Container packaged by location for ease in dispatch.	Supplier delivery of uniforms to all JPS locations.
<b>Delivery Method</b>	Supplier delivery of uniforms to all JPS locations.	Local facility based in Jamaica preferred for this arrangement.
<b>Alteration/Replacement</b>	Local facility based in Jamaica preferred for this arrangement	Local facility based in Jamaica preferred for this arrangement

## APPENDIX IV

### **SAFETY SPECIFICATION, FLAME RESISTANT (FR) CLOTHING**

- CATEGORY:** Personal Protective Equipment
- EQUIPMENT:** Flame Resistant Clothing
- FUNCTION:** Protective clothing to be worn by personnel working around energized parts to protect against exposure to electric arc hazards. Flame resistant clothing are designed to self-extinguish when an applied flame is removed and resist combustion caused by high intensity heat from arc flashes.
- USER:** Generation, Energy Delivery, Engineering and Customer Operations
- DESCRIPTION:** Protective clothing including coveralls, pants and shirts made of fire resistant fabric that protects the wearer from arc flashes while working around energized lines and equipment.

#### **PURCHASING SPECIFICATIONS:**

1. Natural or synthetic fiber blends to include Nomex or other cotton blends that provide thermal protection and will not melt 315°C (600°F) temperatures. Minimum cotton content shall be 85% of fabric.
2. The garment must be flame resistant with single layer of garment providing a minimum rating of 8.0cal/cm.sq. (Arc rating for arc incident energy).
3. Garment material must be lightweight, soft on the skin and comfortable for wear in temperatures up to and including 95°F (35°C).
4. A permanent label shall be affixed to all garments detailing at a minimum the material from which the garment was made, use and care instructions and arc rating value in Cal/cm.sq. (ATPV).
5. All flame resistant garment shall satisfy NFPA 70E, ASTM F 1506, ASTM F1959.
6. Sizes should be available in XSmall, Small, Medium, Large, XLarge, XXXLarge and XXXLarge.

#### **SPECIAL INSTRUCTIONS:**

1. The following work gear (cloth) shall be covered by this specification:
  - a) Long Sleeves Coveralls (blue tunic)
  - b) Work Pants (blue denim)
  - c) Long Sleeve Work Shirt with front buttons (khaki, blue, grey)
  - d) Long Sleeve Work Shirt-Knit with collar (khaki, blue, grey)
  - e) Short Sleeve Undershirts (khaki, blue, grey)
2. Equivalent models: Coverall (Aramak Style G01083)

**SAFETY SPECIFICATION, FLAME RETARDANT (FR) CLOTHING  
(continued)**

**CLIMATIC CONDITIONS:**

JPS Employees wearing flame retardant uniforms will be required to work year-round under the conditions described below:

1. Ambient Temperatures: Maximum 40°C, minimum 15°C, Average 30°C over 24 hours.
2. Atmospheric Conditions: Tropical climate subject to direct sun light, 200km per hour wind, High salt spray (coastal areas) and dust.
3. Relative Humidity: Maximum 100% Average -50%

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**APPENDIX V**

**JPS LOGO**



**JPS Corporate Communications  
Dimensions**

**Approximately 2 ½ inches (width) and 1 inch (height)**

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**APPENDIX VI**

**JPS SAFETY SLOGAN**



**APPENDIX VII**

**JPS SAFETY CREED**

**OUR SAFETY CREED**

- No schedule is so important
- No job so urgent
- No emergency so great

That we cannot take the time to work safely and take care of the environment.



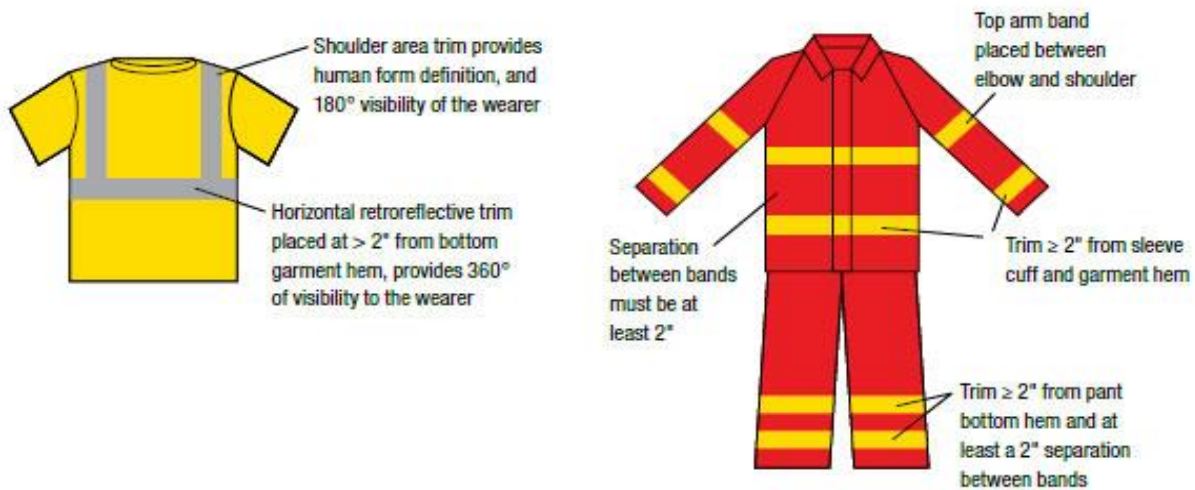


**APPENDIX VII**

**JPS SAFETY MATRIX FOR FR FABRIC AND REFLECTORS**

<b>Table 1: Minimum areas of visible material – ANSI/ISEA 107-2010</b>					
	<b>Performance Class 3</b>	<b>Performance Class 2</b>	<b>Performance Class 1</b>	<b>Class E</b>	<b>Headwear</b>
Background material	1240 in <sup>2</sup> (0.80 m <sup>2</sup> )	775 in <sup>2</sup> (0.50 m <sup>2</sup> )	217 in <sup>2</sup> (0.14 m <sup>2</sup> )	465 in <sup>2</sup> (0.30 m <sup>2</sup> )	78 in <sup>2</sup> (0.05 m <sup>2</sup> )
Retroreflective or combined-performance material used in conjunction with background material	310 in <sup>2</sup> (0.20 m <sup>2</sup> )	201 in <sup>2</sup> (0.13 m <sup>2</sup> )	155 in <sup>2</sup> (0.10 m <sup>2</sup> )	108 in <sup>2</sup> (0.07 m <sup>2</sup> )	10 in <sup>2</sup> (0.0065 m <sup>2</sup> ) Level 2
Combined-performance material used without background material	NA	NA	310 in <sup>2</sup> (0.20 m <sup>2</sup> )	NA	78 in <sup>2</sup> (0.05 m <sup>2</sup> ) Level 2 or 1
Minimum width of retroreflective material	2 in (50 mm)	1.375 in (35 mm)	1 in (25 mm) or 2 in (50 mm) combined-performance material (without background material)	2 in (50 mm)	
Minimum number of yards per retroreflective material width	4.3 yds of 2 in (50 mm) width	4 yds of 1.375 in (35 mm) width 2.8 yds of 2 in (50 mm) width	4.3 yds of 1 in (25 mm) width 3.1 yds of 1.372 in (35 mm) width 2.15 yds of 2 in (50 mm) width	1.5 yds of 2 in (50 mm) wide	
Photometric performance	Level 2 (Table 4) or Level 1 (Table 5)	Level 2 (Table 4) or Level 1 (Table 5)	Level 2 (Table 4) or Level 1 (Table 5)	Level 2 (Table 4) or Level 1 (Table 5)	See Above

Note: Consult the ANSI/ISEA 107-2010 standard for Tables 4 and 5.



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