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## JAMAICA TOURIST BOARD

### INVITATION TO TENDER AUDITING SERVICES

The Jamaica Tourist Board (JTB) invites proposals from consultants for auditing of the Board's annual financial statements, commencing with the fiscal year ending 31 March 2016.

#### DESCRIPTION OF SERVICES:

The scope involves, but is not limited to, the examination of the Jamaica Tourist Board annual financial statements in accordance with generally accepted auditing standards, to determine whether the statements are presented fairly within the context of International Financial Reporting Standards (IFRS).

#### ELIGIBILITY FOR TENDER:

Consultants must submit the following with their proposals:

- Tax Registration Number (TRN)
- Valid Tax Compliance Certificate
- Evidence of practice in Jamaica by both the Institute of Chartered Accountants of Jamaica and the Public Accountancy Board

Failure to adhere to the above requirements will result in automatic disqualification.

#### COLLECTION OF REQUESTS FOR PROPOSALS

Tender documents may be collected during the period **March 18- 31, 2016** between the hours of **9:00 a.m. and 4:30 p.m.** (except weekends and public holidays) from the Manager, Accounting & Finance, JTB, 64 Knutsford Boulevard, Kingston 5.

The cost of the tender document is **Two Thousand Five Hundred Dollars (J\$2,500.00)** which must be paid by cash or manager's cheque, made out in favour of the Jamaica Tourist Board.

#### RETURN OF PROPOSALS

Proposals must be in plain sealed envelopes marked 'Tenders for Audit Services' and deposited in the Tender Box, located in JTB's Reception Area at 64 Knutsford Boulevard, Kingston 5, no later than **3:00 p.m. on March 31, 2016**.

Proposals submitted after the deadline of March 31, 2016 and the stipulated time will be rejected.

#### OPENING OF PROPOSALS

Proposals will be opened on **Thursday, March 31, 2016 – 4:15 p.m.** in JTB's Board Room located at 64 Knutsford Boulevard, Kingston 5. Consultants are invited to attend or send their representative(s) to the opening.

For the collection of documents and further information, please contact:

Miss. Cheryl McKenzie  
Manager, Accounting & Finance  
Jamaica Tourist Board  
64 Knutsford Boulevard, Kingston 5



### REQUEST FOR EXPRESSIONS OF INTEREST

The Students' Loan Bureau proposes to engage a consultancy firm to develop a revised process for selecting beneficiaries of student loan funding that would allow the SLB to accurately target the applicants for allocation of funds. Consultancy firms may submit Expressions of Interest to design an allocation model for the targeted students' loans.

The objective of the consultancy is the development of a Funding Allocation Model using information provided by the applicants in order to improve the targeting of needy students in Jamaica and the assessment of associated risks.

Consultants shall be eligible to participate if they possess:

- Education:** PhD or Master's in Economics/Statistics, Actuarial Sciences, Risk Management.
- Experience:**
- **Minimum of Five (5) years' experience in the following:**
    - Management information systems
    - Analysis of socioeconomic factors
    - Use of statistical software
    - Construction of targeting instruments such as Allocation Model /Means Tests.
    - Risk analysis / modelling within a financial institution
    - Working knowledge of the Jamaican economy would be an asset.
- Areas of Expertise:**
- Modelling / Econometrics
  - Project Management
  - Analysis of risk assessment
- Skills:**
- Strong oral and written communication skills
  - Strong analytical and reporting skills
  - Ability to respond in writing by providing clear, concise, timely and accurate information
  - Proficient in Microsoft package applications.

The duration of the assignment is expected to be for a period of **six (6) months**.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments. All information must be submitted in English. Further information may be obtained from the first address below between **9:00 a.m. and 4:00 p.m. Monday to Friday**.

Two (2) hard copies of the Expressions of Interest must be received at the address below no later than **April 5, 2016 at 2:00 P.M (Jamaican Time)**. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked **"Expression of Interest – Consultancy Services to Design an Allocation Model of the Applicants for the Targeted Students' Loans."**

Following the assessment of submissions, a shortlist of not less than three and not more than six applicants will be provided with full terms of reference, and invited to submit technical and financial proposals to undertake the assignment. SLB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

The Procurement Officer  
Students' Loan Bureau  
1<sup>st</sup> & 2<sup>nd</sup> Floor  
Sagicor Sigma Building  
63-67 Knutsford Boulevard Kingston 5  
Jamaica  
Tel: (876) 936-4491  
Email: spinnock@slbja.com

### OFFICE OF THE CABINET

#### REQUEST FOR CURRICULUM VITAE

The Office of the Cabinet, Public Sector Modernisation Division (PSMD) requires individuals to submit Curriculum Vitae to provide technical assistance for the following:

**RFP#2016/E003: Development of Systems Specifications for a 'Contractor Registration System' for the National Contracts Commission.**

The details of the engagement are included in the Request for Curriculum Vitae document which may be viewed at the Cabinet Office's website, <http://www.cabinet.gov.jm/procurement> as of **Monday, March 21, 2016**.

**Procurement Method:** Individual Consultant

**Source of Funding:** Project is funded by the European Union (EU) under the Project No. GRT/EX-14238-JA. The Inter-American Development Bank (IDB) policy (GN-2350-9) and the Government of Jamaica (GOJ) Handbook of Public Sector Procurement Procedures, 2014 will guide the process.

The closing date for the submission of CV is **Friday, April 8, 2016 at 10:00 a.m.** The tender opening is scheduled for **10:15 a.m. on Friday, April 8, 2016** at 2A Devon Road, Kingston 6 in Conference Room No. 212.

Individuals seeking clarification should email to [psmd.proc@cabinet.gov.jm](mailto:psmd.proc@cabinet.gov.jm), or fax 876-960-6443 or mail to the address below.

**Late submissions will not be accepted.**

Curriculum Vitae and all related documents should be placed in a sealed envelope addressed as below and deposited in the tender box located at the address below:

The Procurement Officer  
Office of the Cabinet  
Public Sector Modernisation Division  
Room 219, (Upstairs) 2A Devon Road  
Kingston 6  
Jamaica, West Indies

## NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:  
[jisadvertising@gmail.com](mailto:jisadvertising@gmail.com)  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)



### INVITATION TO BID HEART Trust/NTA

**Scope:** Security Services  
HT/NTA SS2016-EP  
To provide Private Security Services in Zone 5 – Ebony Park Academy for a period of twenty-seven (27) months

**NCC Category:** Safety & Security Services

**Procurement Method:** Local Competitive Bidding

**Contact:** Miss Suzanne Scarlett

**Address of Entity:** HEART Trust/NTA, Corporate House, 6b Oxford Road, Kingston 5

**Telephone No(s):** 960-9630; 863-0754

**E-mail Address:** [suzanne\\_scarlett@heart-nta.org](mailto:suzanne_scarlett@heart-nta.org)

#### Collection and Submission Information:

The tender document will be available as of **Monday, March 21 to Thursday, March 24, 2016** and can be collected between the hours of **9 a.m. and 4 p.m.** from HEART College of Beauty Services (HCBS), 10 Hope Road, Kingston 10 at a cost of **\$1000.00** cash.

Completed tenders along with all required documents must be deposited no later than **Monday, April 11, 2016 at 10 a.m.**, in the tender box located in the Lobby of HEART College of Beauty Services (HCBS), 10 Hope Road, Kingston 10. Bid Opening is same day at **10:15 a.m.**



## JAMAICA FIRE BRIGADE Administrative Branch

### INVITATION FOR BIDS

#### Procurement of Self-Contained Breathing Apparatus

The Jamaica Fire Brigade invites sealed bids from eligible bidders to supply **Self-Contained Breathing Apparatus**.

In order to have their bids considered, Bidders must meet the following criteria:

- Be registered with the National Contracts Commission (NCC) in of the following category:
  - **Safety Products**
- Be in possession of a valid Tax Compliance Certificate (TCC);

#### Bid Documents

A complete set of bid documents may be viewed and purchased from the cashier at the Jamaica Fire Brigade, 14 Port Royal Street, Kingston as of **Monday, 7<sup>th</sup> March, 2016** for a non-refundable fee of **\$3,000.00**. Payment should be in the form of cash or certified cheque made payable to the Jamaica Fire Brigade.

#### Bid Receipt & Opening

This completed bid document should be placed in the tender box at the address below no later than **12:00 p.m. on Tuesday, 29<sup>th</sup> March, 2016**.

To obtain further information on this bid invitation, contact:

The Office/Procurement Manager  
Jamaica Fire Brigade  
4<sup>th</sup> Floor, Century Bank Building  
14 Port Royal Street, Kingston  
Tel: 948-7934, 922-0007, 922-0027  
Cell: 469-1165; Fax: 967-3594

Bids will be opened at the address above at **12:15 p.m. on Tuesday, 29<sup>th</sup> March, 2016**, in the presence of bidders or their representative.