



HOUSING AGENCY OF JAMAICA LIMITED

INVITATION FOR BIDS (IFB)

Provision of Property Management Services – HAJL

The Housing Agency of Jamaica Limited (HAJL) invites contractors with suitable experience and resources to submit bids for the provision of property management at the HAJL's Main Office located 13 Caledonia Avenue, Kingston 5.

The Terms of Reference and Specifications include but are not limited to the supply of labour, supervision, materials, equipment, tools, transportation and manpower necessary to carry out the Provision of Property Management Services – HAJL.

Eligibility Criteria

Interested bidders are required to submit the following with their bids:

1. Copy of valid Tax Compliance Letter (TCL) or valid Tax Compliance Certificate (TCC), if current/not expired
2. Proof of registration with the National Contracts Commission in the category of "General Services"
3. Bid Security of J\$250,000.00 in one of the forms specified in the Bidding Documents.

Collection of Bidding Documents

Bidding Documents will be available from the Procurement Unit, HAJL, 13 Caledonia Avenue, Kingston 5 as of **Friday, August 25, 2017 between 9:00 a.m. and 4:00 p.m.** for a non-refundable fee of Two Thousand Dollars (J\$2,000.00) payable by debit card or by lodgement to HAJL's NCB Account using the Customer #99-555555.

Pre-Bid Meeting

A Pre-Bid Meeting will be held on **Tuesday, September 12, 2017 at 10:30 a.m.** at the Housing Agency of Jamaica's main Office located at 13 Caledonia Avenue, Kingston 5. All interested contractors are required to contact Michelle Keeten (968-7522-4); [michelle.keeten@hajl.gov.jm](mailto:michelle.keeten@hajl.gov.jm) to make arrangements to attend.

Clarifications

Clarifications related to this bid may be directed to [Shane.Smith@hajl.gov.jm](mailto:Shane.Smith@hajl.gov.jm) no later than **Friday, September 15, 2017**.

Deadline for Submission of Bids

Bids shall be valid for a period of one hundred and Twenty (120) days after bid closing and shall be deposited in the tender box labelled "Provision of Property Management Services – HAJL" in the Procurement Unit, 2nd Floor, Finance and Information Department, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5, no later than **Thursday, September 21, 2017 at 10:00 a.m.** Late bids will be rejected.

Bid Opening

Bids will be opened at the HAJL's 4th Floor Meeting Room, 13 Caledonia Avenue, Kingston 5, on **Thursday, September 21, 2017 at 10:15 a.m.** Bidders and/or their representatives are invited to attend the opening.

**The Housing Agency of Jamaica Limited is not obliged to accept the lowest or any bid and reserves the right to terminate the bid process at any point prior to the award of contract without incurring any liability to any of the participants.**



HOUSING AGENCY OF JAMAICA LIMITED

INVITATION FOR BIDS (ITB)

Procurement of External Auditing Services  
S/17-001

Housing Agency of Jamaica Limited (HAJL) invites proposals from qualified Firms of Chartered Accountants to audit its financial statements for the fiscal years ending **31 March 2018, 2019 and 2020**.

For each of the three (3) fiscal years, the successful Bidder will be responsible for carrying out a statutory audit of HAJL's statement of financial position, financial performance, changes in equity and cash flows and provide accompanying explanatory notes, advisory services on taxation as well as audit of HAJL's Procurement Procedures.

ISSUE OF BID DOCUMENT

The complete RFP may be obtained from the address given below from **30 August 2017 to 15 September 2017, Monday to Friday between 9:00 a.m. and 4:00 p.m.**, upon payment of a non-refundable document fee of \$3,000.00, payable by debit card (at the Offices of HAJL) or by lodgement to HAJL's NCB Bank Account (using the Customer # 99/555555 on HAJL's Payment Slip).

ELIGIBILITY

This invitation is open to qualified Firms of Chartered Accountants who meet the following requirements and submit the related documentation with their bids:

- Proof of Tax Compliance (A valid Tax Compliance Certificate or Tax Compliance Letter).
- Proof of current registration with the Public Accountancy Board.

In addition, Partners are required to be a member of the Institute of Chartered Accountants of Jamaica (ICAJ).

SUBMISSION OF TENDERS

The deadline for submission of Bid Documents is **25 September 2017 at 3:00 p.m.** Bids will be opened on the same day at **3:15 p.m.** in the presence of the representatives of the Bidders who choose to attend.

The proposal or any queries or clarification on the RFP document shall be submitted to the following address:

**The Procurement Officer**  
Housing Agency of Jamaica Limited  
Human Resources and Administration Department  
13 Caledonia Avenue  
Kingston 5  
Tel: (867) 968-7522-4 ext. 272  
Fax: (876) 929-5908  
Email: [Shane.Smith@hajl.gov.jm](mailto:Shane.Smith@hajl.gov.jm)



National Environment & Planning Agency

Specific Procurement Notice for  
Ecological Assessment and Training in Biological Monitoring

**Institution:** Inter-American Development Bank  
**Country:** Jamaica  
**Project:** Integrated Management of Yallahs and Hope River Watershed Management Areas Project  
**Sector:** Environment & Natural Disaster  
**Loan/Credit/Grant No.:** JA-G1001  
**Contract/Bid No.:** GRT-FM-14607-JA  
**Deadline:** 11 September 2017

General Procurement notice advertised for this project published in Development Business Online, edition No. IDB508-04/15 of 23-04-2015.

The Government of Jamaica through the Inter-American Development Bank (IDB) has received financing from the Global Environment Facility (GEF) and it intends to apply part of the proceeds to payments under the Integrated Management of Yallahs and Hope River Watershed Management Areas Project, for the engagement of a **Consulting Firm** to provide an ecological classification which defines the terrestrial and riverine habitats within the boundaries of the Yallahs River and Hope River WMUs. This information will then be used by the firm/entity to characterize, delineate and map the major terrestrial and aquatic habitat types and define priority areas for ecological monitoring and conservation planning.

The National Environment & Planning Agency (NEPA), executing agency for the project, now invites eligible consulting firms ("Consultants") to indicate their interest in undertaking **Ecological Assessment and Training in Biological Monitoring**.

This procurement process requires bidders to have the following specific experience and/or capabilities: Excellent research and analytical skills with regard to ecological/biological data and the assessment of flora and fauna species; Excellent analytical, writing, editing, and oral communication skills in English. Team must have outstanding skills in statistical analysis and detailed knowledge of relevant statistical tools applied. Ability to work with a wide variety of technical professionals from government agencies, NGOs, and community based organizations is essential. Demonstrated management, interpersonal and networking skills. Demonstrated ability to work within a multidisciplinary and multicultural group. Proficiency in Geographical Information System applications (including remote sensing capabilities).

Team Leader to possess: A minimum of a Master's degree or equivalent in Biology, Ecology, Natural Resource Management, Forestry, Environmental Sciences or Environmental Management from a recognized tertiary educational institution(s). Minimum of 15 years professional experience in conducting environmental research and analysis. Demonstrated skills in project management and preparation and writing of technical reports. Demonstrated success in completing ecological studies (copies of which are to be submitted with technical proposals) within the past three (3) years with references. Experience in working in small island developing states and the Commonwealth Caribbean. Extensive experience in the field in conducting ecological impacts of landuse on biodiversity, vegetation and degradation assessment and spatial mapping.

Team members to possess: Bachelor's degree or equivalent in Biology, Ecology, Natural Resource Management, Forestry, Environmental Sciences, or Environmental Management from recognized tertiary educational institution(s). Minimum of 5 years professional experience in conducting ecological studies and assessments including plant and animal identification.

The shortlist may comprise entirely national consultants.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Expressions of Interest must include copy of Curricula Vitae to show experiences and qualifications and any other literature outlining experience undertaking ecological assessment and training in biological monitoring.

The delivery period is Nine (9) calendar months after engagement of the consultancy.

A Consulting Firm will be selected in accordance with the Selection Based on the Consultants' Qualification (CQS) as specified in the Inter-American Development Bank's **Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank** (GN-2350-9), and is open to all eligible bidders as defined in the policies.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the shortlist, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

Expressions of Interest must be delivered in a written form (in English) to the National Environment & Planning Agency (in person, or by mail, or by fax, or by email) at the address stated at the end of the document, by **Monday, 18<sup>th</sup> September 2017**.

Evaluation rubric for the expressions of interest (EOI) can be viewed at: [www.nepa.gov.jm](http://www.nepa.gov.jm).

Further information can be obtained at the address below during office hours **08:30–16:30**.

**National Environment & Planning Agency**  
Attn: Yallahs–Hope Project Procurement Officer  
11 Caledonia Avenue, Kingston 5  
St. Andrew, Jamaica  
Tel: **1-876-754-7540**. Fax: **1-876-754-7596**.  
Email: [christine.orgill@nepa.gov.jm](mailto:christine.orgill@nepa.gov.jm)

NOTICE

PLEASE CHECK THE  
MINISTRY'S WEBSITE FOR THE  
FULL DOCUMENTS

For Bookings Email:

[jsadvertising@gmail.com](mailto:jsadvertising@gmail.com), [procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)

NOTICE

REGISTRATION  
AND TRAINING  
AVAILABLE FOR  
USE OF THE  
GOVERNMENT  
OF JAMAICA  
ELECTRONIC  
PROCUREMENT  
SYSTEM

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance (MOF), Procurement and Asset Policy Unit (PAPU) is on a drive to expand the use of the Government of Jamaica Electronic Procurement System (GOJEP) to its suppliers of goods, services and works. This is keeping with the commitment of the Government to all procurement opportunities published and managed through GOJEP by 2018.

Suppliers are being urged to register their businesses in GOJEP and take advantage of the free training sessions facilitated by the Ministry of Finance and the Public Service in the use of the system.

Registration is easy, simply download and read the User Manuals, accessible from the User Manuals link on the Home page: at [www.gojep.gov.jm](http://www.gojep.gov.jm).

For additional information, please call the Public Procurement Customer Care Help Desk numbers: (876) 932-5220/932-5251/932-523 or by sending an email to: [papucustomer-care@mof.gov.jm](mailto:papucustomer-care@mof.gov.jm).

**GOJEP – using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.**

GOVERNMENT  
PUBLIC  
PROCUREMENT

If you are interested in doing business with the Government, you are invited to view tender notices for procurement contracts on this page.