



# GOJ PUBLIC PROCUREMENT PAGE

## NOTICE

### REGISTRATION AND TRAINING AVAILABLE FOR USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT SYSTEM SUPPLIERS OF GOODS, SERVICES AND WORKS

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance and the Public Service (MoFPS), 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 have 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 on the use of the system. Please note that the Ministry will be undertaking a series of sessions in the Western region for the period **September 2017**.

**The first session will be conducted on Friday September 15, 2017 between 10 a.m. and 4 p.m. For confirmation and registration please contact the Ministry of Finance and the Public Service, Procurement and Asset Policy Unit.**

Registration is easy, simply download and read the user manuals, accessible from the user manuals link on the homepage: at [www.gojep.gov.jm](http://www.gojep.gov.jm).

For additional information, please contact the Public Procurement Customer Care Help Desk at: (876) 932-5220/932-5251/932-5253 or by sending an email to: [papucustomer@mof.gov.jm](mailto:papucustomer@mf.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.

## MINISTRY OF LABOUR AND SOCIAL SECURITY

### REQUEST FOR INDIVIDUAL CONSULTANCY SERVICE

*Individuals are being invited to submit a Letter of Interest and full Curriculum Vitae, for the following consultancy:*

#### CONSULTANCY TO PROVIDE "ACCPAC" TECHNICAL SUPPORT WITHIN PATH'S ACCOUNTING UNIT

##### OBJECTIVE OF THE ASSIGNMENT

To provide Technical Support to the Programme of Advancement Through Health and Education (PATH) Accounting Unit in maintaining and developing its "ACCPAC" Accounting System currently being used by the project. The consultancy will develop a new database and update modules in the existing database.

##### SCOPE OF WORK

In order to achieve the objectives, the Consultant will be required to complete the following activities:

##### I. Updating the existing module

- Updating the existing currency table for the Social Protection and Labour Programme database.

##### II. Creating and setting up new companies

- Creating new a company on Pervasive SQL database
- Activating Sage Accpac ERP by activating Common, Tax and Bank Services, specifying the fiscal periods, functional currency and default rate types.
- Activating and setting up application modules as listed below:
  - Accounts Payables
  - General Ledger
  - Purchase Order
  - Bank Services – Bank Accounts details
  - Administrative Services
- Setting up Segment codes for Charts of Accounts.
- Importing vendors from existing database.

##### III. Develop predefine financial statements using Crystal Reports as indicated below:

- Statement of Cash Receipts and Payments
- Statement of Cumulative Investments USD
- Trial Balance in Jamaican Dollars (JMD)
- Statement Expenditure based on objects (JMD)
- Statement of Expenditure versus budget in JMD and USD by component
- Expenditure versus budget by Objects (JMD).

##### QUALIFICATION AND EXPERIENCE

- Certified Sage ACCPAC (Enterprise Resource Planning-ERP) Consultant

##### CERTIFICATION MUST BE SUBMITTED WITH THE CV.

Responses should be submitted in hard copy or via email no later than the close of business on **September 15, 2017** to the attention of:

**Procurement Manager  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4  
Telephone: (876) 967-0420  
Email: [consultancy@mlss.gov.jm](mailto:consultancy@mlss.gov.jm)**

## MINISTRY OF LABOUR AND SOCIAL SECURITY

### INTEGRATED SOCIAL PROTECTION AND LABOUR PROGRAMME – LOAN NO. : 2889/OC-JA

#### INVITATION FOR EXPRESSIONS OF INTEREST

#### CONSULTING FIRM TO BE ENGAGED IN THE LABOUR MARKET INFORMATION SYSTEM (LMIS) PUBLIC AWARENESS CAMPAIGN

This request for expressions of Interest follows the General Procurement Notice for this project that appeared in the UN Development Business No. IDB44-01/13 of 15 January 2013.

The Government of Jamaica has received financing from the Inter-American Development Bank (IDB), and it intends to apply part of the proceeds to payments for goods, works, related services and consulting services to be procured under the project "Integrated Social Protection and Labour Programme". Bidding will be governed by the Inter-American Development Bank's eligibility rules and procedures.

The project intends to apply part of the loan proceeds to payments under the contract for the captioned consultancy service.

##### OBJECTIVES OF THE CONSULTANCY

The services of Consulting Firm will be engaged by the Ministry of Labour and Social Security (MLSS) to undertake an eight (8) months public education campaign geared at increasing responsiveness to the Labour Market Information System (LMIS). The Consulting Firm is to design, direct, produce and place a multimedia campaign which reaches the target audiences for the campaign with the messages that have been developed. The target audiences shall be employers, jobseekers, investors, students and other stakeholders.

##### SCOPE OF WORK

- Review existing LMIS literature in order to gain a comprehensive knowledge of the operations of the programme.
- Interview stakeholders to identify gaps within the image of LMIS.
- Develop a budget and itemize list of goods and services that will be required to deliver the services
- Draft for the review of the Ministry's Public Relations Unit and the LMIS team the appropriate scripts for the development of radio feature based on the messages that are to be sent to the clients.
- Produce campaign material encouraging persons to register and utilize the services of the LMIS.
- Place produced campaign material in commercial media.
- Provide the Ministry with other recommendations required for successful phased implementation of a Public Awareness promotional strategy.
- Secure relevant approvals for photographic release duly signed by the appropriate authorizing agents.
- Create for the review of the Ministry's Public Relations Unit and the LMIS team the appropriate placement roster based on information related to the times and media that will effectively reach the majority of the target audience.

The Integrated Social Protection Project now invites eligible Consulting Firms to indicate their interest in providing the services. Interested Consulting Firms may submit expressions of interest for the above services. Firms must provide information indicating the following:

- Qualifications in the field of the assignment.
- Technical and Managerial capabilities of the firm.
- Core business and years in business.
- Qualifications of key staff; Client references; and
- Administrative and Financial strength.

Interested Consulting Firms may obtain further information at the address below from 0900 to 1700 hours, Mondays to Thursdays and 0900 to 1600 on Fridays.

Expressions of Interest must be delivered to the address below by **September 15, 2017**.

Ministry of Labour and Social Security, Integrated Social Protection and Labour Programme; Attn: Procurement Officer. 14 National Heroes Circle, Jamaica, W.I. Tel: (876) 967-0420; Email: [consultancy@mlss.gov.jm](mailto:consultancy@mlss.gov.jm)