



REQUEST FOR EXPRESSIONS OF INTEREST
for
Consultancy Services

BACKGROUND TO THIS ASSIGNMENT

The Tourism Product Development Co. Ltd. (TPDCo) and the Tourism Enhancement Fund (TEF), whose core commitment is to facilitate the development of the overall Tourism Product of Jamaica while promoting visitor experience, environmental sustainability, community based development and an inclusive industry, have undertaken to execute various projects. We have a set of projects/programmes earmarked for immediate attention to include the following:

- Restoration of Historical Sites and Monuments
- Marine and Infrastructure Projects
- Beautification and Maintenance
- New Developments
- General Refurbishing

Beach Redevelopment
Services are required for specific programmes and projects currently funded and are at various stages along the project cycle. **Each consultancy contract is estimated to be for a maximum of one (1) year and no single contract will exceed the Jamaican equivalent of US\$100,000.** For any contract exceeding **Five Hundred Thousand Dollars (J\$500,000)** a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter (TCL) will be required for qualification.

OBJECTIVES OF THE ASSIGNMENT

The objective of this consultancy is to acquire the services of suitably qualified firms and or individuals (Project Managers, Quantity Surveyors, Architects and Engineers) to work on programmes and projects for an estimated period of a maximum of **one (1) year** at a time.

QUALIFICATIONS AND EXPERIENCE

The successful Consultant should possess the following qualifications as it relates to the relevant discipline:

The **Project Manager** should possess the following:

- Experience in pre and post contract project management of civil and building construction projects to include: knowledge of complete project cycle, selection and supervision of technical consultants, Permitting and approval process including liaising with relevant authorities, Contract administration, construction management and site supervision, project budgeting and financial analysis.
- Have qualification in the field of Engineering, Architecture, or related discipline
- Project Management Professional Certification (PMP or equivalent) would be an asset.

The **Quantity Surveyor** should possess the following:

- Registered with the Jamaica Institute of Quantity Surveyors or similar institution
- A minimum of five (5) years' experience in the field of Quantity Surveying with a proven track record in civil and building works project. Detailed knowledge of project budgeting, building economics and project auditing.

The **Architect** should possess the following:

- Duly registered with the Institute of Architects
- Experience in construction and related discipline in pre and post contract for civil and building construction projects, new and refurbishing works, heritage and other types of developments
- A minimum of five (5) years of **experience as a RA**

The **Engineer** should possess the following:

- Registration with the Professional Engineers Registration Board
- Experience in construction and related discipline in pre and post contract for civil and building construction projects, new and refurbishing works, heritage and other types of developments
- A minimum of five (5) years of **experience as a PE**

The **Land Surveyor** should possess the following:

- Registration with the Land Surveyors Board
- A minimum of five (5) years of experience as a Commissioned Land Surveyor

DURATION OF CONTRACT

One (1) year

A Consultant(s)/Firm(s) will be selected using the **Consultant Qualification Selection (CQS)** and/or the **Least Cost Selection (LCS)** method in accordance with the procedures set out in the Government of Jamaica Handbook of Public Sector Procurement Procedures (Revised March 2014), volume 3 of 4 Procedures for the Procurement of consulting Services.

Consultants will be shortlisted according to their expertise. Shortlisted Consultants will be included in both entities aforementioned vendor database and subsequently invited to submit proposal(s) for specific sub-projects. Complete details of the selection process for the award of contract will be in the respective Requests for Proposals.

Interested Consulting Firms and / or Individual Consultants must provide a clear and detailed company profile, clearly outlining their qualifications and expertise, as well as experience in undertaking similar assignments and the necessary skills to deliver the relevant services. Consulting Firms and / or Individual Consultants must indicate precisely the area(s) of interest based on the scope of services listed above.

Expressions of Interest (EOI) and curriculum vitae of team members must be delivered to the address below or emailed to **RFQ@tpdco.org** at or before **4:00 p.m. by May 11, 2016**

Tourism Product Development Co. Ltd
4th Floor 64 – 70 Knutsford Blvd
Kingston 5, Jamaica
Tel: (876) 968-3626/ Fax: (876) 929-8269

OFFICE OF THE PRIME MINISTER

INVITATION TO TENDER

Janitorial and Related Services
LCB #2016/04/018A

The Office of the Prime Minister (OPM) now invites sealed bids from eligible and qualified suppliers for the provision of **Janitorial and Related Services** at the Office of the Prime Minister and the Office of the Cabinet. Bidding will be conducted through the Local Competitive Bidding (LCB) procedures as outlined in the Government of Jamaica Handbook of Public Sector Procurement Procedures, March 2014 (<http://www.mof.gov.jm>) and is open to all bidders locally.

The service includes the cleaning of all offices, corridors and common areas; dusting of all files in the registries, cleaning of blinds, as well as the washing of all external windows. Further details may be obtained from the Bid Document.

Eligibility Requirement: Tenderers **MUST** provide:

- A valid National Contracts Commission (NCC) Certificate in the category of **Janitorial, Sanitation Services**
- A Valid Tax Compliance Certificate/Tax Compliance Letter
- Bid Security: Fixed Sum **JMD\$250,000.00** in the form of a Manager's Cheque or a Bank Guarantee

A complete set of bidding documents, in English, may be purchased by interested bidders as of **Monday, April 25, 2016** for a non-refundable fee of **\$3,000.00 JMD** payable at the Cashier, and the submission of a receipt to the Procurement Manager, Administration Building, Office of the Prime Minister, 1 Devon Road, Kingston 6. The method of payment may be cash or Manager's Cheque.

Bids **MUST** be placed in the designated Tender Box located in the Procurement Unit, the Administration Building, Office of the Prime Minister, on or before **Friday, May 20, 2016 at 10:00 a.m.** Bids must be returned in a plain, sealed envelope appropriately marked on the outside of the envelope: **"Janitorial and Related Services"** addressed to:

The Procurement Manager
Office of the Prime Minister
1 Devon Road, Kingston 6

Opening Information: The public opening of proposals will take place in the Press Room, Administration Building, at **10:15 a.m. on Friday, May 20, 2016.** For further information, please contact:

The Procurement Manager
Office of the Prime Minister
1 Devon Road, Kingston 6
Tel: 927 – 9941 – 3, 927-4101-3, 920-8788
Fax: 978-3073
Email: procurement@opm.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE

INVITATION TO TENDER

The Ministry of Finance and the Public Service (MoFP) wishes to invite eligible and qualified individuals to submit an **Expression of Interest** and full Curriculum Vitae for **Consultancy Services as Project Technical Specialist in the Ministry of Finance and the Public Service (MOFP) for a period of one (1) year.**

Procuring Entity: **Ministry of Finance and the Public Service**

Assignment Objective: To provide the management analysis and organisational development functions including business process reviews and the development of job descriptions.

Eligibility Requirement: Must be an employee of the Public Service (secondment type of engagement).

Documents: The detailed Invitation for Expression of Interest and the Terms of Reference for the Consultancy Services are available on the Ministry of Finance's website.

Interested persons should forward their applications and resume **NO LATER THAN Tuesday April 28, 2016** to the: -

Senior Procurement Manager
Ministry of Finance and the Public Service
30 National Heroes Circle, Kingston 4
Email: mofprocure@mof.gov.jm

Contact can be made with the Senior Procurement Manager for further information or clarifications at extensions: 932-4647

We thank all for applying, however please note that only short listed applicants will be contacted.

Note: Under this arrangement the successful candidate's leave would be frozen, the Officer will not be eligible to participate in the GOJ Health Scheme throughout the life span of the project. Additionally, this period would not be taken into account for pension purposes.

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