



**BUREAU OF STANDARDS JAMAICA**

**TENDER NOTICE  
CAFETERIA CONCESSIONAIRE**

The Bureau of Standards Jamaica invites Tenders from an experienced Concessionaire with knowledge of the principles and processes for providing excellent customer service, to operate its Cafeteria, by providing on-site meals, with the option of off-site preparation and on-site serving of meals for its staff at 6 Winchester Road, Kingston 10. The Cafeteria operates **Monday to Friday between the hours of 7:00 a.m. and 2:30 p.m.**

The Contract will require the successful concessionaire to provide between **120-150 lunches per day**, including a vegetarian meal, sandwiches, salads, snacks and beverages for employees. The daily number of lunches may fluctuate, based on the quality of the service delivered. The chosen supplier may also have to cater for on-site meetings.

**The Concessionaire should possess the following and submit supporting documentary evidence:**

1. A minimum of three (3) years experience in operating a cafeteria concession of similar size and is currently in operation.
2. At minimum, a Diploma in Institutional Management or other relevant or equivalent qualification from an accredited institution.
3. A minimum of two (2) years experience in food preparation and presentation.
4. Certification of staff from a recognized institution.
5. Valid Food Handlers Permit for each proposed staff.
6. Requisite licence and permit to operate a food handling establishment.
7. Valid Tax Compliance Certificate (TCC).
8. Be registered as a Government supplier with the National Contracts Commission (NCC).
9. Good financial credit rating. A statement from a recognized financial institution certifying the financial capacity of the concessionaire to operate the concession.
10. Three (3) months capital for commencement of operation.

**Proposals should include:**

- Samples of a weekly menu, which should include a vegetarian meal
- Proposed cost per meal
- References from three (3) previous concession
- Proposed number of operating staff

**Contract Duration**

The contract will be for **two (2) years in the first instance, subject to periodic financial and performance reviews.**

**Collection of Tender Document**

Tender documents will be available as of **Tuesday, 31 May 2016**, between the hours of **9:00 a.m. and 4:00 p.m., Monday to Friday**, at the Customer Service Department, First Floor, 6 Winchester Road, Kingston 10. A non-refundable payment of **J\$3,000** in cash or manager's cheque, payable to Bureau of Standards Jamaica, will be required when collecting the tender document.

**Briefing Session/Site Inspection:** A site meeting will be held at the Bureau of Standards Jamaica, 6 Winchester Road, Kingston 10, on **Saturday, 11 June 2016 at 10:00 a.m.**, for interested Bidders.

**Return of Tenders**

Completed Tenders along with the required documents should be deposited in the Tender Box in the Lobby, Ground Floor, Bureau of Standards Jamaica, 6 Winchester Road, Kingston 10, no later than **3:00 p.m. on Tuesday, 21 June**, addressed to:

**"Cafeteria Concessionaire"  
Human Resource Management & Development Division  
Bureau of Standards Jamaica  
6 Winchester Road, Kingston 10**

**Tenders submitted after this time and date will automatically be disqualified.**

**Tender Opening**

Tenders will be opened on **Tuesday, 21 June 2016 at 3:15 p.m.** in the Packaging Meeting Room, 6 Winchester Road, Kingston 10. Bidders or their representatives are invited to attend the Opening.

The Bureau of Standards Jamaica reserves the right not to accept the lowest, or any other tender or to annul the tender process and reject all Tenders at any time prior to the award without incurring any liability.

**BACKGROUND**

The implementation of Information and Communication Technologies (ICTs) investments throughout government has, to some extent, been approached in a fragmented, uncoordinated and costly manner. As a consequence, the business value, in most cases, has not been realised. This fragmented approach has resulted in significant costs to the Government of Jamaica (GoJ). In recognition of this the GoJ approved the implementation of an ICT Governance model in order to, inter alia, mitigate same.

In light of the foregoing the GoJ, through the MSET, has established an Office of the Chief Information Officer (CIO) to, among other things, lead the:

- development, implementation and management of the e-government and public sector ICT strategy from announced government vision and policy directives; and
- implementation of the Action Plan produced during the ICT Transformation Process, as well as, continue the development and management of the various consultancies contemplated in the Inter-American Development Bank funded ICT Transformation Programme.

**OBJECTIVE**

The objective of the Office of the CIO is to provide and preserve technology vision and leadership in the development and implementation of the GoJ ICT strategies, policies, initiatives, projects and programmes as reflected in the ICT Transformation Programme. In addition, it will provide definition and oversight of Information Management practices, uses and outcomes for the management of GoJ's ICT infrastructure, systems, platforms and service delivery. Finally, it will oversee and coordinate with eGovJa the effective ICT relationship with all MDAs of the GoJ.

**QUALIFICATIONS AND EXPERIENCE**

- First Degree in IT, Computer Science or related area plus Master's Degree or Post Graduate Training in Business Administration, Public Administration, Management Information Systems (MIS) or related discipline. Individuals with MIS or other masters level IT related degrees need not have a first degree in IT or computer science.
- Minimum of 10 years' experience in a CIO role (or similar role) in a government of quasi government institution leading and directing all its policy, budgeting, operation and maintenance functions.
- Minimum of 15 years' experience in ICT with responsibilities for management and support of information systems and ICT; direct management of a major IT operation is preferred. Significant experience in technology and information systems planning to support business goals.
- Experience should also include exposure to both shared and outsourced solutions, as well as, support of in-house information and communication systems in a multi-site client-server environment. Specific experience with practice management, financial management and MIS is a plus. Exposure to business theory, business process development, governance processes, management, strategic planning, budgeting, and administrative operations.
- Experience engaging senior stakeholders with diverse and often competing perspectives and expectations.
- Experience in integrating business requirements of multiple stakeholders and architecting enterprise-wide solutions.
- Experience in developing and implementing IT governance policy, processes and frameworks for a large organization with multiple business missions.
- Training and experience in project management would be an asset.

**SCOPE OF WORK**

The Office of the CIO will be the central authority for ICT in the GoJ and accountable for the establishment of ICT governance (that is, policy, strategy, direction, process) and practices (i.e., planning, project management, measurement, accountability).

**Commencement and Completion Dates**

The intended commencement date is **October 1, 2016** and the duration of the consultancy is for **two (2) years**.

We kindly ask that your Expression of Interest (EOI) include the following in the format specified in the Request for Expression of Interest (RFEOI) document:

- Curriculum Vitae (Attachment 1)
- Consultant's Experience (Attachment 2)
- Submission Letter (Attachment 3)

The RFEOI and all related documents are available on the Ministry's website which can be reached at [www.mstem.gov.jm](http://www.mstem.gov.jm) or [www.mset.gov.jm](http://www.mset.gov.jm)

The EOI and all related documents should be submitted by email in English no later than by **12:00 midnight GMT/UTC -5 (Jamaican time) on 28<sup>th</sup> June, 2016**. The EOIs should be sent to the following email [info@mstem.gov.jm](mailto:info@mstem.gov.jm).

Please ensure that the subject of the email is "EOI for CIO in MSET"

Individuals may request clarifications of any of the attached documents up to five (5) working days before the EOIs submission date. The deadline for clarification is **10<sup>th</sup> June, 2016**. Any request for clarification must be sent with the heading "Request for Clarification" in writing by facsimile or electronic mail to the MSET's address as follows:

Attn: Permanent Secretary  
Address: Ministry of Science, Energy and Technology  
36 Trafalgar Road, Kingston 10, Jamaica  
Tel: (876) 929-8990-9  
Fax: (876) 960-1623  
E-mail: [info@mstem.gov.jm](mailto:info@mstem.gov.jm)

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