



HEART Trust/NTA

**Scope:** To refurbish interior office space both ground & first floors (664m<sup>2</sup>) at the Regional Office, Montego Bay, St. James.

The work includes demolition, construction of drywall partitions, tiling of floors & walls, ceiling installation, plumbing, electrical & mechanical work, carpentry and general painting.

**NCC Category:** Interior Construction – Grade 2 (Minimum)  
Building Construction – Grade 3 (Minimum)

**Procurement Method:** Local Competitive Bidding

**Contact:** Mrs Francine Archer

**Address of Entity:** HEART College of Beauty Services, 10 Hope Road, Kingston 10

**Telephone No:** (876) 968-4220

**E-mail Address:** farcher@heart-nta.org

**Collection and Submission Information:**

Bidding documents will be available as of **Wednesday, July 29, 2015**. Bidding documents are available for a non-refundable fee of **\$3,000.00** payable by cash or Manager's cheque between the hours of **9 a.m. and 4 p.m. Mondays to Fridays**. Bids should be returned by **Thursday, August 13, 2015 at 11 a.m.** Opening is the same day at **11.15 a.m.**



**PETROLEUM CORPORATION OF JAMAICA**

INVITATION TO BID

MSTEM/PCJ/2013/10/119REEEDD

The Petroleum Corporation of Jamaica (PCJ) in partnership with the Ministry of Education; is implementing Lighting Efficiency Retrofit Projects at Munro College (Lot 1) and Hampton High School (Lot 2).

**Scope:** The Supply and Installation of Lighting Lamps and Fixtures in Two (2) High Schools in St. Elizabeth (Lot 1 and Lot 2). **Bidders are allowed to bid on one (1) or both Lots.**

**NCC Category:** Electrical Works Grades 1-3; Or Any other related Electrical Registration

**Contact Information:** Procurement Officer  
opal.gordon@pcj.com

**Cost of Document:** J\$3,500.00 in cash or Manager's Cheque payable to Petroleum Corporation of Jamaica.

Bid Documents will be available from **Tuesday, July 14, 2015 between 9:00 a.m. and 4:00 p.m.** from the receptionist on the 5<sup>th</sup> floor of the PCJ Building, 36 Trafalgar Road, Kingston 10. A Pre-bid meeting and site visits will be conducted at both locations on **Tuesday, July 21, 2015 between 11:00 a.m. and 1:00 p.m.**, starting at Munro College.

**Tender Closing Date:** **Monday, August 3, 2015 at 2:00 p.m.** Late Bids will not be accepted.

**Tender Opening:** **Monday, August 3, 2015 at 2:15 p.m.**  
Blue Meeting Room, 5<sup>th</sup> Floor, PCJ Resource Centre Building

**Submission:** Bidders must submit **One (1) Original and Five (5) Copies** of their proposal in a sealed envelope. All Bids must be accompanied by a Valid Tax Compliance Certificate (TCC) and Current Registration with the National Contracts Commission (NCC) in any of the above-mentioned categories. **All bid submissions must be delivered to Petroleum Corporation of Jamaica (PCJ), 5<sup>th</sup> Floor, PCJ Resource Centre Building, 36 Trafalgar Road, Kingston 10.**

**Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.**



EXPRESSIONS OF INTEREST

STRATEGIC PLANNING FACILITATOR

The Development Bank of Jamaica (DBJ) seeks to identify qualified **Consultants** to provide support for the Bank's **Strategy Management programme** for the **2016/17 planning cycle**. The DBJ's Board of Directors and Senior Management team will host two independent but connected retreats to facilitate the development and enhancement of strategy to ensure valuable, optimal and sustainable achievement of its mission and vision.

The objectives of this assignment are to:

- I. Facilitate the updating of the DBJ's rolling three-year plan; and
- II. Provide the foundation of DBJ's 2016/17-2019/20 Corporate Plan

The main responsibilities of the Consultant will be:

- To facilitate the Board of Directors' Retreat
  - Strategic Visioning and Target Setting
  - Strategic Goals and Objectives Formulation
- To facilitate the Senior Managers' Retreat
  - Strategy Formulation
  - Development of Key Performance Indicators
  - Scenario Planning
- Provide reports on the outputs of each Retreat

**MINIMUM REQUIREMENTS**

The consultant submitting proposals should meet the following criteria:

- Qualification in Strategic Planning, Business Administration, Economics, Social Sciences, or related fields
- Five (5) years' experience in providing strategy management consultancy with a special focus on facilitating board and management retreats
- Five (5) years' experience creating and/or facilitating strategic plans
- Valid Tax Compliance Certificate (TCC)

The DBJ invites interested consultants to submit their resumes/profiles to demonstrate their experience/expertise in facilitating strategy formulation activities for both public and private sector organizations.

Please submit applications in hard or soft copies no later than **1:00 p.m. on August 5, 2015**, to the address below. In the case of electronic submission, the subject line should read **"Professional Profile for Strategic Planning Facilitator"**. **Late applications will not be accepted.**

**STRATEGIC PLANNING FACILITATOR  
THE DEVELOPMENT BANK OF JAMAICA  
11A -15 OXFORD ROAD, KINGSTON 5  
Attn: Business Development Manager  
OR – online to [ssdprocurement@dbankjm.com](mailto:ssdprocurement@dbankjm.com)**



INVITATION TO TENDER  
PROCUREMENT OF WORKS  
Car Park – Montego Bay Convention Centre

The Tourism Product Development Company (TPDCo) invites tenders from suitably qualified entities to carry out the **Construction of a Car Park** at the Montego Bay Convention Centre, Montego Bay St. James. A project funded by the Tourism Enhancement Fund (TEF)

**Scope of Works**  
The scope of works is as defined in the Bidding Document.

**Tender Requirements**  
Bidders must submit with their bids, copies of a valid Tax Compliance Certificate and NCC registration certificate in the works category of **General Road Works / Civil Engineering – Minimum Grade 4**. A Bid Security in the form of a Managers Cheque or Bank Guarantee payable to the Tourism Product Development Company Ltd. in the amount of One Hundred and **Fifty Thousand Dollars (\$150,000.00)** must also accompany all bids

Tenders submitted without a valid TCC, NCC Certificate and bid security will be automatically rejected.

**Tender Process**  
Tender Documents will become available as at **Monday 27<sup>th</sup>, July 2015** between the hours of **9:00 a.m. and 4:00 p.m.** at the Office of TPDCo., 4<sup>th</sup> Floor, 64-70 Knutsford Boulevard, Kingston 5 at a non-refundable cost of **Three Thousand Dollars (\$3,000.00)** in cash or manager's cheque made payable to the Tourism Product Development Co. Ltd.

**Submission of Tenders**  
Completed submission and One (1) copy are to be submitted in sealed envelopes clearly marked: **"CAR PARK – MONTEGO BAY CONVENTION CENTRE"** and placed in the designated tender box, located in the lobby area of TPDCo's Corporate Office on or before **12:00 noon Friday August 14, 2015**. Any proposal received after the closing time for submission of proposals shall be returned unopened. The proposals shall be opened publicly by the client at **12:15 p.m.** on the date of return of the submission of proposals in the main conference room of the offices of TPDCo. All queries concerning the proposal shall be made in writing to:

Dennis Hickey  
Executive Director  
4<sup>th</sup> Fl 64 – 70 Knutsford Boulevard,  
Kingston 5  
968-3441

[www.tpdco.org](http://www.tpdco.org)



REQUEST FOR PROPOSAL  
PROVISION OF ADVERTISING AND PUBLIC RELATIONS SUPPORT SERVICES

The National Water Commission (NWC) invites proposals from suitably qualified entities for the provision of **Advertising and Public Relations Support Services** from established and reputable Advertising and Public Relations Agencies. Selection procedures will be restricted to entities that are currently registered with the National Contracts Commission (NCC) as providers of services in the category of **General Services in the Category of Public Relations, Advertising & Marketing**, and have a valid Tax Compliance Certificate (TCC).

Successful bidders will be required to provide a range of Advertising and/or Public Relations Support Services to the National Water Commission's continued thrust to improve its operations and image, and at the same time, satisfy the requirements of our customers and regulators on an as required basis for a 2 year period.

Successful Advertising and/or Public Relations agency or agencies must be highly reputable, maintain excellent working relationships with the media and other critical publics served by the National Water Commission and must demonstrate the ability, creativity, flexibility and experience in working with a utility-type operations.

Interested entities are required to collect the Request for Proposals (RFP) documents from:

The Purchasing Manager  
National Water Commission  
18 Oxford Road, Kingston 5  
Telephone: (876) 926-5825-7; Fax: (876) 929-1480

A non-refundable fee of **\$5,000** either by manager's cheque or cash is required when collecting RFP documents. Documents may be collected Mondays to Fridays between **9:00 a.m. and 4:00 p.m.** starting **Monday, July 6, 2015**.

Proposals must be submitted in clearly labelled envelopes marked:  
**Tender for the Provision of Advertising and Public Relations Proposal, to:**

**"The Tender Box"**  
National Water Commission  
18 Oxford Road, Kingston 5, Jamaica

Proposals must be received by NWC no later than **Thursday, August 13, 2015 at 11:00 a.m.** Opening of proposals will take place at **11:15 a.m.** on the same date in the Conference Room at 18 Oxford Road. Applicants are invited to send a representative to the Opening.

The **"Tender Box"** is located in the cashier's section, to the immediate left after entering the building at 18 Oxford Road.  
**NO LATE OFFERS WILL BE ACCEPTED.**  
**The NWC is not obliged to accept the lowest or any proposal.**



**Procuring Entity:** Broadcasting Commission

**Scope:** Catering Services - To provide daily lunches for a staff of approximately thirty (30) persons.

**Procurement Method:** Local Competitive Bidding

**Contact Information:** [info@broadcom.org](mailto:info@broadcom.org)

**Address:** 5<sup>th</sup> Floor, Victoria Mutual Building, 53 Knutsford Boulevard, Kingston 5

**Telephone Nos.:** 920-9537-9

**Collection & Submission Information:** Additional information including the scope of work will be available as of **July 25, 2015** and may be downloaded at [www.broadcastingcommission.org/tenders](http://www.broadcastingcommission.org/tenders)

Completed submission along with all required documents must be deposited by **3:00 p.m.** local time **Tuesday August 11, 2015** in the tender box located at the Broadcasting Commission's Office; public opening of bids same day at **3:15 p.m.** in the Broadcasting Commission's Large Conference Room.

## REQUEST FOR NOMINEES

### Establishment of National Contracts Commission (NCC) Specialist Sector Committees.

The Ministry of Finance and Planning (MoFP) is now in the process of accepting applications from suitably qualified persons within the Public and Private Sector for selection to serve on the newly constituted Specialist Sector Committees (SSC). The new SSC structure will be in the following categories:

- Insurance
- General and Consulting Services
- Works
- Goods
- Information and Communication Technology

Responses must include Curriculum Vitae and should be forwarded through respective Permanent Secretaries, Heads of Departments, Chief Executive Officers, Heads of Procuring Entities and specific Private Sector Associations/Organizations.

Further details and a copy of a Terms of Reference to guide responses will be available on the Ministry of Finance and Planning's website at: [www.mof.gov.jm](http://www.mof.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.