



**REAL ESTATE BOARD
INVITATION TO BID**

**EXPRESSION OF INTEREST FOR THE PROCUREMENT
OF CONSULTANCY SERVICES**

Consultants are invited to submit an Expression of Interest to perform consultancy services for the procurement of:

- **Organisational Strategic Review**

Miniscule Objective and Scope of the Service

The consultant will be required to conduct a strategic review of the operations of the Real Estate Board. The review will take into consideration, the findings of the Interim Review previously conducted, and build upon or review the previous recommendations provided.

Qualifications and skills:

- Graduate Degree in Government, Business Administration, Social Policy, Human Resource Management or any similar field.
- Professional Certification in Strategic Management Consultancy.
- Expert knowledge of Strategic Organisational Design and Development.
- Expert knowledge of Job Analysis and Job Evaluation.
- Extensive knowledge of the Public Sector Administrative Systems and Public Policy.
- At least 7-10 years' experience in Management Consultancy, especially engaging in Organisational Strategic Review.
- Knowledge of the Legislative and Regulatory Framework governing the Real Estate Board, Commission of Strata Corporations and Registrar of Timeshare.
- Ability to exercise sound judgement and flexibility whilst exercising conviction of purpose.
- Excellent research and analytical skills.
- Excellent report writing and presentation skills.
- Good interpersonal skills.

Assessment

In the assessment of the submissions, consideration will be given to technical competence, qualification and experience on similar assignments. All information must be submitted in English. Further information may be obtained from the address below between **9:00 a.m. and 3:00 p.m. Monday to Friday.**

Eligibility Criteria

Consultants must possess the following to be eligible for consideration (prerequisite)

- Up-to-date Tax Compliance Certificate (TCC)

Deadline for Submission of Interest

- Two (2) hard copies of the Expression of Interest must be received at the address below no later than **December 9, 2016 at 11:00 a.m. (Jamaican Time)**. The sealed Envelope containing each submission should include the name and address of the applicant and must be clearly labelled **"Expression of Interest - Organisational Strategic Review"**.

Procurement/Facilities Officer
Real Estate Board/Commission of Strata Corporations
24 Trafalgar Road
Kingston 10
Tel: 926-9748/9; 960-9287; 920-2950
Cell: 391-9937 (D); 312-8971 (L); 317-9675 (CUG)
Fax: 926-0010
E-mail: jlowers@reb.gov.jm



AIRPORTS AUTHORITY OF JAMAICA/NMIA AIRPORTS LIMITED

TENDER NOTICE

INSURANCE PLACEMENT

Offers are invited for tenders from pre-qualified registered insurance companies and brokers with the Financial Services Commission (FSC) and which are on the National Contracts Commission's (NCC) register to provide insurance services to the Airports Authority of Jamaica/NMIA Airports Limited.

Pre-qualified brokers and insurers will each be required to submit in their tenders:

- Copies of valid Tax Compliance Certificates (TCCs) /Tax Compliance Letters indicating that they are tax compliant at the time of submission of tenders; and
- Copies of valid NCC registration.

The period of placement will be for three (3) years with the successful broker.

Tender Documents may be obtained from the following address as of **Tuesday, 2016 November 29** at a non-refundable cost of **J\$5,000.00**, which must be paid for in cash or manager's cheque:

Verona Vacianna
Legal Counsel
Airports Authority of Jamaica
Administration Building
Norman Manley International Airport
Palisadoes, Kingston
Telephone: 924-8714

A Tender Briefing Session will be held on **Tuesday, 2017 January 10** in the **Boardroom** located at the Norman Manley International Airport, Palisadoes, Kingston, at **10:00 a.m.** to be followed immediately thereafter by a Site Visit.

Cover is required for the following classes of insurances:-

- Commercial All Risks
- Computer All Risks
- Property Terrorism
- Business Interruption
- Airport Owner and Operators Liability
- Employer's Liability
- Fidelity Guarantee
- Loss of Money
- Private Motor Comprehensive
- Commercial Motor Comprehensive
- Motor Contingent Liability
- Marine Hull
- Marine Liability

Tenders should be deposited in the Tender Box at:

Administration Building
Airports Authority of Jamaica
Norman Manley International Airport
Palisadoes, Kingston

Each Tender should contain a summary of the risk(s) and should be submitted in duplicate (two identical copies) in sealed envelopes bearing the name and seal of the Tenderer and clearly marked and addressed as follows:-

INSURANCE PLACEMENT FOR
AIRPORTS AUTHORITY OF JAMAICA/NMIA AIRPORTS LIMITED
Norman Manley International Airport
Palisadoes, Kingston

Tenders should be deposited by **3:00 p.m.** on **Tuesday, 2017 February 14.**

TENDERS SUBMITTED AFTER THIS TIME AND DATE WILL AUTOMATICALLY BE DISQUALIFIED.

Opening will be at 3:15 p.m. in the Boardroom of the Airports Authority of Jamaica located on the Administration Building at the Norman Manley International Airport, Palisadoes, Kingston.

Recommendations for award(s) will not necessarily be made to the lowest Tender but in respect of the best overall proposal(s).

— NOTICE —
PLEASE CHECK THE
MINISTRY'S WEBSITE FOR THE
FULL DOCUMENTS
For Bookings Email:
jisadvertising@gmail.com
procurement@jis.gov.jm

**XII ANNUAL INTER-AMERICAN NETWORK
ON GOVERNMENT PROCUREMENT
CONFERENCE NOVEMBER 29-30, 2016**

The Ministry of Finance and the Public Service in collaboration with the Organization of American States (OAS), as Technical Secretariat of the Inter-American Network on Government Procurement (INGP), invites you to participate in the **XII Annual Inter-American Network on Government Procurement (INGP) Conference, to be held at the Montego Bay Convention Centre from November 29-30, 2016, under the theme "Public Procurement: A Tool for Economic Development"**.

The INGP is a group composed of governmental institutions, represented by the national directors of the thirty-four countries of Latin America and the Caribbean who, at the national level, have the ultimate responsibility regarding the regulation, management and modernization of government procurement; as well as institutions that provide institutional and financial support such as the Organization of American States (OAS), the Inter-American Development Bank (IDB) and the International Development Research Center (IDRC).

The XII Annual Conference will provide an important opportunity for dialogue and dissemination of information on advances in public procurement in the Americas as well as a chance for INGP members to discuss the activities that were carried out during the 2015-2016 period.

The aim of the INGP is to strengthen the capacity of each country in order to increase efficiency and transparency in government procurement; generate and maintain spaces for reflection, mutual understanding, solidarity, technical cooperation, training and exchange of experiences between the institutions of the Network, in order to help strengthen government procurement practices in the region and to build links between governments, civil society organizations related to government procurement and international agencies.

Objectives

The Annual Conference will:

- Outline activities that are needed to strengthen public procurement in the region;
- Highlight the issues affecting Medium, Small and Micro Enterprises (MSMEs) as it regards to public procurement in the region;
- Provide an avenue for networking for both private and public sector interests;
- Enable the exchange of experiences and lessons learned among countries of the Latin America and Caribbean region.
- Promote development in areas of common interests and forge working alliance between procurement Networks.
- Allow for the presentation and review of current regional initiatives aimed at supporting Caribbean countries in their modernization.

Benefits

To provide procurement stakeholders the opportunity to participate in the analysis of lessons learned and best practices from leading institutions, and strengthen their capacity to define strategies and implement programmes/projects that will modernize public procurement in a sustainable manner.

Organization and Sponsorship

The XII Annual INGP Conference is being hosted and organized by the Government of Jamaica, Ministry of Finance and the Public Service with the technical support of the Organization of American States INGP Secretariat and through the kind sponsorship of the Inter-American Development Bank, Caribbean Development Bank, National Works Agency, PetroCaribe Development Fund and the Strategic Public Sector Transformation Project.

Contact Details

Ministry of Finance and the Public Service, Procurement and Asset Policy Unit
Email: **melissa.beckles@mof.gov.jm** and **papu@mof.gov.jm**
Telephone: 932-5244

For further information please visit: **www.ricg.org**