



PROCUREMENT SPECIALIST - CV#2016/E016

The Government of Jamaica (GoJ) ('the Client'), represented by the Office of the Cabinet (OoC), on behalf of the Ministry of Finance and the Public Service seeks proposals from competent individuals ('the Consultant') to deliver training and support the development and review of training courses/programmes to ensure the achievement of project objectives and delivery of project outputs.

The Consultant will be required to, amongst other things:

- Deliver training courses or segments of courses as programmed or customized, as assigned and/or agreed, and in keeping with performance objectives
- Facilitate training across a range of qualification types and levels, in day or evening sessions, seminars or online as appropriate
- Conduct research as necessary for preparation of course content to support high quality and relevant training delivery
- Plan and prepare facilitation sessions

The Technical Expertise required for this post includes, among others:

- Masters' degree in relevant discipline
- Training/certification in teaching
- Training/certification in procurement
- At least five (5) years relevant experience

The full details of the engagement are included in the Request for CV document which will be available for download as of **October 3, 2016** on the website of the Office of the Cabinet (www.cabinet.gov.jm). The closing date for the submission of CV is **Friday, October 21, 2016 at 11:00 a.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

*To register as a Consultant on the e-GP System, Select the link, **Register as a Supplier** from the Home page. System User Manual can also be accessed by selecting the **User Manual** option.*

*For assistance, in registration or to receive training, please contact the support desk at: (876) 932-5220 or select the **Contact us** link from the Home page to send an e-mail. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.*

Individuals seeking clarification may contact the Procurement Officer at email address psmd.proc@cabinet.gov.jm, or fax 876-960-6443.

*Late submissions will **not** be accepted.*

**PROJECT MANAGER
TO PROVIDE EXPERT PROJECT MANAGEMENT OVERSIGHT TO PROVIDE SUPPORT FOR THE EXECUTION OF THE DEVELOPMENT APPLICATIONS REVIEW PROCESS PROJECT - CV#2016/003**

The Government of Jamaica (GoJ) ('the Client'), represented by the Office of the Cabinet (OoC), seeks proposals from individuals ('the Consultant') to provide long term project management expertise to support execution of the Development Application Review Process (DAR) project.

The Consultant will be required to, amongst other things:

- Assume operational management of the project in accordance with existing project document, bearing in mind that project must be implemented in accordance with policies and procedures for nationally executed projects.
- Execute the implementation management plan including the development of project charters and plans where necessary using (Project Management Professional) PMP principles;
- Define project scope, goals, risks and deliverables in collaboration with project technical committee, sub-committees and stakeholders
- Ensure that the project outputs are achieved as identified in the project document and as advised and instructed by the Project Steering Committee

The Technical Expertise required for this post includes, among others:

- Graduate Degree in Management, Urban Planning, Business Administration or a disciplines in the related area;
- Certificate in project management would be an asset.
- Logical thinking with creative problem-solving ability
- Experience in successfully leading / managing the implementation of a portfolio of projects within the last ten years

The full details of the engagement are included in the Request for CV document which will be available for download as of **October 3, 2016** on the website of the Office of the Cabinet (www.cabinet.gov.jm). The closing date for the submission of CV is **Friday, October 21, 2016 at 1:00 p.m.**

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Invitation for Bids

The National Works Agency, an Executive Agency of the Ministry of Economic Growth and Job Creation, through funding from the Road Maintenance Fund intends to procure 30 metric tonnes of White Thermoplastic Road Marking Material, along with two metric tonnes of glass/ ceramic drop-on beads.

Eligibility: Tenderers shall be registered with the National Contracts Commission (NCC) in the Suppliers of Goods and Services: General Supplies or Safety Products Category and must possess a valid Tax Compliance Certificate (TCC). International firms will be required to register with the National Contracts Commission (NCC) prior to the award of the contract.

Availability: Tender Documents will be available as of **Monday, October 3, 2016**, from the Office of the Planning & Research Directorate, National Works Agency, 140 Maxfield Avenue, Kingston 10.

Fee: A non-refundable fee of Two Thousand Dollars (\$2,000.00) cash or Manager's Cheque payable to the Chief Executive Officer, National Works Agency, will be required for Tender Documents.

The closing date for the return of Tenders is **10:00 a.m. on Monday, October 24, 2016** and Tenders will be opened on the same day at **10:15 a.m.** Please log on to www.nwa.gov.jm for further details.

OFFICE OF THE CABINET
REQUEST FOR CURRICULUM VITAE

PUBLIC SECTOR TRANSFORMATION & MODERNISATION PROGRAMME

LEAD PROCUREMENT SPECIALIST - CV#2016/E015

The Government of Jamaica (GoJ) ('the Client'), represented by the Office of the Cabinet (OoC), on behalf of the Ministry of Finance and the Public Service seeks proposals from competent individuals ('the Consultant') to manage the activities that will result in the establishment and day to day operations of the National Public Procurement Centre.

The Consultant will be required to, amongst other things:

- Develop project Inception Report and Workplan
- Serve as the principal point of contact between MIND and the other key Project stakeholders (Procurement and Asset Policy Unit (PAPU), Cabinet Office, etc.)
- Work with the Cabinet Office, PAPU and MIND to establish the GOJ's National Public Procurement Centre
- Work with contracted consultants and GOJ procurement practitioners in conducting reviews of the new GOJ Procurement Standard Bidding Documents (SBDs)
- Facilitate procurement learning interventions

The Technical Expertise required for this post includes, among others:

- Post graduate degree in relevant disciplines such as, Public Sector Management, Project Management, or any other relevant degree
- Training in Procurement
- At least seven (7) years working experience with public sector procurement management with knowledge of Jamaica's procurement reform initiative and legislative framework
- At least three (3) years experience facilitating adult learning
- Previous training and/ or experience in curriculum development is advantageous

The full details of the engagement are included in the Request for CV document which will be available for download as of **October 3, 2016** on the website of the Office of the Cabinet (www.cabinet.gov.jm). The closing date for the submission of CV is **Friday, October 21, 2016 at 10:00 a.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

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OFFICE OF THE CABINET
REQUEST FOR QUOTATION

The Office of the Cabinet, Public Sector Transformation and Modernisation (PSTM) invites eligible suppliers to submit bids for the:

RFQ#2016/E007: SUPPLY OF SERVER FOR THE MINISTRY OF FINANCE AND THE PUBLIC SERVICE

The details of the engagement are included in the Request for Quotation document which will be available for download as at **Monday, October 3, 2016** on the Government of Jamaica Electronic Procurement website (www.gojep.gov.jm). Registration is a prerequisite for Consultants to participate in the Tender and therefore instructions (relating to registration) are available on the website.

Procurement Method: International Competitive Bidding

Source of Funding: Project is funded by the European Union (EU) under the Project No. GRT/EX-14238-JA. The Inter-American Development Bank (IDB) policy (GN-2349-9) and the Government of Jamaica (GOJ) Handbook of Public Sector Procurement Procedures, 2014 will guide the process.

The closing date for the submission of quotation is **Monday, October 24, 2016 at 1:00 p.m.** (Jamaica Time). Online Bid Opening takes place thereafter on the same day (on **Monday, October 24, 2016**) at **1:15 p.m.** (Jamaica Time). An online bid opening report will be sent to all Bidders that submitted a quotation.

Late submissions will not be accepted.

Further information may be obtained from:

**The Procurement Officer
Office of the Cabinet
Public Sector Transformation and Modernisation
Room 219, (Upstairs) 2A Devon Road
Kingston 6
Jamaica, West Indies**

This is an online Tender where tenders will only be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) will be accepted and there will be no physical tender box for drop-off of Tender documents. To obtain the Tender documents and to participate in the Tender opportunity, you must first be registered in the portal.

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NOTICE

PLEASE CHECK THE
MINISTRY'S WEBSITE FOR THE
FULL DOCUMENTS

**Advisory on Bid Securities
- Tender Bonds**

Permanent Secretaries, Heads of Departments, Chief Executive Officers and other Heads of Procuring Entities are hereby being advised of the following guidelines relating to the acceptance of Tender Bonds as forms of Bid Securities.

Pursuant to Section A7.6.1 – Bid Security, Volume 2: Procurement of Goods, Services and Works in the Revised Handbook of Public Sector Procurement Procedures (March 2014): "Bid Security may be required for contract values above Fifteen Million Jamaica Dollars (JMD\$15M) as a condition of participation in procurement proceedings." The Procuring Entity must utilize a range of 0.05% to 2% of the comparative estimate to determine and request a fixed sum for the Bid Security.

A Bid Security is a requirement used to assure compensation to the Government of Jamaica for the time and money lost, if the successful bidder fails to honour the bid and the contractual obligations therein. The procuring entity, in its discharge of the procurement function is fully responsible for ensuring that bidders are made aware of a requirement to provide a bid security.

The acceptable forms of bid security must be issued from a reputable financial institution and are limited to:

- an irrevocable letter of credit or
- a Bank guarantee or
- a bid bond issued by a surety which is incorporated and domiciled in Jamaica or
- a bid-securing declaration or
- a certified manager's cheque or
- an insurance certificate.

A Bid Bond is deemed valid and acceptable if it satisfies all of the following criteria:

- It is denominated in Jamaica Dollars or the equivalent amount in a freely convertible currency;
- It is issued by a surety incorporated and domiciled in Jamaica or if the institution issuing a bond is located outside of Jamaica, it must have a correspondent financial institution located in Jamaica to make it enforceable.
- It conforms with the bid validity period prescribed in the bidding documents;
- It is issued in the name of the bidder. In the case of a joint venture, it must be issued in the name of all the partners in the joint venture;
- It shall be worded in the same language as the Bid Security Form, provided in the Bid Documents;
- It is duly executed by the bidder/contractor. That is, it meets all the necessary legal requirements to render the document as a valid, enforceable legal instrument:
 - It is signed, witnessed and dated by all the relevant parties, as set out in the Standard Bidding Documents;
 - It is stamped by the Stamp Office of Jamaica, in keeping with the Stamp Duty Act, as proof of payment for the relevant Stamp Duty. The Stamp Duty Division within the Tax Administration of Jamaica (TAJ) issues a Vermillion seal on the bond and a validation barcode, which is placed on the reverse of the consideration (first) page.

With respect to the Stamp Duty requirement, it must be noted that the Commissioner General of the Tax Administration of Jamaica (TAJ) in the exercise of his powers under Section 80A of the Stamp Duty Act, may "enter into an agreement with any person for the composition, in accordance with the provisions of this section, of the stamp duty chargeable under this Act on any item specified in this agreement". Under this agreement, an organization on composition will process in-house the document, putting the Stamp Duty Medallion on the documents of which the Tender Bond is included, as indication of such treatment.

That is, "The STAMP DUTY PAID" Medallion shall be printed at the top right hand corner of the first page of the Applicable Documents or as close thereto as the circumstances shall permit. Therefore, in such a case the medallion becomes the evidence as opposed to the Vermillion seal placed on documents for the walk-in taxpayers.

Permanent Secretaries, Heads of Departments, Chief Executive Officers and Heads of Procuring Entities are advised to bring this circular to the attention of all affected personnel.