



GOJ PUBLIC PROCUREMENT PAGE

OFFICE OF THE CABINET REQUEST FOR CURRICULUM VITAE

PUBLIC SECTOR TRANSFORMATION & MODERNISATION PROGRAMME SENIOR BUSINESS ANALYST - CV#2016/E014

The Government of Jamaica (GOJ) has been steadily modernising its procurement regime since 1999. These reforms have accelerated under the current Economic Reform Program (ERP), which is designed to establish the necessary reforms to laws, policies and systems within the business operations of the public sector.

The OoC is seeking to recruit an individual consultant in the capacity of a **Senior Business Analyst** to support the project implementation activities and will provide services in respect of System requirements development, Quality Assurance Testing, End User Training and Support. This project is funded by the European Union (EU) under the Project No. **GRT/EX-14238-JA**.

The Consultant will be required to, amongst other things:

- Develop a deep understanding of the Government of Jamaica's Public Procurement Law, Procedures and Regulations.
- Work with the project team to elicit, define and document system operational and reporting requirements.
- Conduct review of Business Processes where necessary.

The minimum academic qualification for this post is:

- A Master's or Bachelors degree in Computer Sciences, Business Administration, Procurement or related disciplines.
- Certification and / or Specialized Training in relevant fields of Business Analysis, Project Management or Procurement Management.

The full details of the engagement are included in the Request for CV document which will be available for download as of **September 19, 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 7, 2016 at 1:00 p.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 documents 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.



INVITATION TO TENDER South East Regional Health Authority

Invites sealed bids for **Expansion and Renovation of Dietary Department at Spanish Town Hospital.**

Scope: Expansion and Renovation of Dietary Department at Spanish Town Hospital.

NCC Category: Building Construction (Grades 1-3).

Procurement Method: Local Competitive Bidding

Collection Date: As of **Monday, September 19, 2016** (Mondays-Fridays @9:00 a.m. to 4:00 p.m.)

Bidding documents are available at a non-refundable cost of **\$1,500.00** payable in cash or Manager's Cheque to the Cashier, from the South East Regional Health Authority 25 Dominica Drive, The Tower, 2nd Floor, Kingston 5. Bids shall be valid for a period of **120** days after bid closing date. **Bids must be submitted by Tuesday, October 18, 2016 at 11:00 a.m.** Bids will only be accepted between **Tuesday, October 11, and Tuesday, October 18, 2016 at 11:00 a.m.** The tender opening will be held **Tuesday, October 18, 2016 at 11:15 a.m.** in the boardroom of the South East Regional Health Authority.

Contact Information: Procurement Manager (Actg.)
khadiant@serha.gov.jm

Address: South East Regional Health Authority
25 Dominica Drive
The Towers, 2nd Floor
Kingston 5
Telephone No. 754-3443
Fax No. 926-4019



INVITATION TO TENDER South East Regional Health Authority

Invites sealed bids for **Infection Control Hand-Wash and Scrub Sinks at the South East Regional Health Authority.**

Scope: Infection Control Hand-Wash and Scrub Sinks at the South East Regional Health Authority.

NCC Category: Medical Pharmaceutical Equipment & Supplies or General Supplies.

Procurement Method: Local Competitive Bidding

Collection Date: As of **Monday, September 19, 2016** (Mondays-Fridays @9:00 a.m. to 4:00 p.m.)

Bidding documents are available at a non-refundable cost of **\$1,500.00** payable in cash or Manager's Cheque to the Cashier, from the South East Regional Health Authority 25 Dominica Drive, The Tower, 2nd Floor, Kingston 5. Bids shall be valid for a period of **120** days after bid closing date. **Bids must be submitted by Friday, October 14, 2016 at 11:00 a.m.** Bids will only be accepted between **Monday, October 10, and Friday, October 14, 2016 at 11:00 a.m.** The tender opening will be held **Friday, October 14, 2016 at 11:15 a.m.** in the boardroom of the South East Regional Health Authority.

Contact Information: Procurement Manager (Actg.)
khadiant@serha.gov.jm

Address: South East Regional Health Authority
25 Dominica Drive
The Towers, 2nd Floor
Kingston 5
Telephone No. 754-3443
Fax No. 926-4019

OFFICE OF THE CABINET REQUEST FOR CURRICULUM VITAE

PUBLIC SECTOR TRANSFORMATION & MODERNISATION PROGRAMME PARLIAMENTARY BUDGET OFFICER - CV#2016/E013

The Government of Jamaica (GoJ) ('the Client'), represented by the Office of the Cabinet (OoC), on behalf of the Clerk to the Houses of Parliament seeks proposals from competent individuals ('the Consultant') to support **the design and establishment of a Parliamentary Budget Office by carrying out the functions of the Parliamentary Budget Officer, under a two year pilot project.** This project is funded by the European Union (EU) under the Project No. **GRT/EX-14238-JA**.

The Consultant will be required to, amongst other things:

- Provide independent analysis to the Senate and the House of Representatives about the state of the nation's finances, and the Estimates of Expenditure;
- Undertake research and analysis into the nation's finances and economic trends;
- Provide periodic monthly/quarterly analysis reports on the performance of the national budget and economy;
- Review, analyse, report and manage the review process for publication.

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

- Graduate Degree in Economics or Finance, or Masters of Business Administration with a concentration in finance or economics from a recognised university;
- At least seven years' experience in conducting research and analysis of macroeconomic or fiscal policy issues;
- At least 2 years' experience in similar position in the administration of a reputable organisation;
- At least 2 years' experience working within the Government of Jamaica is desirable;

The full details of the engagement are included in the Request for CV document which will be available for download as of **September 19, 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 7, 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.

*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. Documents 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.



INVITATION TO TENDER South East Regional Health Authority

Invites sealed bids for **Canteen Concessionaire Services at the National Chest Hospital.**

Scope: Canteen Concessionaire Services at the National Chest Hospital

NCC Category: Catering Services

Procurement Method: Local Competitive Bidding

Collection Date: As of **Monday, September 19, 2016** (Mondays-Fridays @9:00 a.m. to 4:00 p.m.)

Bidding documents are available at a non-refundable cost of **\$1,500.00** payable in cash or Manager's Cheque to the Cashier, from the South East Regional Health Authority 25 Dominica Drive, The Tower, 2nd Floor, Kingston 5. Bids shall be valid for a period of **120** days after bid closing date. **Bids must be submitted by Tuesday, October 11, 2016 at 11:00 a.m.** Bids will only be accepted between **Wednesday, October 5, and Tuesday, October 11, 2016 at 11:00 a.m.** The tender opening will be held **Tuesday, October 11, 2016 at 11:15 a.m.** in the boardroom of the South East Regional Health Authority.

Contact Information: Procurement Manager (Actg.)
khadiant@serha.gov.jm

Address: South East Regional Health Authority
25 Dominica Drive
The Towers, 2nd Floor
Kingston 5
Telephone No. 754-3443
Fax No. 926-4019



JAMAICA CIVIL AVIATION AUTHORITY

The Jamaica Civil Aviation Authority (JCAA) invites sealed bids from eligible bidders for the following procurement opportunity:

RFP: 2016/JCAA/13 - Incoming Electrical Upgrade for the installation of a 300KVA Transformer at the JCAA's Kingston Facility

The details of the engagements are included in the Request for Proposal (RFP) which may be viewed at the Jamaica Civil Aviation Authority's website www.jcaa.gov.jm, as of **Wednesday, September 21, 2016**.

A mandatory site visit is scheduled for September 28, 2016 @ 10 a.m. at the address below:

The closing date for the submission of proposal is **October 12, 2016 at 3:00 p.m.**

Companies must submit valid/current copies of the following documents with their technical proposals:

- Tax Compliance Letter (TCL);
- NCC Registration under the category Electrical Works

Late submissions will not be accepted.

The Jamaica Civil Aviation Authority reserves the right to reject all bids.

Proposals should be deposited in the tender box located in the lobby at the address below:

Jamaica Civil Aviation Authority
4 Winchester Road
Kingston 10

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.