



REQUEST FOR EXPRESSIONS OF INTEREST

The Students' Loan Bureau, Jamaica (SLB) has received financing from the Caribbean Development Bank (CDB) to assist the Students' Loan Bureau (SLB) in the financing of subloans for students pursuing tertiary level courses, as well as to assist the SLB in financing the cost of conducting a study in the form of a Diagnostic Review of its operations and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of SLB and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than SLB shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

**SLB now wishes to procure consultancy services to undertake a study to advise on improving the long-term sustainability of the Students' Loan Bureau.**

The objective of the consultancy is to advise on a long-term strategy for SLB to conduct its lending operations through a Diagnostic Review of its operations with particular emphasis on improving its long-term viability and sustainability.

**The duration of the assignment is expected to be for a period of six (6) months.**

SLB now invites interested eligible consulting firms to submit Expressions of Interest for the provision of these consultancy services.

Consultants shall be eligible to participate if:

- in the case of a body corporate, it is legally incorporated or otherwise organised in an eligible country, has its principal place of business in an eligible country and is more than 50 per cent beneficially-owned by citizen(s) and/or bona fide resident(s) of eligible country(ies) or by a body(ies) corporate meeting these requirements;
- in the case of unincorporated firms, the persons are citizens or bona fide residents of an eligible country; and
- in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or bona fide resident of an eligible country.

**Eligible countries are member countries of CDB. The attention of interested Consultants is drawn to paragraph 1.9 of CDB's Guidelines for the Selection and Engagement of Consultants (2011), setting forth CDB's policy on conflict of interest.**

The Consultancy Firm must demonstrate familiarity with the operations of development financial institutions and knowledge of student loans schemes. Principal qualifications and experience required to conduct the assignment include:

- at least the following requisite qualifications and experience are required:
  - In-depth knowledge of economics, finance, banking operations, procedures, relevant laws and policies governing credit programmes;
  - In-depth experience in market research, trend analysis, and development of strategic plans; and
  - In-depth knowledge of financial institutions, corporate governance, financial modelling, student loan programmes, and experience in research and organisation planning design and policy development.
- experience in the management of similar projects would be an asset; and
- resources with excellent written and verbal communication skills.

All information must be submitted in English. **Four (4)** hard copies of the Expressions of Interest must be received at the first address below no later than **November 13, 2015 at 2:00 P.M (Jamaican Time)** and **one (1)** hard copy must be sent simultaneously to CDB at the second address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked "**Expression of Interest – Consultancy Services to Perform a Study to Advise on Improving the Long-term Sustainability of the Students' Loan Bureau.**"

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments. Following the assessment of submissions, a shortlist of not less than three and not more than six firms with representation from at least two member countries, and at least one firm from a developing country, unless no qualified firm from developing countries could be identified. Short-listed firms will be provided with full terms of reference, and invited to submit technical and financial proposals to undertake the assignment. The short list will comprise consultants of the same category with similar business objectives, corporate capacity, experience and field of experts, and that have undertaken assignments of a similar nature and complexity.

**SLB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety.** It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest. Further information may be obtained from the first address below between **9:00 a.m. and 4:00 p.m. Monday to Friday.**

<b>1: The Procurement Officer</b> Students' Loan Bureau 1st & 2nd Floor Sagikor Sigma Building 63-67 Knutsford Boulevard Kingston 5 Jamaica, W.I Tel: (876) 936-4491 Email: procurement@slbja.com	<b>2: The Operations Officer, PSDU</b> Caribbean Development Bank P.O. Box 408 Wilkey, St. Michael Barbados, W. I. BB11000 Tel: (246) 431-1600 431-1790 /Direct:(246) Email: jonest@caribank.org
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HEART Trust/NTA

**Scope:** To provide motor vehicles for the HEART Trust/NTA. The bid package is:

- HEART/NTA/MVP\_PD2015-10- Lot 1 (2) 4x4 Double Cabin Diesel Pickup
- HEART/NTA/MVP\_PD2015-10- Lot 2 (2) 4x2 Double Cabin Diesel Pickup

**NCC Category:** Motor Vehicles and Spares

**Procurement Method:** Local Competitive Bidding

**Contact:** Mr Peter Brammer

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

**Telephone No(s):** 929-3410-8

**E-mail Address** peter\_brammer@heart-nta.org

**Collection and Submission Information:**

Bidding documents will be available from **Tuesday, October 13, 2015.** Bidding documents are available for a non-refundable fee of **\$3000.**, (cash or Manager's cheque) between the hours of **9 a.m. and 4 p.m. Mondays to Fridays.** Bids should be returned by **Friday, October 30, 2015 at 10:00 a.m.** Opening is the same day at **10.15 a.m.**



REQUEST FOR PROPOSAL

**I. PURPOSE**

The Students' Loan Bureau invites proposals from suitably qualified entities for the **provision of daily lunches** for approximately ninety (90) persons for a period of one (1) year.

**II. TENDER REQUIREMENTS**

The Qualification, Information and Bidding forms to be submitted are as follows:

- Proof of requisite licence and permit to operate a food handling establishment
- Bank report from a creditable financial institution
- Proof of food handler's permit of key support staff
- Company profile
- Completed qualification information sheet
- Registered with the National Contracts Commission (NCC) as providers of the service in the category of **Catering**
- A valid Tax Compliance Certificate (TCC)
- Service provider's bid/Financial Proposal. **(please note that this form must be enclosed in a separate sealed envelope and labeled Bid Form)**

**III. TENDER DOCUMENTS**

Interested bidders should send an email of intent requesting the tender documents as of **Monday, October 12, 2015 to Friday, October 16, 2015** between the hours of **9:00 a.m. and 3:00 p.m.**

**Contact: The Procurement Officer**  
Students' Loan Bureau  
1<sup>st</sup> and 2<sup>nd</sup> Floors, Sagikor Sigma Building  
63-67 Knutsford Boulevard, Kingston 5  
Tel: 936-4491  
Email: procurement@slbja.com

**IV. SUBMISSION DATE AND OPENING OF TENDERS**

Tenders should be placed in a plain envelope clearly marked: **Provision of Catering Services - SLB/LCB/15/07** and returned to the address above.

**Date of Return of Tenders:** Friday, October 23, 2015; 2:00 p.m. (local time)

**Location of Tender Box:** Executive Floor- 2<sup>nd</sup> Floor Sagikor Sigma Building

**Date of Opening:** Friday, October 23, 2015; 2:15 p.m. (local time)

Please note that the SLB 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.

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.