



**Tax Administration Jamaica**  
**REQUEST FOR PROPOSAL**

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|---------------------------------------|--|
| <b>Procuring Entity:</b>              | <b>Tax Administration Jamaica</b>  |
| <b>Address Entity:</b>                | 36 Trafalgar Road, Kingston 5  |
| <b>Name of Project:</b>               | Provision of Janitorial Services for Tax Administration Jamaica Offices – (11 locations Islandwide)  |
| <b>NCC Category:</b>                  | Janitorial, Sanitation Services  |
| <b>Documents Available:</b>           | <b>Wednesday November 25, 2015 to Monday November 30, 2015</b>   |
| <b>Cost of Document:</b>              | <b>\$1,500.00</b> (Non-refundable) or manager's cheque payable to Tax Administration Jamaica   |
| <b>Collection Place &amp; Period:</b> | <b>Wednesday November 25, 2015 to Monday November 30, 2015 (from 9:00 a.m. to 3:00 p.m.)</b><br>Kingston Revenue Service Centre, 1-3 King Street, Downtown, Kingston ( on the 3 <sup>rd</sup> Floor – Accounts Unit) |
| <b>Closing Date &amp; Time:</b>       | <b>Friday December 18, 2015, 2015 at 3:00 p.m.</b>   |
| <b>Contact Information:</b>           | <b>stacy.ivey@taj.gov.jm; or 967-0000</b>  |
| <b>Website:</b>                       | Please visit the website at <a href="http://www.jamaicatax.gov.jm">www.jamaicatax.gov.jm</a> for further details.  |



**REQUEST FOR EXPRESSION OF INTEREST**  
**for**  
**DELIVERY OF PRE-VOCATIONAL SKILLS TRAINING**

**Country:** JAMAICA  
**Project:** CITIZEN SECURITY & JUSTICE PROGRAMME III  
**IDB Loan No:** 3191/OC-JA

The Government of Jamaica (GOJ) through the Ministry of National Security (MNS) and with financing from the Inter-American Development Bank, the UK Department for International Development (DFID) and the Department of Foreign Affairs Trade and Development (DFATD) of Canada is implementing the Citizen Security and Justice Programme III (CSJP III). The programme seeks to enhance citizen security and justice in fifty (50) volatile and vulnerable communities across eight parishes. It is intended that part of the proceeds of the funding will be applied to eligible payments for these consulting services.

The CSJP III is guided by three principal objectives; (i) improve behaviour for non-violent conflict resolution; (ii) increase labour market attachment among youth; and (iii) increase access to effective community and alternative justice services. The MNS has been designated the Executing Agency for the Programme and the Programme Execution Unit (PEU) of this Ministry is also responsible for the implementation of this phase of the programme. The activities under objectives (i) and (ii) will be carried out by the MNS while those activities under objective (iii) will be implemented by the Ministry of Justice (MOJ).

In order to achieve the objectives of the CSJP III, a number of violence prevention and interruption activities are to be implemented; many of which are to be done in collaboration with other Ministry Department and Agencies (MDAs), Non-Governmental Organisations (NGO's), Community Based Organisations (CBOs) and Faith-Based Organizations, inter alia.

The consulting services ("the Services") include the delivery of pre vocational training to residents of CSJP participating communities in the Kingston and St. Andrew, St. Catherine, Clarendon, St. Ann, St. Mary, Westmoreland and St. James. The target population to be engaged are residents between the ages of 18 to 29 years old who are exhibiting low literacy levels.

The Ministry of National Security Citizen Security & Justice Programme now invites eligible not-for-profit organizations including NGO's, universities, Specialized Agencies, etc. ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services which include:

- General experience in curriculum development and delivery of training.
- At least 5 years specific experience in:
  - Delivery of pre-vocational training programmes to residents from vulnerable and volatile communities
  - Interacting with youth with behavioural problems

Consultants will be selected in accordance with Quality-and Cost-Based Selection (QCBS) method set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-9 and is open to all eligible bidders as defined in the policies.

Expressions of interest must be delivered to [csjptender@cwjamaica.com](mailto:csjptender@cwjamaica.com) by **Tuesday December 8, 2015** in a written form detailing the Consultants' experience and competence relevant to this assignment. Consultants are also required to submit their organization's registration documents and portfolio of recent work.



**INVITATION TO TENDER**  
**AUDITING SERVICES**

Harmonisation Limited (HL) invites proposals from qualified firms of **Chartered Accountants (hereinafter referred to as "Consultants")** to audit its financial statements, commencing with the fiscal year ending **March 31, 2016**. The duration is for three (3) years.

**ELIGIBILITY OF TENDER:**

Consultants must submit the following with their proposals:

- Valid Tax Compliance Certificate (TCC)
- Evidence of practice in Jamaica by registration with both the Institute of Chartered Accountants of Jamaica and the Public Accountancy Board

**COLLECTION OF REQUESTS FOR PROPOSALS:**

Interested parties should submit written proposals in the manner prescribed in the Tender Document which may be collected during the period **November 23, 2015 to November 27, 2015** between the hours of **9:00 a.m. and 4:00 p.m.** Monday to Friday, from the Office of Harmonisation Limited.

A Non-refundable payment of **J\$4,000.00** in cash or manager's cheque, payable to the Harmonisation Limited will be required when collecting each Request for Proposal.

**RETURN & OPENING OF BID DOCUMENTS:**

Tenders are to be placed in a sealed envelope clearly addressed, as detailed in the Request for Proposal and should be returned to the Harmonisation Limited at the address below and deposited in the Tender Box provided no later than **3:00 p.m. on December 11, 2015**. Opening of tenders will follow at 3:15 p.m. in the Conference Room, on the Ground floor, DBJ

**Harmonisation Limited Office**  
**C/o Development Bank of Jamaica (DBJ)**  
**11A-15 Oxford Road, Kingston 5**  
**Tel: 920-4844**  
**Fax: 926-3011**

Bidders should note the attached **Instruction to Consultants** included in this document.



**INVITATION FOR EXPRESSIONS OF INTEREST**

The Government of Jamaica, through a loan from the World Bank, has received financing to support the implementation of the **National Strategic Plan for Early Childhood Development (2013-2018)**. The **Early Childhood Commission (ECC)** intends to apply a portion of the funds for eligible payments under the contracts for which this invitation is issued.

The ECC now wishes to establish a database of firms from which to select suitable consultants to invite to provide consulting services. The objective of this consultancy is to develop a resource mobilization strategy for sustained financing of Early Childhood Development (ECD) leading to increased financing for related programmes and activities. The strategy is expected to support improvement in the financing conditions for the EC Sector, as well as contribute directly to the achievement of the targets set under the **National Strategic Plan (2013-2018)** and ensure sustained viability of the sector after the **implementation of the NSP (2013-2018)**. Expressions of interest are invited from consultants /firms with following academic qualification:

Post graduate training in Accounting, Economics and/or Business Management. Consultants/Firms should also possess at least 3 years experience in the following:

- a. Conducting relevant research, data analysis and report writing
- b. Experience in finance and developing financial models
- c. Project management skills
- d. Networking and collaborating with various professionals, governmental, community and NGOs
- e. Writing technical documents; including strategies, policies and procedures
- f. Relevant computer skills specifically Microsoft word, PowerPoint, excel

Applicants are to submit a **Statement of Capability**, which should include information on technical competence, experience and qualification. Consultants may associate to enhance their qualifications. Additionally, all prospective **local Firms MUST** possess a valid Tax Compliant Certificate (TCC).

A consultant will be selected in accordance with the procedures set out in the World Bank's Guidelines: **Selection and Employment of Consultants by World Bank Borrowers**.

Interested consultants may obtain further information at the address below during office hours, **8:30 a.m.-4:00 p.m.**

Statement of Capability should be submitted by latest **December 11, 2015** to:

**Mr. Carey Peterkin**  
**The Director of Finance**  
**Early Childhood Commission**  
**Shops 45 – 49 Kingston Mall**  
**8 – 10 Ocean Boulevard, Kingston or**  
**by email to: [interest@ecc.gov.jm](mailto:interest@ecc.gov.jm)**  
**For further information, you may contact the ECC at**  
**(876)-922-9296-7 or 948-9805**

**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.**