



**Development Bank
of Jamaica Limited**

**EXPRESSIONS OF INTEREST
BUSINESS DEVELOPMENT ORGANIZATIONS**

The Development Bank of Jamaica (DBJ) seeks to identify qualified Business Development Organizations (BDOs) which includes Accounting Firms interested in participating in a programme to provide business development services to Micro, Small and Medium-sized Enterprises (MSMEs) in Jamaica.

The DBJ has designed a product called the **Voucher for Technical Assistance** programme to improve the capacity and operations of MSMEs thereby enhancing their ability to access financing. The programme will assist MSMEs to access various business development services, which the BDOs should be able to provide in accordance with the standards expected by Approved Financial Institutions (AFIs), including but not limited to:

- Business Plan Preparation
- Preparation of Financial Statements
- Training and/or Coaching
- Financial Software
- Business Process Improvement
- Product Development Services

The main responsibilities of the BDOs will be:

- Conduct assessments to identify the services required to improve the MSMEs operations,
- To provide quality business development services to the MSMEs,
- Provide reports on the impact of the services on MSMEs

MINIMUM REQUIREMENTS

The companies submitting proposals should meet the following minimum criteria:

- Five (5) years of experience in providing **business development services** to MSMEs
- A key member of the organization should have a post graduate degree in Banking & Finance, Entrepreneurship, Business Administration or any other related field
- Valid Tax Compliance Certificate (TCC)
- Registered with the Companies Office of Jamaica or other relevant authority

The DBJ invites interested companies that provide **business development services** to complete the form titled **Application Form for Business Development Organizations** at www.dbankjm.com.

Please submit applications in hard or soft copies no later than **4:30 p.m. on April 15, 2016**, to the addresses outlined below. In the case of electronic submission, the subject line should read **"Application Form for Business Development Organizations"**. Late applications will not be accepted.

**VOUCHER FOR TECHNICAL ASSISTANCE PROGRAMME
THE DEVELOPMENT BANK OF JAMAICA
11A -15 OXFORD ROAD, KINGSTON 5
Attn: Manager – Capacity Development
OR – online to ssdprocurement@dbankjm.com**

Deadline for application is April 15, 2016 at 4:30 p.m.

NOTICE

**PLEASE CHECK THE MINISTRY'S WEBSITE FOR
THE
FULL DOCUMENTS**

For Bookings Email:
jisadvertising@gmail.com
procurement@jis.gov.jm



**Sports
Development
Foundation**

**INVITATION TO TENDER
PROVISION OF A PHONE SYSTEM**

Introduction: The Sports Development Foundation invites proposals for the provision of a Phone System at its office at 31 Phoenix Avenue, Kingston 10.

Eligibility: Participants must be registered with the National Contracts Commission's (NCC) list of registered suppliers of goods and services in at least one of the categories listed below and possess a valid Tax Compliance Certificate (TCC).
a) General Services
b) Electrical and Communication Supplies
c) Information Technology Services

A copy of both the NCC and TCC certificates must be submitted with your response to this Request for Proposal (RFP). Failure to submit these documents will lead to disqualification of your bid.

Availability: The RFP (tender) document will be available from **March 29, 2016 to April 18, 2016** at the office of the Sports Development Foundation, 31 Phoenix Avenue, Kingston 10 between the hours of **9:00 a.m. and 4:00 p.m. Mondays to Fridays**.

Fee: A non refundable fee of **Two Thousand Dollars (\$2,000.00)** in cash will be required for the proposal document. Bidders who bought and submitted their bid will not be required to pay for the revised bidding document.

Return of Proposal: The completed proposal documents should be returned with all the eligibility requirements stated above. All documents are to be placed in an envelope marked with the title of the proposal and submitted to our office no later than **11:00 a.m. on Monday April 18, 2016**. The sealed envelope should be addressed to:-

**Sports Development Foundation
Phone System
31 Phoenix Avenue
Kingston 10
Attn.: General Manager
(876) 926-6734**

Opening of Proposals: Proposals will be opened at **11:15 a.m. on Monday, April 18, 2016** in the Boardroom of the Sports Development Foundation, 31 Phoenix Avenue, Kingston 10.



JAMAICA CIVIL AVIATION AUTHORITY

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

RFP: 2016/JCAA/06 - The Provision of Voice Over Internet (VoIP) Based PBX Telephone System for the JCAA

The details of the engagements are included in the Request for Proposals which may be viewed at the Jamaica Civil Aviation Authority website www.jcaa.gov.jm as of **Tuesday, March 22, 2016 @ 3:00 p.m.**

The closing date for the submission of proposal is **April 05, 2016 at 3:00 p.m.**

The tender opening is scheduled for **April 05, 2016 at 3:15 p.m.** 4 Winchester Road, Kingston 10, in the Auditorium of the JCAA.

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

- Tax Compliance Certificate;
- NCC Registration under the relevant category

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**

If you are interested in doing business with the Government, you are invited to view tender notices for procurement contracts on this page.