



MINISTRY OF SCIENCE, ENERGY & TECHNOLOGY (MSET)
ENERGY EFFICIENCY AND CONSERVATION PROGRAMME
FUNDED BY THE GOVERNMENT OF JAMAICA

Request for Proposals (RFP) MSET-EERP-049

The Government of Jamaica has allotted funds from its 2016/2017 budget for consulting services under the Energy Efficiency and Conservation Programme (EECP) within the Ministry. The main objective of this programme is to enhance Jamaica's Energy Efficiency (EE) and Energy Conservation (EC) potential through the design and implementation of cost saving Energy Efficiency (EE) and Energy Conservation (EC) measures in the public sector.

The Ministry of Science, Energy and Technology now invites proposals from eligible and qualified consultants for: **the Provision of Energy Efficiency Technical Services.**

The MSET seeks qualified individuals or firms who will assist with the wide-scale implementation of the EECP. Individuals and firms selected to provide energy audit/technical field services support will collect baseline data on buildings, guide and monitor the implementation of EEC measures in collaboration with material contractors, and assess the results of installed measures, which comprises two sub-components:

Sub Component I (iv): Technical support for the implementation and supervision of EE measures.

Sub Component III: Comprises the monitoring of energy savings and verification activities to validate the effectiveness of the EE and EC measures implemented as part of the Programme.

The specific objective of this consultancy is to assist with the wide-scale implementation of the EECP. Individuals and firms selected to provide energy audit/technical field services support will collect baseline data on buildings, guide and monitor the implementation of EEC measures in collaboration with material contractors, and assess the results of installed measures.

The firm will be selected under **Quality and Cost Based Selection (QCBS)** and procedures described in this RFP. This is in accordance with the Government of Jamaica Procurement Guidelines detailed in the GOJ Procurement Manual 2014, which can be found at the following website: <http://mof.gov.jm/procurement/revise-handbook-of-public-sector-procurement-procedures.html>.

Required Qualification and Experience

The successful firm/ individual shall;

- be experienced in the field of assessing and managing the energy performance of buildings
- have documented experience in the execution of energy audits in various building types
- have measurement tools and metres appropriate for energy auditing assignments, such as infrared thermometers, light metres, electricity consumption monitors/ data loggers, etc
- be in possession of a valid Tax Compliance Certificate (TCC) {for domestic firms only on submission of proposals}

Selected candidates or the staff of selected firms shall:

- possess university degrees in engineering, architecture, facilities management or relevant disciplines
- have working experience in energy conservation, energy management, energy services, facilities management, construction or other closely related fields
- have specialized training or professional certification in energy management, energy auditing, heating ventilation and air conditioning (HVAC), Leadership in Energy and Environmental Design (LEED) or other green building standards, project management, or other relevant and recognised certification; and
- be willing and able to travel country-wide to conduct necessary inspections in the field
- be fluent in English

RFP Details

Availability of RFP: On request from the MSET-PEU

Deadline for submission: **Wednesday, September 7, 2016 at or before 3:00 pm.**

Location for submission: Receptionist Area, Second Floor, Ministry of Science, Energy and Technology

Interested eligible consultants may obtain further information between the hours of **10:00 a.m. and 4:00 p.m., Mondays to Fridays** from the:

Project Manager
Energy Efficiency Conservation Programme
Ministry of Science, Energy and Technology
PCJ Building, 36 Trafalgar Road
Kingston 10, Jamaica,
Tel: 876-929-8990-9 or 876-754-6355
Fax: 876-754-6351
E-mail: eecp@mstem.gov.jm

Proposals will be opened in the presence of the consultant's representatives who choose to attend at the address below at **3:15 p.m. on Wednesday, September 7, 2016.**

Energy Efficiency Conservation Programme
Ministry of Science, Energy and Technology
PCJ Building, 36 Trafalgar Road
Kingston 10, Jamaica, West Indies

Late proposals will be rejected.



INVITATION TO BID

Procuring Entity: Broadcasting Commission

Scope: Social Media Management Services - submit a proposal for the management of the Commission's social media platforms and activities over a period of twenty-four (24) months.

NCC Category: Consultancy

Procurement Method: Local Competitive Bidding

Contact Information: Chairman, Procurement Committee
info@broadcom.org

Address: 5th Floor, Victoria Mutual Building, 53 Knutsford Boulevard, Kingston 5

Telephone No(s): 920-9537-9

Collection & Submission Information: The tender documents will be available as of **July 23, 2016** and may be downloaded at www.broadcastingcommission.org

Completed proposals along with all required documents must be deposited by **2:30 p.m.** local time **Monday August 15, 2016** in the tender box located at the Broadcasting Commission's Office; public opening of bids same day at **2:45 p.m.** in the Broadcasting Commission's Large Conference Room.



HEART Trust/NTA

INVITATION TO BID

Scope: Proposed renovation to the ground floor (lobby and offices), approximately 342M² (3684Sq Ft), at the Corporate Office, 6B Oxford Road, Kingston 5.

NCC Category: Interior Construction – minimum Grade 2

Procurement Method: Local Competitive Bidding

Contact: Mrs Francine Archer

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

Telephone No(s): (876) 968-4220

Email Address: farcher@heart-nta.org

Collection and Submission Information:

Bidding Documents will be available as of **Monday, July 25, 2016** for a non-refundable fee of **\$5,000.00** payable by cash or Manager's cheque between the hours of **9 a.m. and 4 p.m. Mondays to Fridays.** Bids should be returned by **Tuesday, August 9, 2016 at 11 a.m. Opening is the same day at 11.15 a.m.**



HEART Trust/NTA

INVITATION TO BID

Scope: To provide Janitorial Services at the following locations for the period of 36 months:

Corporate Office – 6B Oxford Road, Kgn 5
Garmex Academy – 78 Marcus Drive, Kgn 13
Jamaican German Automotive School
– 87a Maxfield Ave, Kgn 10

Employment Career Services Department
– 7 Ripon Road, Kgn 5

Eastern TVET Institute
– Stony Hill Campus – Stony Hill, Kgn 9

NCC Grade: Janitorial, Sanitation Services Category

Procurement Method: Local Competitive Bidding

Contact Information: Sharon Graham
Snr Manager - Administration

Address of Entity: 6B Oxford Road, Kingston 5

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

Email Address: Sharon_graham@heart-nta.org

Collection and Submission

Bid packages are available at a cost of **J\$2500.00** (non-refundable) from **Monday, July 25, 2016.** Bids must be returned to the Administration Department, 6B Oxford Road, Kgn 5, no later than **10 a.m. on Friday, August 19, 2016. Opening of bids – same day at 10.15 a.m.**



HEART Trust/NTA

INVITATION TO BID

Scope: To provide transportation services for location Seaford Town Vocational Training Centre (Westmoreland) for a period of 36 months.

Seaford Town VTC (Westmoreland) - approx. 200 Trainees - 5 Routes

NCC Category: Transportation and Haulage (Specializing in Transportation of Passengers)

Procurement Method: Local Competitive Bidding

Contact Information: Sharon Graham
Snr Manager - Administration

Address of Entity: 6B Oxford Road, Kingston 5

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

Email Address: Sharon_graham@heart-nta.org

Collection and Submission

Bid packages are available at a cost of **J\$2500.00** (non-refundable) from **Monday, July 25, 2016.** Bids must be returned to the Administration Department, 6B Oxford Road, Kgn 5, no later than **3 p.m. on Friday, August 12, 2016.** Opening of bids – same day at **3.15 p.m.**



HEART Trust/NTA

INVITATION TO BID

Scope: To supply 550kVA Prime Diesel Standby Generator complete with 1000 Amps Automatic Transfer Switch. For HEART Trust/NTA – Cardiff Hotel & Spa, Runaway Bay, St Ann

The bid package: HEART/NTA – STBGEN_ELECT/INST2016-07-07

NCC Category: Electrical Works and Electrical & Communications Supplies

Procurement Method: Local Competitive Bidding

Contact: Mr Azan White

Address of Entity: HEART Trust/NTA Corporate Office, 6B Oxford Road, Kingston 5

Telephone No(s): 929-3410-8

Email Address: azan_white@heart-nts.org

Collection and Submission Information:

Bidding documents will be available at a cost of **\$5,000.00** as of from **Thursday, July 28, to Friday, August 19, 2016** at the HEART Trust/NTA Corporate Office between the hours of **9 a.m. and 4 p.m., Mondays to Fridays.** Bids should be returned by **1 p.m., Tuesday, August 23, 2016. Opening is the same day at 1.15 p.m.**

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.