



REQUEST FOR PROPOSAL

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

MINISTRY OF FINANCE & PLANNING

INVITATION FOR BIDS

Ministry of Finance & Planning (MoFP) wishes to invite eligible and qualified bidders to submit sealed bids for the provision of **Auctioneer Services to the Government of Jamaica for a period of three (3) years. Bid # MOFP-OM#0307/2015.**

Funding will be provided by the Government of Jamaica.

Procuring

Entity: Ministry of Finance & Planning
Scope: Manage the sale of multiple assets on behalf of the Government of Jamaica

Eligibility Requirement: Submission of **valid Tax Compliance Certificate (TCC), National Contracts Commission Certificate (NCC) and the Real Estate Licence.**

NCC Category: Real Estate

Procurement Method: Local Competitive Bidding

Contact Information: Sarah Jean Riley
Director, Procurement, Property & Office Services

Address: 30 National Heroes Circle, Kingston 4

Telephone No.: 932-4635

Email Address: mofprocure@mof.gov.jm

Collection Date: A complete set of Bidding Documents in English will be available from **Monday, June 8, 2015** between the hours of **9:00 a.m. and 3:30 p.m.** at the address above.

Clarification: Deadline for clarification **June 12, 2015**

Bid Closing: **Wednesday, June 17, 2015 at 10:00 a.m.**

Bid Opening: **Wednesday, June 17, 2015 at 10:15 a.m.**

— NOTICE —
PLEASE CHECK THE
MINISTRY'S WEBSITE FOR THE
FULL DOCUMENTS

I. PROJECT
To provide Debt Recovery and Skip Tracing Services for two (2) years for the Students' Loan Bureau.

II. TENDER REQUIREMENTS
The following documents must be submitted in tenders:
- Valid Tax Compliance Certificate (TCC).
- Proof of valid registration with the National Contracts Commission (NCC).

Tenders that are not accompanied by the above-mentioned documents will be regarded as non-compliant and will be rejected at the time of Tender Opening.

III. TENDERING
Tendering period: 21 days
Tender validity period: 90 days

IV. TENDER DOCUMENTS
Interested Bidders may obtain further information and collect tender documents at the address given below as of **Tuesday, May 26, 2015** to **Friday, June 12, 2015** between the hours of **9:30 a.m. and 2:30 p.m.:**

The Procurement Officer
Students' Loan Bureau
1st and 2nd Floors, Sagikor Sigma Building
63-67 Knutsford Boulevard Kingston 5
Tel: 936-4491

Attn: Samuel Pinnock
Ref: RFQ #: SLB/LT/15/04

Tender documents cost: **\$2,000.00** (non-refundable).

V. RECEIPT AND OPENING OF TENDERS
Completed tender documents along with all required enclosures must be placed in plain envelope clearly marked: **SLB/LT/15/04- Debt Recovery and Skip Tracing Services** and returned to the abovementioned address.

Date of Return of Tenders: **Monday, June 15, 2015; 2:00 p.m.** (local time)
Location of Tender Box: 1st and 2nd Floors, Sagikor Sigma Building, 63-67 Knutsford Boulevard, Kingston 5

Date of Opening: **Monday, June 15, 2015; 2:15 p.m.** (local time)
Location of Opening: 1st and 2nd Floors, Sagikor Sigma Building, 63-67 Knutsford Boulevard, Kingston 5

Tenders will be opened in the presence of Bidders or their representatives who choose to attend the Tender Opening.

Note: Bidders are entirely responsible for ensuring that Bids are deposited in the "Tender Box" on or before the date and time designated for the return of Tenders.

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