



Ministry of Culture, Gender, Entertainment and Sport

REQUEST FOR EXPRESSION OF INTEREST CONSULTANCY SERVICES FOR THE PROCUREMENT AND INSTALLATION OF VENTILATION AIR CONDITIONING (VAC) SYSTEM FOR THE WARD THEATRE

Jamaica National Heritage Trust invites expression of interest (EOI) from suitably qualified firms/individuals with strong Capabilities, Experience and Qualified personnel in the discipline of Civil Engineering, Quantity Surveyor, Environmental Engineering and Mechanical and Electrical Engineering to procure and install Ventilation and Air Conditioning (VAC) system for the Ward Theatre.

Interested entities should download the Terms of Reference (TOR) from the Ministry's website mcges@gov.jm. on **Monday May 14, 2018**.

A consultancy Firm/Individual meeting the requirements will be shortlisted for selection in accordance with the Government of Jamaica Handbook of Public Sector Procedures (Revised March 2014), volume 3 of 4 Procedures for the Procurement of Consulting Services. Complete details of the selection process will be provided to the shortlisted Consultants at the point at which specific services are being tendered. Interested Consultancy Firms/Individual must provide a company profile outlining their qualification(s), professional certification (s) for the company and personnel, associated registration(s) with professional bodies (e.g. PERB and ARB), experiences in undertaking similar assignments and the necessary skills and expertise to deliver the relevant services.

Expressions of Interest should be delivered to the address below or emailed to Procurement@mcges.gov.jm in pdf format no later than **Tuesday June 5, 2018 at 2:00 p.m.** The email subject line should state **"Expression of Interest – Consultancy services for the procurement and installation of Ventilation and Air Conditioning (VAC) System for the Ward Theatre"** and the email body must state the name and address of the applicant. In addition, one (1) hard copy must be sent simultaneously to the Ministry's address below. The sealed envelope containing each submission must include the name and address of the applicant and be clearly marked **"Expression of Interest – Consultancy services for the procurement and installation of Ventilation and Air Conditioning (VAC) System for the Ward Theatre"**.

Request for Clarification must be submitted in writing to Procurement@mcges.gov.jm. The deadline for clarification of bidding documents is **Monday May 28, 2018**.

Following the assessment of submissions, the most technically capable and appropriately experienced application will be invited to negotiate a contract to provide the consultancy services. GOJ reserve the rights 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 engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expression of Interest.

**Attention: The Procurement Manager
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5
Tel: 978-7654 ext. 5147
Email: lsutherland@mcges.gov.jm
or procurement@mcges.gov.jm**



REQUEST FOR PROPOSALS

The Betting Gaming & Lotteries Commission invites proposals from qualified firms to provide **Event Management Services** for a public event scheduled for December 2018.

Bidders must possess a valid Tax Compliance Certificate/Tax Compliance Letter and be registered with the National Contracts Commission (NCC) in the event planning specialist service category.

Interested eligible bidders may obtain further information by contacting:

**Miss Antoinette Phillips
Procurement Officer
Betting Gaming & Lotteries Commission
78CEF Hagley Park Road, Kingston 10
Telephone: (876) 630-1353
Email: procurement@bglc.gov.jm**

To participate, **bidders must be registered on the GoJ Electronic Procurement System at www.gojep.gov.jm**. Tender documents will be available for download from this website on **May 14, 2018**. For assistance with registration and how to download tender documents, please contact the Procurement Unit, Ministry of Finance & the Public Service at (876) 932-5220/932-5205/932-5253.

Proposals should be uploaded in PDF form to www.gojep.gov.jm by **2:00 p.m. on Monday, June 4, 2018**. Late bids will be rejected by the system.

All requests for clarification should be submitted through the e-GP no later than **May 28, 2018**.



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

REQUEST FOR CURRICULA VITAE

ADAPTATION PROGRAMME AND FINANCING MECHANISM (AP&FM) PROJECT OF THE PILOT PROGRAMME FOR CLIMATE RESILIENCE (PPCR)

The Ministry of Economic Growth and Job Creation (MEGJC), acting as Executing Agency for the Adaptation Programme and Financing Mechanism (AP&FM) Project of the Pilot Programme for Climate Resilience (PPCR) Jamaica, funded by the Climate Investment Fund through the Inter-American Development Bank (IDB) (JA-L1048/JA-G1002), is desirous of engaging the services of the following:

An individual consultant to fill the position of Logistics Coordinator for its Project Executing Unit (PEU). The PEU is responsible for the overall fiduciary, administrative, financial management and technical functions (including planning, coordination, supervision, staffing, procurement, monitoring and evaluation) in the implementation of the AP&FM of the PPCR Jamaica.

Objective of the Assignment:

The objective of this assignment is to undertake the planning, implementation and overall supervision of workshops, seminars, conferences, study visits, expositions, exhibitions and similar events on behalf of the PEU.

Duties Include:

- Develop an implementation plan for the events as conceptualized and designed under the project;
- Coordinate and secure permission (where applicable) from all relevant regulatory agencies for the holding of the events;
- Coordinate and follow up on issuing invitations and raising interest for the high-level events through targeted invitations and outreach (including developing lists of participants by sector with updated contact information and titles);
- Arrange venue booking and manage all logistical aspects for the venues;
- Liaise with participants, including booth holders where applicable, and coordinate their participation in the event in terms of: booth/display/presentation requirements, set up, technology, times etc.
- Liaise with relevant Ministries, Agencies and Departments, the private sector and community/ non-governmental organizations in matters relating to the events;
- Manage the holding of the events and event day logistics (registration, meeting room/venue configuration, distribution of publication materials, logistical briefings, and handouts);
- Manage the de-commissioning, dismantling and the collection by suppliers/renters of equipment, structures etc.
- Develop and manage post-event correspondence, event evaluation surveys and prepare report on each event.

Qualifications:

The Logistic Coordinator must have:

1. Minimum of a Bachelor's Degree Business Administration, Project Management, Events Management or related field from a recognized tertiary institution. Project Management certification will be recognized as equivalent.
2. Minimum 3 years' of relevant work experience in successfully planning and organizing large and small-scale events at national and community levels (evidence of organizing at least four events);
3. At least 3 years' experience in:
 - Working with private sector stakeholders in mobilization, events planning and management.
 - Working with GOJ Ministries, Departments and Agencies for events and logistics planning.
 - Working with communities and non-governmental organizations.
4. Excellent administration, organizational and time management skills;
5. Strong verbal and written communication skills;
6. Flexibility with working hours – ability to work evening and weekends, if necessary.

Duration:

This consultancy will have duration of one (1) year, renewable for further periods up to the end of the Project (February 2020), by mutual agreement.

The Complete Terms of Reference for the position may be accessed at www.megjc.gov.jm

The Consultant is required to have an up-to-date Tax Compliance Certificate (TCC) at the time of contract signing.

Selection will be in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Individual Consultants financed by the Inter-American Development Bank GN-2350-9, and this invitation is opened to all eligible candidates as defined in the policies.

We thank you for your expressions of interest, however only shortlisted applicants will be contacted.

All applications must be submitted on or before **Friday, May 18, 2018** to:

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor – The Towers, 25 Dominica Drive
Kingston 5
human.resource@mwlcecc.gov.jm**

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

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