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University of Technology, Jamaica

REQUEST FOR PROPOSAL

FOR

CONSULTANT TO CONDUCT A REVIEW OF BUSINESS PROCESSES FOR THE UNIVERSITY OF TECHNOLOGY, JAMAICA (UTech, JA.)

CONTRACT/BID No. 2018/P/8/25-14-180

The University of Technology, Jamaica has approved funds in its operating budget to undertake the Review of its Business Processes and invites proposals from tax compliant consulting firms.

Rationale for the Project

The University is committed to managing its functions and engaging in initiatives necessary to achieve its strategic objectives. These objectives cohere around the sustainable provision of relevant, high-quality, market-driven programmes and services to maintain significant, positive national and regional impact. Achievement of these objectives relies on the implementation of functional structures and systems of operation established to achieve and maintain a high degree of institutional effectiveness and efficiency.

The student life cycle in particular must benefit from high levels of effectiveness and efficiency in all university operations. The University has decided to engage a suitable consultant with knowledge of Caribbean circumstances to undertake a business process review. This intervention aims to effect planned improvements in operations, reduce the risks inherent in carrying costly, recurrent inefficiencies and enhance the institution's long-term viability.

Need for Consultants & Relevant Issues

The University requires a suitable consultant who can commit the time and resources necessary to complete the business process review. The estimated number of professional staff-months required for the assignment is eighteen (18) months. However, consultants, based on their experience, expertise and their understanding of the Terms of Reference, may recommend the time required. The University will provide a core work team of persons who are fully capable of working productively with the consultants. This work team will be established to coordinate closely with the consultants for the duration of the assignment.

Proposals

The bid document will be available for download as of **September 5, 2018** from the Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Interested eligible consultants must prepare and submit a technical proposal which must include a valid Tax Compliance Letter and a financial proposal separately and appropriately labeled.

All bids must be accompanied by the following:

- Bid Submission Form
- Bid Securing Declaration Form
- Valid Tax Compliance Letter

All clarifications shall be done through the e-GP System. The deadline for the receipt of clarifications is **September 24, 2018 at 11:00 am**. Bids shall be valid for a period of 90 days after bid closing **September 26, 2018**. Bids must be submitted no later than **11:00 am on September 26, 2018**. Online bid opening will be at **11:15 am on September 26, 2018**. An online bid opening report will be sent to all bidders that submitted a bid.

This is an online managed tender and tender documents and Contractors Bids will only be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of bids.

To participate in this Tender opportunity, contractors must first be registered and know how to use the electronic Procurement System at www.gojep.gov.jm. Please register on the e-GP System by selecting the register as a Supplier link from the homepage.

For assistance and training please contact the support desk at (876) 932-5220.