



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.

Excellence Through Knowledge

The Ministry of Health

Request for Bids – Four (4) High Roof Panel Buses

Procuring Entity: North East Regional Health Authority (NERHA)

Scope: The Supply of Four (4) High Roof Panel Buses to the North East Regional Health Authority

Eligibility

- Requirements:**
- i. Copy of a valid National Contracts Commission (NCC) Certificate in the category **Motor Vehicles and Spares**
 - ii. Copy of a valid Tax Compliance Certificate (TCC)

Procurement

Method: National Competitive Bidding

Availability of

tender documents: Bidding Documents will be available for download on the Government of Jamaica Electronic Procurement website www.gojep.gov.jm as of **Monday September 03, 2018 at 9:00 a.m.**

Deadline for

Bid submission: Bids must be submitted online via www.gojep.gov.jm on **Friday September 21, 2018 at 2:00 p.m.** **Late bids will be automatically rejected by the system.**

Bid Opening:

An online bid opening will take place on **Friday September 21, 2018 at 2:15 p.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

Bids shall be valid for a period of 120 days after bid closing date. Bids must be submitted online via www.gojep.gov.jm no later than **September 21, 2018 at 2:00 p.m.** There will be no physical tender box for drop-offs of bids.

For additional information, please visit the North East Regional Health Authority's website at <http://www.nerha.gov.jm>

This is an online Tender where tenders will only be made available and 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 tender documents.

To participate in this tender opportunity, Suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at www.gojep.gov.jm.

To register, please select the "Register as a supplier" link from the system home page.

For assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at: 876-932-5220/876-932-5246/876-932-5253 or via email at papucustomer@moa.gov.jm.

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PROCUREMENT

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with the Government, you are
invited to view tender notices for
procurement contracts on this page.*