



## CIVIL ENGINEERING LED TEAM OF CONSULTANTS FOR THE EBONY PARK ESTATE HOUSING DEVELOPMENT, CLARENDON

**Procuring Entity:** National Housing Trust

**Scope:** The team of consultants will be required to:

1. Prepare the civil and JPS's poleline infrastructure designs.
2. Obtain the approvals for all related designs from the relevant agencies.
3. Facilitate the tender process and prepare the Tender Evaluation Report for the Housing & Infrastructure Works.
4. Contract administration and construction monitoring of the housing & infrastructure works.

**NCC Grade/Category:** N/A – Consultant

**Procurement Method:** Local Competitive Bidding

**Contact Information:** Manager, Procurement Unit

**Address of Entity:** 4 Park Boulevard, Kingston 5

**Telephone Number(s):** 876-929-6500-9, Ext. 7269/7279, 876-929-6529 (straight line)

**Email Address:** procurement@nht.gov.jm

Proposal packages are available at a cost of \$3,500.00 (non-refundable) from **Tuesday, October 2, 2018**. Proposals must be submitted on or before **10 am on Thursday, November 1, 2018**; public opening of proposals same day immediately following bid submission deadline. Please visit the website at [www.nht.gov.jm](http://www.nht.gov.jm) for the details.

**Note:** Failure to directly purchase the Tender/Bid Documents from the Procuring Entity will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.



**JAMPRO**  
TRADE & INVESTMENT JAMAICA

## CALL FOR EXPRESSION OF INTEREST

### CONSULTANCY SERVICES FOR IN-MARKET STUDY OF NON-TRADITIONAL AGRICULTURAL EXPORTS

The Jamaica Promotions Corporation (JAMPRO) is inviting eligible firms/individuals to submit an Expression of Interest (EOI) in Consultancy Services for In-Market Study of Non-Traditional Agricultural Exports. Interested consultants should demonstrate that they have the required qualifications and relevant experience to perform the services.

The shortlisted criteria are:

- A successful track record of executing activities of a similar nature
- Demonstrable ability of a professional and capable research team
- Local companies should possess a valid TCC at the time of submitting a tender

Suppliers may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. Suppliers indicating their interest will be invited to submit a formal proposal in keeping with the Request for Proposals (RFP) process that will follow this EOI process.

The consultant is expected to conduct a survey of distributors/importers in the three countries and produce a report on the market for Jamaica's non-traditional export goods.

The consultant should:

- Develop questionnaires/interview schedule for importers/distributors in the UK (Birmingham and London), Canada (Toronto) and USA (New York Metropolitan Area and Miami) covering, but not limited to, the following areas:
  - Import markets characteristics in USA, UK and Canada
  - Demand/buying patterns (Wholesale/Import demand valued by 20/40 ft. containers)
  - Key Competitor Brands and products
  - Pricing vis-a-vis size
  - Packaging/labelling issues (where applicable)
  - Distribution channels in the main markets
- Collect and analyse data from respondents to indicate demand/trends
- Complete final report on each market and prepare PowerPoint Presentation capturing main market trends in markets and strategies for expansion in target markets

Requests for the Terms of Reference must be sent to the email [capplewhaite@jamprocorp.com](mailto:capplewhaite@jamprocorp.com) and Expressions of Interest submitted electronically by Friday, October 12, 2018 at 3:00 p.m.

JAMPRO reserves the right to modify, cancel or re-issue the EOI for this initiative.



**JAMPRO**  
TRADE & INVESTMENT JAMAICA

## INVITATION TO BID

### SCOPE:

JAMPRO invites eligible and qualified individuals to submit bids for **Janitorial, Sanitation Services (including ground maintenance)** at its head office located at **18 Trafalgar Road, Kingston 10**.

### NCC CATEGORY:

Janitorial, Sanitation Services

### ELIGIBILITY:

Bidders must possess a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter (TCL), proof of valid registration with the National Contracts Commission (NCC).

### SITE VISIT:

Thursday, October 4, 2018 at 11:00 am

### DURATION OF CONTRACT:

Three years (November 1, 2018 - October 31, 2021)

### BID COLLECTION:

Documents will be available in soft copy. **Request should be sent to [asmauels@jamprocorp.com](mailto:asmauels@jamprocorp.com)**. Hard - copy a non-refundable payment of Two Thousand Five Hundred Jamaica Dollars (J\$2,500) per document, made payable to JAMPRO in the form of cash, manager's cheque and credit/debit cards at the Accounts Department, will be required when collecting the bid document. **Collection can be done between 9:00 a.m. and 4:00 p.m. from Tuesday, October 2, 2018 – Wednesday, October 17, 2018 at JAMPRO's Head Office (front desk), 18 Trafalgar Road, Kingston 10.**

### DEADLINE FOR SUBMISSION/CLOSING DATE:

Bids must be submitted no later than **Thursday, October 18, 2018 at 11:00 am** submitted in a plain sealed envelope and be inserted into the tender box located by the Security/Receptionist desk in the lobby.

Bids should be addressed to:

**Mrs Adella Gordon Samuels**  
Finance & Corporate Services Division  
Jamaica Promotion Corporation (JAMPRO)  
18 Trafalgar Road  
Kingston 10  
Ref No: ADMIN- 2018-07

### BID OPENING:

Thursday, October 18 at 11:15 a.m.,  
JAMPRO's Broad Room, 2nd floor, 18 Trafalgar Road, Kingston 10.

Update of Jamaican Taxation Registration Number (TRN) and Tax Compliance Information for participation in GOJ tender opportunities via the Electronic Procurement System:

All suppliers that have a Jamaican based Taxation Registration Number (TRN) are being asked to validate their (TRN) and Tax Compliance Certificate (TCC) information on the Government of Jamaica Electronic Government Procurement System (GOJEP).

The purpose of a valid TRN in GOJEP is to:

- Verify Supplier's details;
- Allow for retrieval of Tax Compliance information for Supplier and;
- Facilitate the integration of the e-Tendering (GOJEP) System with Supplier's information in the Government's National Contracts Commission (NCC) registration system using the supplier's TRN as shared identifier between both systems.

To update your organisation's TRN and Tax Compliance data in the e-Tendering system, Supplier Admin Users must execute the following steps:

- Login to the system ([www.gojep.gov.jm](http://www.gojep.gov.jm));
- Select the Supplier management link (under the Supplier Administration section on the left);
- Select the Edit organisation link/button;
- For the Taxation Registration Number (TRN): prompt – Enter your organisation's nine (9) digit TRN (no space or dashes). See TRN rules below:
- For the Taxation Compliance Reference (TCC) # prompt – Enter the last TCC# issued to your organisation by the Tax Administration Jamaica (TAJ), if one was issued. By completing this task:
  - Your organisation's Taxation Compliance Expiration Date information will be retrieved from the TAJ Taxation system and displayed on your organisation's record in GOJEP;
  - Tax eligibility information for your organisation will print on the Tender Opening Reports generated by the system;
  - The system will send you an email reminder, fourteen (14) days prior to the expiration of your organisation's tax compliance status. Upon the expiration and renewal of your TCC, please ensure same is updated in the system by following the above steps.
- Select the Save button once you have entered the above information.

### TRN Format Rules:

Organisation Type	Format	Rules
1 Limited Liability	000009999	TRN must begin with digit 0 (Zero) and must be nine digits. No '-' or space shall be entered.
2 Partnership	000009999	TRN must begin with Zero and must be nine digits. No '-' or space shall be entered.
3 Sole Trader or Trading As Entity	100009999/0001	TRN must begin with the digit 1 and must be nine digits. A sub 4 digit number must be entered, example 0001 or 0002 or 0003, etc. No '-' or space shall be entered.
4 Individual Consultant	100009999	TRN must begin with the digit 1 and must be nine digits. No sub 4 digit number must be entered. No '-' or space shall be entered.

For additional information, please call the Ministry of Finance, Public Procurement Customer Care Help Desk numbers: 876-932-5220/932-5251/932-5244/932-5251 or by sending an email to: [papucustomer@mf.gov.jm](mailto:papucustomer@mf.gov.jm).

GOJEP – Using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.

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

For Bookings Email:  
[jisadvertising@gmail.com](mailto:jisadvertising@gmail.com),  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)