



**TRAINER FOR MODULE 3 –  
INTERNATIONAL BEST PRACTICE WORKFLOW  
(BOSS PROGRAMME)**

**COUNTRY:** JAMAICA  
**PROJECT:** YOUTH EMPLOYMENT IN THE DIGITAL AND ANIMATION INDUSTRIES

**IBRD LOAN NO:** 8405

**COMPONENT:** SKILLS AND CAPACITY TO ENHANCE EMPLOYABILITY AND ENTREPRENEURSHIP

**BID NO:** JM-OPM-75490-CS-INDV

**SELECTION METHOD:** INDIVIDUAL CONSULTANT SELECTION

The Government of Jamaica has received financing from the World Bank towards the cost of the Youth Employment in the Digital and Animation Industries Project and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include designing and delivering, in collaboration with the Business Development Consultant, the International Best Practice Workflow module of the "BOSS" Programme to equip Jamaican animators with the skill sets to manage profitable studios. This will include overseeing the production pipeline, monitoring business affairs, recruitment and pitching animation content.

**Interested Consultants should provide Curriculum Vitae with detailed information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:**

1. A Master's degree in visual or liberal arts, screen-based media production, digital production, design, animation, film/TV, global marketing, mass communications, marketing/PR or related field, from an accredited institution.
2. At least ten (10) years' experience working in a content creation environment at the management level on distributed 2D or 3D animation productions; OR managing own content creation company that produces 2D or 3D animation OR general screen-based production management or related field.

Only persons shortlisted will be contacted. Shortlisted candidates may be required to participate in an interview.

The attention of interested Consultants is drawn to Section III paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IFP Borrowers" July 2016, setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultants Selection Method set out in the Procurement Regulations. Further information can be obtained at the address below during office hours **Mondays to Thursdays, 09:00 hours to 17:00 hours and on Fridays, 09:00 hours to 16:00 hours.**

**Office of the Prime Minister  
Youth Employment in the Digital and Animation  
Industries Project  
Attn: Procurement Specialist  
47b South Camp Road  
Kingston 4  
Jamaica  
Tel: 876-930-7620  
Email: ibrdyedaip@opm.gov.jm**

Expressions of Interest, including Curriculum Vitae, must be delivered in a written form to email address [ibrdyedaip@opm.gov.jm](mailto:ibrdyedaip@opm.gov.jm) by **October 26, 2018**. The subject line should read: **JM-OPM-75490-CS-INDV-TRAINER FOR MODULE 3 – INTERNATIONAL BEST PRACTICE WORKFLOW (BOSS Programme)**. The detailed Terms of Reference for the Consultancy Service are available on the website of the Office of the Prime Minister at: [www.opm.gov.jm](http://www.opm.gov.jm).



**INVITATION TO BID**

**Supply, Installation and Commissioning of Energy Efficient Window/Split Air Conditioning Units at the National Chest Hospital (NCH) and Sir John Golding Rehabilitation Centre (SJGRC)  
MSET/PCJ/2018/10/215REEED-UNDP/GEF5**

PETROLEUM CORPORATION OF JAMAICA (PCJ) hereby invites sealed bids from eligible and qualified bidders to Supply, Installation and Commissioning of Energy Efficient Window/Split Air Conditioning Units at the National Chest Hospital (NCH) and Sir John Golding Rehabilitation Centre (SJGRC).

**NCC Category:** Heating, Ventilation, Air-Conditioning and Refrigeration (minimum Grade 3) or Electrical Appliance and Equipment.

Contact Information: [ProcurementU@pcj.com](mailto:ProcurementU@pcj.com)

Bid Documents will be available on **Tuesday, October 16, 2018, between 9:00 a.m. and 4:00 p.m.** from the Receptionist on the 5<sup>th</sup> floor of the PCJ Resource Centre at a cost of J\$3,500.00, and on the PCJ's website (<http://www.pcj.com/working-with-pcj/>). A mandatory site visit will be arranged for **Thursday, October 25, 2018 at 10:00 a.m.** at the National Chest Hospital, 36 ½ Barbican Road, Kingston 6 (Lot 1), and Sir John Golding Rehabilitation Centre, 7 Golding Avenue, Kingston 7 (Lot 2).

**Tender Closing Date: Friday, November 9, 2018 at 2:00 p.m.  
Late Bids will not be accepted.**

**Tender Opening: Friday, November 9, 2018 at 2:15 p.m.**

**Submission:**

Bidders must submit One (1) Original, Five (5) copies and a soft copy on a Flash Drive/CD of their proposal in a sealed envelope. **All Bids must be accompanied by a valid Tax Compliance Letter (TCL) and current Registration with the National Contracts Commission (NCC) in any of the above-mentioned categories.** All bid submissions must be addressed and delivered to the Bid Box located at:

**The Procurement Officer  
Petroleum Corporation of Jamaica (PCJ)  
5<sup>th</sup> Floor, PCJ Resource Centre  
36 Trafalgar Road, Kingston 10**

**Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.**



**Framework Agreement for Contractors - Labour and Small Material Programme (LSMP)**

**Procuring Entity:** National Housing Trust

**Scope:** The NHT requires contractors to undertake the construction of studios, 1 and 2 bedrooms on serviced lots located in NHT's developments islandwide.

**NCC Grade/Category:** Grade 3 or Grade 4 rating in the category of **Building Construction**

**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. 8414/7279

**Email Address:** [procurement@nht.gov.jm](mailto:procurement@nht.gov.jm)

**Application packages** are available on the payment of a non-refundable fee of **\$1,000.00** (payable in cash or Manager's Cheque at the NHT Cashier – 4 Park Blvd.) from **Thursday, October 18, 2018**. Applications must be submitted to Procurement Unit, on or before **10 am on Tuesday, November 13, 2018**; public opening of applications same day immediately after the Application 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 Application Documents directly from the NHT will make that bid ineligible for participating in the procurement process.

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 Incorporated 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@care@mof.gov.jm](mailto:papucustomer@care@mof.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.