



Request for Curriculum Vitae

**ORGANIZATIONAL DEVELOPMENT SPECIALIST  
(CENTRALIZATION OF LEGAL SERVICES)**

**IBRD LOAN NO.:** 8406JM  
**COMPONENT:** ADAPTIVE PUBLIC SECTOR  
APPROACHES TO PROMOTE FISCAL  
SUSTAINABILITY

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply a part of the proceeds for the selection of an **Organizational Development Specialist** to the Centralization of Legal Services at the Attorney General's Chambers.

The **Organizational Development Specialist** will consult the management of the Attorney General's Chambers and Legal Service Units in Ministries to identify gaps in the existing business processes *vis-à-vis* the requirements for an efficient new centralized model for the delivery of legal services.

The Ministry of Finance and the Public Service now invites eligible individuals to submit their Curriculum Vitae.

**Education and Experience**

- First Degree in Organizational Development/Human Resource Management or other Social Science Degree
- Certificate/Diploma in Management Analysis
- Five (5) years experience in organizational development, a minimum three (3) years of which should be in the Public Sector

Applications must be delivered in a written form to the address below (in person, by mail, fax, or email) by **March 30, 2019**. The detailed Terms of Reference are available on the website of the Ministry of Finance and the Public Service at [www.mof.gov.jm](http://www.mof.gov.jm).

**THE PROCUREMENT AND ADMINISTRATIVE MANAGER  
STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT  
Ministry of Finance and the Public Service  
30 National Heroes Circle  
Kingston 4, Jamaica, WI  
Tel: 876-932-5474/5211  
Fax: 876-932-5977  
Email: [spstp@mof.gov.jm](mailto:spstp@mof.gov.jm)**

**MINISTRY OF LABOUR AND SOCIAL SECURITY**

*Programme of Advancement Through  
Health and Education (PATH)*

**INVITATION TO BID**

**FOR THE SUPPLY OF  
170 x COMPUTER TABLETS  
MLSS/PATH/GOODS/001**

The Ministry of Labour and Social Security invites vendors, registered with the National Contracts Commission, under the category computers and supplies, to submit bids in response to the captioned on or before **Monday April 8, 2019 at 3:00 p.m.** in the tender box located at:

**Ministry of Labour and Social Security  
14 National Heroes Circle, Kingston 4**

A complete set of Bidding Documents in English may be purchased by interested bidders on the submission of a written Application to the email address below and upon payment of a non refundable fee of **One Thousand Jamaican Dollars (JA\$1,000.00)**. The method of payment will be by Cash payable to the Ministry of Labour and Social Security.

**Procurement Manager  
Ministry of Labour and Social Security  
Programme of Advancement Through Health and Education (PATH)  
14 National Heroes Circle, Kingston 4  
Tel: 876-922-8481  
Email: [gloria.perry@mlass.gov.jm](mailto:gloria.perry@mlass.gov.jm)**

The Local Competitive bidding method of procurement will apply.

Bids must include the following documents:

- Business Registration Certificate
- A valid Tax Compliance Certificate
- Registration with the National Contracts Commission

Failure to submit the above documents will result in Bids being deemed "Non-responsive" and shall not be evaluated.

**THE MINISTRY OF LABOUR AND SOCIAL SECURITY RESERVES THE RIGHT TO ANNUL THE TENDER PROCESS AND TO REJECT ALL TENDERS AT ANY TIME PRIOR TO THE AWARD WITHOUT INCURRING ANY LIABILITY.**



**HOUSING AGENCY OF JAMAICA LIMITED**

**INVITATION FOR BIDS (IFB)  
Water Supply Infrastructure Rehabilitative Works  
at Eden Park, St. Mary**

The Housing Agency of Jamaica Limited (HAJL) invites contractors with suitable experience and resources to submit bids for the **Water Supply Infrastructure Rehabilitative Works at Eden Park, St. Mary.**

The Scope of Works and Specifications includes but is not limited to the supply of labour, supervision, materials, equipment, tools and transportation necessary to carry out the **Water Supply Infrastructure Rehabilitative Works at Eden Park, St. Mary.**

**Eligibility Criteria**

Interested bidders are required to submit the following with their bids:

1. Copy of valid Tax Compliance Letter (TCL) or valid Tax Compliance Certificate (TCC), if current/not expired
2. Proof of registration with the National Contracts Commission in the category of "Civil Engineering Grade 2 minimum"
3. Bid Security of J\$250,000.00 in one of the forms specified in the Bidding Document.

**Collection of Bidding Documents**

Bidding Documents will be available from the Procurement Unit, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5, as of **Monday, February 25, 2019** between **10:00 a.m. and 4:00 p.m.** for a non-refundable fee of **Three Thousand Dollars (J\$3,000.00)** payable by debit card or by lodgement to HAJL's NCB Account using the Customer #99-555555.

**Clarifications**

Clarifications related to this bid may be directed to Shane. Smith@hajl.gov.jm, no later than **Monday, March 11, 2019.**

**Deadline for Submission of Bids**

Bids shall be valid for a period of One Hundred and Twenty (120) days after bid closing and shall be deposited in the tender box labelled "**Water Supply Infrastructure Rehabilitative Works at Eden Park, St. Mary**" in the Procurement Unit, 2<sup>nd</sup> Floor, Finance and Information Department, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5, no later than **Wednesday, March 13, 2019 at 3:00 p.m.** Late bids will be rejected.

**Bid Opening**

Bids will be opened at the Housing Agency of Jamaica's 4<sup>th</sup> Floor Meeting Room, 13 Caledonia Avenue, Kingston 5, on **Wednesday, March 13, 2019 at 3:15 p.m.** Bidders and/or their representatives are invited to attend the opening.

The Housing Agency of Jamaica Limited is not obliged to accept the lowest or any bid and reserves the right to terminate the bid process at any point prior to the award of contract without incurring any liability to any of the participants.

**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)

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:**

- I. Verify Supplier's details;
- II. Allow for retrieval of Tax Compliance information for Supplier and;
- III. 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:

- I. Login to the system ([www.gojep.gov.jm](http://www.gojep.gov.jm));
- II. Select the Supplier management link (under the Supplier Administration section on the left);
- III. Select the Edit organisation link/button;
- IV. For the Taxation Registration Number (TRN): prompt – Enter your organisation's nine (9) digit TRN (no space or dashes). See TRN rules below;
- V. 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:
  - a. 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;
  - b. Tax eligibility information for your organisation will print on the Tender Opening Reports generated by the system;
  - c. 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.
- VI. 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.