



NOTICE

REGISTRATION AND TRAINING AVAILABLE FOR USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT SYSTEM

SUPPLIERS OF GOODS, SERVICES AND WORKS

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance and the Public Service (MOF&PS), Office of Public Procurement Policy (OPPP) is on a drive to expand the use of the Government of Jamaica Electronic Procurement System (GOJEP) to its suppliers of goods, services and works. This is in keeping with the commitment of the Government to all procurement opportunities published and managed through GOJEP.

Suppliers are being urged to register their businesses in GOJEP and take advantage of the free training sessions facilitated by the Ministry of Finance and the Public Service in the use of the system during the month of August.

Registration is easy, simply download and read the User Manuals, accessible from the User Manuals link on the Home page at www.gojep.gov.jm.

For additional information, please call the **Public Procurement Customer Care Help Desk numbers: 876-932-5220/876-932-5251** or email oppccustomer@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.



PROFESSIONAL ENGINEERS REGISTRATION BOARD

REQUEST FOR PROPOSAL

For
Design and Development of a Website

Institution: Professional Engineers Registration Board
Identification # of the RFP: RFP01
Project: Design and Development of a Website
Scope: Review the current website, make recommendations as to the way forward, design/redesign and develop PERB's website to improve communication with its stakeholders, streamline the registration process by offering online registration, make payments easier by offering online payments solutions.

Procurement Method: National Competitive Bidding
Bid Validity Period: 90 calendar days after the bid submission deadline

The Professional Engineers Registration Board now invites eligible consulting firms (consultants) to submit technical and financial proposals to undertake the design and development of its website. The main objective of the consultancy is to review the current website, make recommendations as to the way forward, design/redesign and develop PERB's website to improve communication with its stakeholders, streamline the registration process by offering online registration and make payments easier by offering online payment solutions.

This is a physical tender process where tenders will only be accepted in hard copies via tender box that will be made available at the address listed below. Firms may associate in the form of a joint venture (JV).

To participate in this tender opportunity, suppliers must first request the bidding document from perbprocurement@gmail.com.

The deadline for submission of Proposals is **3:00 p.m. Jamaica time on Tuesday September 24, 2019**. Late Proposals will be rejected. The selection method is Quality and Cost Based Selection.

Late Proposals will be rejected.

A valid Tax Compliance Letter (TCL)/Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) must be submitted with the Proposal.

Contact Information: The Office Administrator
Professional Engineers Registration Board
9 Leinster Road
Kingston 5
Telephone: 876-906-9572-3
perbprocurement@gmail.com



INVITATION TO BID

I. Project

To provide Debt Recovery and Skip Tracing Services for two (2) years for the Students' Loan Bureau.

Ref No: RFP #: SLB/NCB/19/04

II. Tender Requirements

The following documents **must** be submitted in tenders:

- Valid Tax Compliance Certificate (TCC)
- Company profile
- List of key personnel
- Qualification and experience
- Proof of valid registration with the Public Procurement Commission (PPC), formerly NCC

Tenders that are not accompanied by the above-mentioned documents will be regarded as non-compliant and will be rejected.

III. Tendering

Tendering period: 14 days
Tender validity period: 90 days

IV. Collection of Bid Documents and Tender Participation:

Interested Bidders should collect bid document at the address given below as of **September 10, 2019, 12:00 p.m.** from:

The Cashier
Students' Loan Bureau
1st Floor,
Sagicor Sigma Building
63-67 Knutsford Boulevard
Kingston 5.
Contact #: 876-619-4752 extension 5639
Email: procurement@slbja.com/sebanks@slbja.com

Tender documents cost: \$2,000.00 (non-refundable).

V. Deadline for Bid Submission

Completed tender documents along with all required enclosures must be placed in plain envelope clearly marked: **"SLB/ NCB/19/04 - Debt Recovery and Skip Tracing Services"** and returned to the abovementioned address.

Date of Return of Tenders: September 24, 2019; 3:30 p.m. (local time)

Location of Tender Box: 2nd Floor, Sagicor Sigma Building,
63-67 Knutsford Boulevard, Kingston 5

Date of Opening: September 24, 2019; 3:45 p.m. (local time)

Location of Opening: 2nd Floor, Sagicor Sigma Building,
63-67 Knutsford Boulevard, Kingston 5

Tenders will be opened in the presence of Bidders or their representatives who choose to attend the Tender Opening.

Note:
Bidders are entirely responsible for ensuring that Bids are deposited in the "Tender Box" on or before the date and time designated for the return of Tenders.