



THE MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

INVITATION TO TENDER

The Ministry of Economic Growth and Job Creation invites you to send bids to provide Security Services for its Offices located at 25 Dominica Drive, 16A Half Way Tree Road and Negril Green Island Area Local Planning Authority.

Eligibility Criteria:

- A valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL)
- A valid Public Procurement Commission (PPC) Letter in the Category of Safety and Security Services
- Proof of Valid Licence with the Private Security Regulation Authority (PSRA)
- Proof of adequate Liability Insurance Coverage
- Submission of three (3) years Audited Statement
- Client Testimonials for previous Contracts

Tender submitted without a valid TCC and PPC will be automatically disqualified.

Procurement Methodology:
National Competitive Bidding

Collection of Tender Documents:
Bidding Documents will be available for download from the E-Procurement Platform as of **3rd March 2020**.

Submission Deadline:
Friday, March 20, 2020

Bid Opening:
Friday, March 20, 2020 at 2:15 p.m. using the E-Procurement Platform.

Contact Information:
Michelle Panton (Ms.)
Dir, Public Procurement (Actg)
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5
876-926-1690-3 ext. (2375) or Cell 876-550-4667

The **Ministry of Economic Growth and Job Creation** reserves the right not to accept the lowest, or any other tender or to annul the tender process and reject all tenders at any time prior to the award without incurring any liability.



Invitation for Bids (IFB)

Non-Consulting Services for Outsourced Digitization of Land Titling Records in Jamaica

Ref. No.: FCG/SER/002 Date of Issue: February 28, 2020

1. **Procurement Method:** Government of Jamaica International Competitive Bidding
2. **Scope:** The Planning Institute of Jamaica now invites sealed bids from eligible and qualified bidders for the Outsourced Digitization of Land Titling Records in Jamaica as follows:

Activity	Timeline for Submission
1. Develop Project framework	Within two (2) weeks after contract signing
2. Transcribe & upload at least 1,000,000 Digital application index cards	Within two (2) months after contract signing
3. Scanned versions of at least volumes of 9,000 volumes of old land titles	Within six (6) months of contract signing
4. Database complete with new digital land titles verified and approved by the National Land Agency	

3. **Tender Procedure:** Bidding will be conducted in accordance with hard copy procedures.
4. **The Bidding documents can be accessed at:** <https://www.pioj.gov.jm/procurement/>
5. Bidders shall complete the Bid Confirmation Form and submit it to the Procuring Entity as shown below, in order to confirm receipt of the bidding documents.
6. A pre-bid meeting and site visit will be held on **March 24, 2020 at 10:00 a.m.** at the following address:
National Land Agency
93 Hanover Street, Kingston
7. **Eligibility:** Bidders must possess a valid Tax Compliance Certificate and must be registered with the Public Procurement Commission (formerly National Contracts Commission) in the following categories: Computers & Related Service or General Services or Information Technology Services at the time of award of contract.

8. **Qualification Requirements:** Bidders are required to demonstrate that they have the following capabilities:

FINANCIAL CAPABILITY:

- Average positive net profit position for the period from 2016 to 2018.
- Average minimum liquidity ratio of 1:1 for the period from 2016 to 2018.

TECHNICAL CAPABILITY:

- At least 3 years' experience within the past 5 years, conducting similar assignments (for example, in outsourcing, data entry, database creation and population, data-processing, etc.)

PRODUCTION CAPABILITY:

- Minimum of 11 computers
- Minimum of 11 desktop or other scanners to scan the index cards with Automatic Document Feeders
- Minimum of 11 scanners with capacity to manage volume books weighing up to 50lb and with Automatic Document Feeders
- UPS to protect the provided computers and scanners
- Minimum of 11 qualified staff (permanent or temporary) to be made available for the assignment.

9. The bid shall include a **bid securing declaration**.

10. **Further Information:** Interested eligible bidders may obtain further information from the Planning Institute of Jamaica between **8:30 a.m. to 5:00 p.m. Mondays to Thursdays and from 8:30 a.m. to 4:00 p.m. on Fridays** from:

Mrs. Monique Harper-Griffiths
Planning Institute of Jamaica | 16 Oxford Road, Kingston 5
Electronic mail address: mhgriffiths@pioj.gov.jm with copy to dwint@pioj.gov.jm

11. **Bid Validity and Submission:** Bids shall be valid for a period of 120 days after bid closing and shall be deposited in the tender box located in the Lobby of the Planning Institute of Jamaica, 16 Oxford Road, Kingston 5, on or before **April 28, 2020 at 4:00 p.m.** Late bids will be rejected.

12. **Bid Opening:** Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at **4:05 p.m. on April 28, 2020**.

Procuring Entity's Address: 16 Oxford Road, Kingston 5, Jamaica.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:
jisadvertising@gmail.com,
procurement@jis.gov.jm