



GOJ PUBLIC PROCUREMENT PAGE



INVITATION FOR BIDS (IFB)

Country: Jamaica
Project Name: ORGANIZATIONAL AND COMPENSATION STRUCTURE REVIEW
Procurement Name: Consultancy to Conduct an Organizational and Compensation Structure Review
Bid#: SLB/NCB/2019/05
Date of Publication: October 8, 2019

The Students' Loan Bureau (SLB) is a Government of Jamaica owned and operated financial institution and is a Public Body under the purview of the Ministry of Finance and the Public Service. Since 2007 the Students' Loan Bureau (SLB) has undergone significant expansion in its operations along with several changes in policies, adjustments in job responsibilities, improvement and/or elimination of some operational activities and changes in technology. As a result, the jobs have changed resulting in a need to update the job specifications, descriptions, the attendant compensation and organizational structure in order to align these with the business needs.

The SLB seeks to engage the services of a consultant to conduct an Organizational and Compensation Structure Review, resulting in the design, development and implementation of a sustainable organizational and grading structure and an equitable salary scale.

Bidding will be conducted through the National Competitive Bidding (NCB) procedures specified in the Government of Jamaica Handbook of Public Sector Procurement Procedures, 2014.

A. Objectives of the Review:

It is expected that this Review will achieve the following objectives:

- A robust organizational structure and division of work that provides optimum efficiency, service and flexibility for future growth and increased work demands, in order to execute the business activities in line with its strategic objectives.
- A rational basis for making defensible decisions on job grades and rates
- A consistent approach for the determination and management of relativities between jobs
- An equitable and strengthened pay structure across SLB based on a logical method of measuring relative job responsibilities, authorities and worth.
- A strategic framework within which logical decisions can be made in response to changing organization structure, roles and to market rate pressures.
- A logical and consistent approach to measuring the relative size and worth of jobs within SLB.
- An analysis of the existing competencies within the Bureau and seek to align these with the organization's needs.
- Developing comprehensive Job Descriptions to ensure clear understanding of lines of reporting and responsibilities associated with new and existing positions.

B. Scope of Review:

1. Undertake a literature review of the already available in-house information related to this Assignment.
2. Develop and share with key SLB Management an Inception Report for this assignment.
3. Hold meetings with the Executive Director, Heads of Departments, Staff.
4. Train key SLB management, Job Analysis Team and Job Evaluation Panel.
5. Professionally collect and analyze information on jobs and prepare job analysis and evaluation reports – both draft and final.
6. Develop a new/revised organizational structure with recommendations for implementation.
7. Develop with justification a revised Salaries & Benefits structure for the SLB, which is aligned with the new/revised structure.

C. Eligibility Requirement:

To establish eligibility, Bidders must comply with the following criterion at the time of bid submission:

- Valid Tax Compliance Certificate (TCC).

For more information on acquiring a TCC: <http://www.jamaicatax.gov.jm>

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

D. Collection of Bid Documents and tender participation:

The tender is being managed through the Government of Jamaica's Electronic Government Procurement system www.gojep.gov.jm and a complete set of Bidding documents in English is available for download from the website on **Tuesday, October 8, 2019**. Registration on the website is required to access the Bid documents and to participate in the Tender. Registration instructions/user manual is available on the home page of the site under the 'First-visit' guide section. Assistance can be obtained by contacting the Help Desk, 876-932-5220 and the Tender in question is listed under the 'Current competitions' home page link.

E. Clarifications:

Bidders are invited to submit questions for clarification through the GOJEP system. The deadline for clarifications is **Tuesday, October 15, 2019 at 4:30 p.m. local time.**

F. Deadline for Bid Submission:

Bids must be submitted online via www.gojep.gov.jm system no later than **Tuesday, October 22, 2019 at 2:30 p.m., Jamaica time (UTC-5)**. Bidders must follow the Special Instructions provided for Bid Submission.

G. Bid Opening:

Online Bid opening will take place on the afternoon of **Tuesday, October 22, 2019 at 2:45 p.m. Jamaican time**. An online Bid opening report will be sent (via the e-GP System) to all Bidders that submitted a proposal.



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.



Government of Jamaica
 Ministry of Economic Growth and Job Creation



NATIONAL WORKS AGENCY

Invitation To Tender

The National Works Agency invites eligible contractors to submit **TENDERS FOR WALDERSTAN: SPALDING, LOCATED IN THE PARISH OF MANCHESTER**. The works comprise of but is not limited to demolition and site clearance, drain cleaning, construction of concrete U and V drains, pothole repairs and asphaltting, sidewalk construction, kerb & channel, guard rails and road markings.

Eligibility: It is mandatory that contractors be on the Public Procurement Commission (PPC) List of Registered Contractors at the specified level in any of the following categories for their tenders to be eligible: Grade 1 -2 in the Civil Engineering Works or General Road Works Categories. Tenderers must have a valid Tax Compliance Certificate (TCC).

Availability: Tender Documents will be made available as of **Monday, March 9, 2020**, in the Directorate of Regional Implementation & Special Projects at the National Works Agency, Corporate Office, 140 Maxfield Avenue, Kingston 10.

Fee: A non-refundable payment of J\$5,000 in cash or Managers' Cheque, payable to the Chief Executive Officer, National Works Agency, is required for each set of Tender Documents.

The closing date for the return of Tenders is **10:00 a.m. on Friday, March 27, 2020** and Tenders will be opened **on the same day at 10:15 a.m.** Please log on to www.nwa.gov.jm OR contact **Moirawilliamson, Major Projects Manager (Acting)**, at **1-876-733-4069 / email: moirawilliamson@nwa.gov.jm**, for further details.

"Developing Safe, Reliable & Quality Roads"

www.nwa.gov.jm



Government of Jamaica
 Ministry of Economic Growth and Job Creation



NATIONAL WORKS AGENCY

Invitation To Tender

The National Works Agency invites eligible contractors to submit **TENDERS FOR NOLAN HILL BREAKAWAY (No. 2), LOCATED IN THE PARISH OF ST.ANDREW**. The works comprise of but is not limited to site clearance, earth works including excavation, engineering fill. Drainage construction such as HPDE pipe installation and construction of U drain. Pavement works to include preparation of formation, base course, asphaltic overlay (38 mm thick), walling and masonry, rubble and reinforced concrete walls, and kerb and channel.

Eligibility: It is mandatory that contractors be on the Public Procurement Commission (PPC) List of Registered Contractors at the specified level in any of the following categories for their tenders to be eligible: Grade 1 -2 in the Civil Engineering Works or General Road Works Categories. Tenderers must have a valid Tax Compliance Certificate (TCC).

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