

## THE MINISTRY OF JUSTICE

### TENDER NOTICE

#### Retrofitting Works at the St. Ann Family Court, St. Ann's Bay – MOJ/ SAFCSABRW/2020/02

The Ministry of Justice invites eligible and qualified Contractors to submit bids for the above-stated Project.

#### ELIGIBILITY OF CONTRACTORS

To be considered eligible at the time of tender opening, your tender must include the following:

- Proof of valid registration with the Public Procurement Commission (PPC), in the Category: Building Construction – Grade 1 (minimum)
- Copy of a valid Tax Compliance Certificate (TCC).

**Non-compliance with all or any of the two criteria above will result in an automatic disqualification of tender.**

#### SCOPE OF WORKS

The works involve (but not limited to) – the retrofitting of the electrical and mechanical systems; partitioning to facilitate all judicial services outlined in the drawing; provision of access within the compound to judges, litigants, and detainees; provision of technology-based audiovisual systems as well as other electronic access control systems for security; Construction of a car park for litigants.

#### AVAILABILITY OF BIDDING DOCUMENT

Bidding document will be available on the Ministry of Justice Website: [www.moj.gov.jm](http://www.moj.gov.jm) as of February 28, 2020.

A pre-bid meeting and site visit are scheduled for **March 6, 2020, at 11:00 a.m.** and **March 10, 2020 at 11:00 a.m.**, respectively.

#### Contact Information

Director, Procurement  
Ministry of Justice  
61 Constant Spring Road, Kingston 10  
Telephone: 876-906-4923-31

#### SUBMISSION DEADLINE

Tenders must be deposited in the Tender Box marked “**St. Ann Family Court (St. Ann's Bay) – Retrofitting Works**”, located in the Procurement Unit (Block A, Ground Floor) of the Ministry of Justice, 61 Constant Spring Road, Kingston 10, on or before **2:00 p.m. Monday, March 30, 2020.**

Tenders will be opened on the same date, in the Procurement Unit of the Ministry of Justice at the address stated above, at **2:10 p.m.** Interested Contractors or their Authorized Representatives are invited to attend the opening.

The Ministry of Justice reserves the right to accept or reject all bids. Visit our website at [www.moj.gov.jm](http://www.moj.gov.jm).

**THE PROJECT IS BEING FUNDED BY THE MINISTRY OF JUSTICE.**

## 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](http://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](http://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.

## NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:  
[jsadvertising@gmail.com](mailto:jsadvertising@gmail.com),  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)