



PLANNING INSTITUTE
OF JAMAICA

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

- Procurement Method:** Government of Jamaica International Competitive Bidding
- 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	
4. Database complete with new digital land titles verified and approved by the National Land Agency	Within six (6) months of contract signing

- Tender Procedure:** Bidding will be conducted in accordance with hard copy procedures.
- The Bidding documents can be accessed at:** <https://www.pioj.gov.jm/procurement/>
- 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.
- 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
- 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.
- 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.

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



OFFICE OF THE PRIME MINISTER INVITATION FOR PROPOSAL

The Office of the Prime Minister (OPM) requires firms to submit proposals to provide consultancy services for the following:

RFP #OPM TO DEVELOP NATION BRAND STRATEGY FOR 2020/02/362: JAMAICA FOR THE OFFICE OF THE PRIME MINISTER

The details of the engagement are included in the Request for Proposal document which will be available for download as at **Tuesday, March 10, 2020** on the Government of Jamaica Electronic Procurement website (www.gojep.gov.jm). Registration is a prerequisite for Suppliers to participate in the Tender and therefore instructions (relating to registration) are available on the website.

Procurement Method: National Competitive Bidding

Source of Funding: Project is funded by the Government of Jamaica (GOJ) and the Handbook of Public Sector Procurement Procedures, 2014 will guide the process.

Fixed Budget: Detail information will be provided in the Request for Proposal (RFP).

Compliance Certificates: Jamaican nationals must submit valid Tax Compliance Certificate (TCC)

The closing date for the submission of all proposal is **Tuesday, March 31, 2020 at 1:00 p.m. (Jamaica time)**. Online Bid Opening takes place on the same day, **Tuesday, March 31, 2020 at 1:15 p.m. (Jamaica time)**. An online bid opening report will be sent to all Bidders that submitted a proposal.

Late submissions will not be accepted.

Further information may be obtained from:

Director of Public Procurement
Office of the Prime Minister
1 Devon Road
Kingston 10
Jamaica, West Indies

This is an online Tender where submissions will only be accepted via the Government Electronic Procurement Portal (www.gojep.gov.jm). No offline (hard copy proposals) will be accepted and there will be no physical tender box for drop-off of Tender documents. To obtain the Tender documents and to participate in the Tender opportunity, you must first be registered on the portal.

To register as a Consultant on the e-GP System, Select the link Register as Supplier from the Home page. The system user manual can also be accessed by selecting the "USER MANUAL" option on the portal.

For assistance in registration or to receive training in the general operation of the portal, please contact the support desk at 876-932-5220 or select the Contact us link from the Home page to send an email.



HEART/NSTA Trust

INVITATION FOR BIDS

Scope: To provide Transportation Service by Lots. The bid packages are:

- ADMIN_PD192043-270220 – Transportation Service by Lots:
Lot # 1 – Savanna-la-Mar to Seaford town VTC and Back
Lot # 2 – Montego Bay to Seaford Town VTC and Back
Lot # 3 – Montpelier to Seaford Town VTC via Cambridge, Marchmont Road and Back

PPC (formerly NCC) Category “_ Transportation and Haulage” – Specialist Service – Passenger Transportation or Transportation of passenger or Transportation of Passengers
or
**Transportation and Haulage – Passenger Transportation Service”

Procurement Method: National Competitive Bidding

Contact: Mr. Glen Douglas – Procurement Officer

Address of Entity: HEART/NSTA Trust Corporate Office
6B Oxford Road, Kingston 5

Telephone No(s): 876-929-3410-8

Email Address: glen_douglas@heart-nta.org

Collection and Submission Information:

Bidding document will be available online at www.heart-nta.org starting **Wednesday, March 4, 2020 to Friday, March 20, 2020**. Bids should be returned by **Wednesday, April 1, 2020 at 10 a.m.** Opening is the same day at **10:15 a.m.**

Bidders Conference is scheduled for **Thursday, March 19, 2020.**

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

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