



NOTICE

WORK FROM HOME ARRANGEMENTS FOR THE OFFICE OF PUBLIC PROCUREMENT POLICY

The Ministry of Finance and the Public Service, through the Office of Public Procurement Policy wishes to advise that the Office will be operating remotely during the period March 04, 2021-March 25, 2021 in accordance with the Prime Minister's announcement of mandatory Work from Home Orders for members of the public service.

While these arrangements are in place, the Office may be reached by emailing the Help Desk at oppccustomer@care@mof.gov.jm. Where matters are exigent, the following details may be used.

For matters related to the Government of Jamaica Electronic Procurement (GOJEP) Platform, please contact:
• 1-876-806-5149;
• 1-876-806-4581;
• 1-876-806-4536; or
• 1-876-806-5587

For matters related to Procurement Policy Advisory, please contact:
• 1-876-806-4536; or
• 1-876-838-6224

For matters related to Insurance Placement and Training, please contact:
• 1-876-806-4978; or
• 1-876-806-4536

The Office of Public Procurement Policy remains committed to the delivery of optimum service to our stakeholders and wishes for all, continued safety and good health.



REQUEST FOR EXPRESSION OF INTEREST FOR HIRE OF CONSULTING SERVICES FOR ADVERTISING AGENCY REVIEW 2021 FOR GLOBAL MEDIA

Ref#: JTB/QBS/2021/001

Country: JAMAICA

DEADLINE: Monday, July 5, 2021 at 2:00 p.m. (GMT/UTC-5 Local time)

The JAMAICA Tourist Board (JTB) has allocated funds for the implementation of 0001/MA-JA – Media Advertising Project. The JTB directs the marketing of brand JAMAICA – one of the world's leading destinations, through all applicable channels including above-the-line mainstream media and new media channels to prominently position Destination JAMAICA in travel markets worldwide. We envision to partner with the best creative Advertising Agency over the next three (3) years to objectify and deliver on providing the creative strategic direction to position JAMAICA in the global market as the preferred tourist destination. The JTB invites eligible firms, joint ventures, or consortia ("Consultants") to express interest in providing the services. Interested Consultants should provide information demonstrating that they have the competence, experience, and qualification in relation to the assignment. **The duration of the assignment is 36 months.**

The JTB invites eligible firms, joint ventures, or consortia ("Consultants") to express their interest in providing the Services. Interested Consultants should provide information demonstrating competence, experience, and qualification in relation to the assignment.

The scope of work will include the following:

1. Management of all traditional and digital advertising activities.
2. Strategic development of brand marketing for consumer and business/MICE travel trade.
3. Support the development of creative assets.
4. Planning, buying and deployment of global media plans.
5. Measurement, monitoring, and analyses of performance and competition.
6. Project and account management.
7. Brand assessment and market research.

The Shortlisting Criteria

Consultants will be selected in accordance with the procedures set out in the Government of Jamaica Handbook of Public Sector Procurement Procedures, updated March 2014 (<http://www.mof.gov.jm>) and the Procurement Act 2015. A Consultant will be selected based on the Quality-Based Selection (QBS) method. Interested Consultants must meet the Eligibility Criteria to participate in the expression of interest by providing:

- ☐ Proof that the Consultant has been in operation no less than ten (10) financial years.
- ☐ Certificate of Incorporation, Partnership or Business Registration.

The Expression of Interest will be evaluated based on the following criteria:

1. Demonstrate technical competency and proven experience in tourism and destination marketing, digital and social media advertising, content development, and media advertising globally over the past ten (10) years.
2. Consultant's technical approach to position Jamaica globally and promoting the destination.
3. Proven experience in previous marketing-related contracts over the past ten (10) years and ability to implement a robust Marketing programme, aligned with Jamaica's Destination Brand "HEARTBEAT OF THE WORLD".
4. Corporate Profile including background in similar conditions, size, geographic coverage.

5. The Consultant must demonstrate relevant experience of at least three (3) similar assignments of nature and scope in digital and social media advertising over the past five (5) years; provide brief case histories of successful previous or current work in the tourism category.
6. Evidence of work for a single tourism client that includes cost of creative development, creative production, media investment and agency commission within a one-year period valuing US\$14 million.
7. Key Experts for the Services must demonstrate at least five (5) years' experience in digital and social media marketing management; with at least one (1) Key Expert on the team having experience in Jamaican Tourism marketing. Having a dedicated creative, digital and media planning team and facilities to plan and execute campaigns in all types of media.
8. Provide three (3) commitments attesting to capacity to deliver against current clients (incl. travel and tourism entities) of equal or larger size to this assignment.
9. Demonstration of strong financial capabilities outlining the financial management structure as indicated in the last two (2) years balance sheets, with annual earnings above US\$10M.

The Expression of Interest should not exceed fifteen (15) pages.

Expressions of Interest must be written in English Language and delivered in hardcopy form to the address indicated below by **5 July 2021 at 2:00 p.m. (GMT/UTC-5 Local Time)**. EOI will be opened same day at 2:15 p.m. (GMT/UTC-5 Local Time).

Public Procurement Manager

JAMAICA Tourist Board

Email: adagency.review2021@visitjamaica.com

Contact: 876-929-9200-19 or 876-279-8572

Evaluation Criteria

	Points
Technical Competence	30
Experience and Qualification	35
Commitments	15
Financial Capabilities	20
Total	100

Consultants attaining a minimum score of 70 points, shall be Shortlisted. A Bidding Document shall in turn be made available, to bid on the assignment. To establish the shortlist, the nationality of a Consultant is that of the country in which it is legally incorporated or constituted and in the case of a Joint Venture or Consortium, the nationality of the firm appointed to represent it. **PLEASE VISIT OUR WEBSITE TO DOWNLOAD MORE INFORMATION <https://www.jtbonline.org/adagencyreview2021>**

Advertising Agency Review 2021 for Global Media

Expression of Interest JTB/QBS/2021/001

JAMAICA Tourist Board

64 Knutsford Boulevard, Kingston 5
Jamaica, W.I.

The JTB reserves the right to accept or reject any Expression of Interest (EOI) and to annul the bidding process and reject all EOIs, without thereby incurring any liability to bidders at any time prior to the completion of the shortlisting process.