



## MINISTRY OF LABOUR AND SOCIAL SECURITY NATIONAL INSURANCE SCHEME

### INVITATION FOR EXPRESSIONS OF INTEREST

The Ministry of Labour and Social Security requires the services of a consultant to provide a Comprehensive Business Continuity Plan, to include but not limited to the following:

- Minimize damage and losses and eliminate or mitigate the impact of disruptions on operations.
- Ensure continuation of critical processes and critical operational services.
- Achieve a timely and orderly recovery across a wide range of potential hazards that could affect all operations, security and/or ICT with subsequent reconstitution of normal operations that allow the resumption of critical processes and operational services.
- Protect and ensure access to essential facilities, equipment, vital records, and assets
- Provide organisational and operational stability, by having the capacity to continue and control critical processes, operational services and functions until normal activities are reconstituted.
- Facilitate decision-making during an emergency or crisis event.
- Liaise and coordinate with local authorities (Ministries, Departments & Agencies: MDAs NGOs; CBOs; FBOs) and other stakeholders.

### CONSULTANT TO PROVIDE A COMPREHENSIVE BUSINESS CONTINUITY PLAN FOR THE NATIONAL INSURANCE SCHEME (NIS).

The Consultant is to execute the following to meet the objectives over an six-month period:

1. Lay out the steps to ensure the capabilities are in place to continue essential operations in the event of an emergency or when exposed to a broad range of risks.
- Provide detailed plans to secure priority assets, documents, and information. Contain mandatory instructions, procedures and guidance concerning internal and external communications.
- Include technical measures that enable the recovery of information technology systems, operations, and data that is identified as critical.
- Be based on a risk assessment that considers potential losses due to unavailability of service versus the cost of resumption, anticipating a variety of probable scenarios.

The Ministry of Labour and Social Security now invites eligible Individual Consultants to indicate their interest in providing the services. Interested Consultants may submit expressions of interest for the above services. Individuals must provide information indicating the following:

- Qualifications in the field of the assignment - 30 points
- Technical Approach and Methodology - 50 points
- Proposed work plan - 15 points
- Client references - 5 points

The consultant will be selected in accordance with the procedures set in the Public Procurement Act of 2015, Public Procurement Regulations of 2018 and the Government of Jamaica Handbook of Public Sector Procurement Procedures, Volume 3 of 4, Procedures for the Procurement of Consulting Services, Revised March 2014.

Interested Consultants may obtain further information at the address below from 0900 to 1700 hours, Mondays to Thursdays and 0900 to 1600 on Fridays.

Expressions of Interest must be delivered electronically to the email address below by **Monday November 08, 2021 at 3:00 p.m.**

Ministry of Labour and Social Security, Attn: Director, Public Procurement, 1F North Street, Kingston, email: [procurement@mlss.gov.jm](mailto:procurement@mlss.gov.jm)

**THE MINISTRY OF LABOUR AND SOCIAL SECURITY RESERVES THE RIGHT TO ANNUL THE TENDER PROCESS AND TO REJECT ALL TENDERS AT ANY TIME PRIOR TO THE SIGNING OF A CONTRACT WITHOUT INCURRING ANY LIABILITY.**



### Invitation for Bids

The Airports Authority of Jamaica (AAJ) invites eligible and qualified Bidders to submit sealed Bids for the Runway Pavement Rehabilitation Works at the Vernamfield Aerodrome in Clarendon.

**PROCURING ENTITY:** Airports Authority of Jamaica

**BID REF. NO.:** AAJ-VA- RWY-PAV-RH-2021-09

**SCOPE OF WORK:** To repair and replace the existing concrete pavement, joint and crack sealing, and pavement marking at Vernamfield Aerodrome.

**DURATION:** The duration of works is for a period of four (4) months.

**ELIGIBILITY:** To be considered eligible, Bidders must possess and provide proof of the following:  
(i) Valid Public Procurement Commission (PPC) Certificate registered in the category of Civil Engineering or General Roadworks Grade 2 or higher;  
(ii) Valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL) indicating compliance at the time of the submission of Bid; and  
(iii) Bid Security in the amount of J\$505,000.00.

**PROCUREMENT METHODOLOGY:** National Competitive Bidding (NCB)

**AVAILABILITY OF BIDDING DOCUMENTS & SUBMISSION OF BIDS:** Bidding Documents will be available for download as of **Wednesday, October 20, 2021** from the Government of Jamaica Electronic Procurement System via the platform at [www.gojep.gov.jm](http://www.gojep.gov.jm).

**SUBMISSION OF BIDS:** Bids MUST be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) on **Tuesday, November 9, 2021 at 1400 hrs/2:00 p.m.** Late Bids will be automatically rejected by the system.

**BID OPENING:** An online Bid opening will take place on **Tuesday, November 9, 2021 at 1415 hrs /2:15 p.m.** via the Government of Jamaica Electronic Procurement portal..

**CONTACT INFORMATION:** Name: Wayne Mignott  
Position: Project Coordinator  
Airports Authority of Jamaica  
Norman Manley International Airport  
Palisadoes, Kingston  
Email: [wmignott@aaj.com.jm](mailto:wmignott@aaj.com.jm)

This procurement is being done electronically whereby Bids will only be made available and accepted via the Government of Jamaica Electronic Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No hard copy Bids will be accepted and hence there will be no physical tender box for the acceptance of Bid documents.

To participate in this Bid opportunity, Contractors must first be registered on the Government of Jamaica Electronic Procurement System via the platform at [www.gojep.gov.jm](http://www.gojep.gov.jm).

To register, please select the "Register as a supplier" link from the system home page.

For assistance regarding training, download of Bid documents and upload of Bid documents, please contact the Ministry of Finance and the Public Service, Office of Public Procurement Policy Customer Care Desk at 876-932-5220/932-5246/932-5253 or via email at [oppccustomer@fsc.gov.jm](mailto:oppccustomer@fsc.gov.jm).

GOVERNMENT  
PUBLIC  
PROCUREMENT

If you are interested in doing business with the Government, you are invited to view tender notices for procurement contracts on this page.



### JAMAICA CIVIL AVIATION AUTHORITY

#### TENDER NOTICE

#### COMMUNICATION NETWORK AUDIT

The Jamaica Civil Aviation Authority (JCAA) invites sealed bids from eligible bidders for the following procurement opportunity:

**The Provision of Communication Network Audit at the Jamaica Civil Aviation Authority (RFP#2021/JCAA/15)**

Full details of the engagement are included in the Request for Proposal (RFP#2021/JCAA/15), which may be viewed at the Jamaica Civil Aviation Authority's website, <http://www.jcaa.gov.jm> as of **Tuesday, October 19, 2021 at 3:00 p.m.**

Envelopes should be deposited in the Tender Box located in the Lobby of the

**Jamaica Civil Aviation Authority  
4 Winchester Road, Kingston 10  
Jamaica**

**no later than Wednesday, November 10, 2021  
at 3:00 p.m.**

**Late Tenders will NOT be accepted.**



### JAMAICA CIVIL AVIATION AUTHORITY

#### TENDER NOTICE

#### CANTEEN CONCESSIONAIRE

The Jamaica Civil Aviation Authority (JCAA) invites sealed bids from eligible bidders for the following procurement opportunity:

**RFP#2021/JCAA/14 – The Provision of Canteen Concessionaire Services to the JCAA**

Full details of the engagement are included in the Request for Proposal (RFP#2021/JCAA/14), which may be viewed at the Jamaica Civil Aviation Authority's website, <http://www.jcaa.gov.jm> as of **Tuesday, October 19, 2021 at 3:00 p.m.**

There will be a non-mandatory site visit on **Wednesday, October 27, 2021 at 3:00 p.m.** for viewing of the Canteen Facilities at the location below.

**Interested bidders must:**

- Be registered with the Public Procurement Commission (PPC) under the relevant category
- Present a valid Tax Compliance Letter (TCL).

Envelopes should be deposited in the Tender Box located in the Lobby of the Jamaica Civil Aviation Authority, 4 Winchester Road, Kingston 10, no later than **Wednesday, November 10, 2021 at 3:00 p.m.**

**Late Tenders will NOT be accepted.**