



# GOJ PUBLIC PROCUREMENT PAGE

## NOTICE

REGISTRATION AND TRAINING AVAILABLE FOR USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT SYSTEM

SUPPLIERS OF GOODS, SERVICES AND WORKS

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance and the Public Service (MOF&PS), Office of Public Procurement Policy (OPPP) is on a drive to expand the use of the Government of Jamaica Electronic Procurement System (GOJEP) to its suppliers of goods, services and works. This is in keeping with the commitment of the Government to all procurement opportunities published and managed through GOJEP.

Suppliers are being urged to register their businesses in GOJEP and take advantage of the free training sessions facilitated by the Ministry of Finance and the Public Service in the use of the system during the month of August.

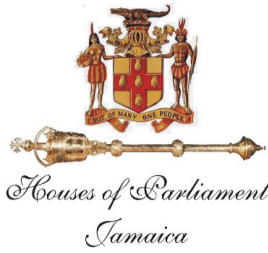
Registration is easy, simply download and read the User Manuals, accessible from the User Manuals link on the Home page at [www.gojep.gov.jm](http://www.gojep.gov.jm).

For additional information, please call the **Public Procurement Customer Care Help Desk numbers: 876-932-5220/876-932-5251** or email [oppccustomer@mo.gov.jm](mailto:oppccustomer@mo.gov.jm).

**GOJEP – Using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.**

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.



## REQUEST FOR EXPRESSIONS OF INTEREST Human Resource Consultancy

The Houses of Parliament is seeking the services of a suitably qualified person ("the Consultant") to develop detailed job descriptions for proposed posts, to review and modify output-focused job descriptions for existing posts and to develop a Strategic Human Resource Policy and Procedure Manual for subordinate officers of the Office of the Clerk to the Houses.

### Background

The Houses of Parliament is the seat of the Legislature in Jamaica. In addition to its main role of making, amending and abolishing laws as necessary, the Parliament also has the responsibility for scrutinizing and approving estimates of expenditure that inform national spending and the management of resources. The administrative arm of the Houses of Parliament provides support to Parliamentarians in the execution of their legislative and oversight functions. This support is provided for the sittings of the House of Representatives, the Senate and Parliamentary Committees.

This support is provided through:

- Legal counsel and guidance on parliamentary practice and procedures;
- Parliamentary research and library services;
- The provision of verbatim reports (Hansard); and
- Corporate administration (including human resource administration, financial administration, facilities management, information technology management, communication, security and food services).

### Project Objective

The objective of this assignment is to provide recommendations to strengthen the human resource capacity of the Houses of Parliament so as to provide greater support to Parliamentarians, staff and the public and ultimately ensure a high level of efficiency and effectiveness in the execution of its operations.

Interested Consultants should provide information demonstrating that they have the required qualification and relevant experience to perform the Services.

### The qualifications criteria are:

- Master's Degree in Human Resource Management or Business/ Public Administration
- At least ten (10) years' experience in human resource management, with emphasis on organisational development
- At least five (5) years consulting experience in similar assignments with hands-on experience in human resource management
- Strong knowledge of GoJ human resource policies and procedures
- Knowledge of the operations of government
- Experience in project management, preferably in a human resource management related field
- In-depth knowledge of human resource principles, functions, methods and best practices
- Excellent oral and written communication skills
- Excellent planning, organisational and time management skills
- Excellent problem solving and analysis skills
- Ability to work under pressure to meet deadlines
- Strong interpersonal skills
- Excellent computer skills in Microsoft Office Suite applications

The Terms of Reference may be downloaded from the Houses of Parliament's website: <http://www.japarliament.gov.jm>

Expressions of Interest must be delivered in writing to the address below by email no later than **Friday, October 29, 2021 at 2:00 p.m.**

**Clerk to the Houses  
Houses of Parliament  
Gordon House  
81 Duke Street  
Kingston**

**Email: [clerk@japarliament.gov.jm](mailto:clerk@japarliament.gov.jm)**

## 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)



## INVITATION FOR BIDS

The Culture, Health, Arts, Sports and Education (CHASE) Fund now invites sealed bids from eligible CONTRACTORS for the proposed "Construction" of the following school:

- **Savanna-la-Mar Infant School – Westmoreland**

### DESCRIPTION OF WORKS:

- **Savanna-la-Mar Infant School – 6 months**

The Construction of a four (4) classroom building to include: bathroom facilities, sickbay, and kitchenette along with the provision of kitchen equipment and classroom furniture.

### ELIGIBILITY:

PPC – It is mandatory that contractors be registered with the Public Procurement Commission (PPC) in the category of "Building Construction" Grade 2 and above for the Project.

TCC – All bidders must be Tax Compliant at the time of bid opening. Bidding will be in accordance with tender procedures as outlined in the Public Procurement Act 2015, its amendments (2018), its Regulations (2018) and its Revisions.

### AVAILABILITY OF BID DOCUMENTS:

Eligible bidders can obtain tender Documents as of **Monday, October 11, 2021 to Friday, October 15, 2021** between **9:00 a.m. and 3:00 p.m.** at the office of: CHASE Fund, 8 Belmont Road, Kingston 5. A non-refundable fee of Five Thousand Dollars (\$5,000.00) in cash or Manager's cheque made payable to CHASE will be required for each set of tender documents. All queries concerning the Tender documents/drawings shall be made in writing to the Chief Executive Officer, CHASE, 8 Belmont Road, Kingston 5.

### SUBMISSION OF TENDERS:

The Tender/s along with the required documents i.e., PPC certificate of registration, a valid TCC/TCL and Tender Bond are to be placed in a sealed envelope and placed in the designated tender box provided marked with the name of the respective school, which will be available in the waiting area of the CHASE Office, 8 Belmont Road, Kingston 5, on or before the deadline of **2:00 p.m. on Friday, November 12, 2021**. Late Bids will be rejected.

### STANDSTILL PERIOD:

The Standstill Period shall be three (3) days.

### OPENING OF TENDERS:

Tender envelopes will be opened publicly on **Friday, November 12, 2021** in the main conference room at CHASE Fund, 8 Belmont Road, Kingston 5, at the following time:

- Savanna-la-Mar Infant School – Westmoreland – 2:15 p.m.

After evaluation of these documents by the evaluating committee, and subsequent referral to the appropriate authorities for approval, the successful contractor will be accordingly notified.

**CHASE FUND** is not obliged to accept the lowest or any bid and also reserves the right to terminate the bid process at any point before the award of a contract without incurring liability to any of the bidders. **(TENDERERS SHOULD NOTE THAT THE CONTRACT IS FIXED AND NOT SUBJECT TO PRICE ADJUSTMENTS.)**

**CHASE FUND  
8 Belmont Road, Kingston 5  
Tel: 876-908-4134/4144  
Email: [chase12@cwjamaica.com](mailto:chase12@cwjamaica.com)**



## SUPPLY & DELIVERY OF PAINTS Trevension Towers Apartment Complex, St. Andrew

Procuring Entity:	National Housing Trust
Scope:	Supply and deliver 270 gallons low sheen emulsion paint, 18 gallons oil paint, 10 gallons paint thinner, 70 gallons concrete primer, at the Trevension Towers Apartment Complex, Kingston 5, St. Andrew.
PPC Grade/Category:	Hardware & Haberdashery
Tender Security:	N/A
Procurement Method:	National Competitive Bidding
Contact Information:	Manager, Procurement Unit
Address of Entity:	4 Park Boulevard, Kingston 5
Telephone Number(s):	(876) 929-6500-9, Ext. 8414/7280
Email Address:	<a href="mailto:procurement@nht.gov.jm">procurement@nht.gov.jm</a>

Bid packages are available from the GOJ's e-procurement (GoJEP) portal <https://www.gojep.gov.jm> as of **Monday, October 11, 2021**. Bids must be submitted online on or before **11:00 am on Tuesday, November 2, 2021**. Bids will be opened online at <https://www.gojep.gov.jm> on the same day, immediately after bid submission deadline. Please visit the GoJEP portal and the NHT website ([www.nht.gov.jm](http://www.nht.gov.jm)) for full details.

For assistance with registration on the GoJEP portal, please contact the Ministry of Finance and the Public Service Help Desk at: (876) 932-5220 or via email at [oppccustomer@mo.gov.jm](mailto:oppccustomer@mo.gov.jm)