



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.



JANITORIAL SERVICES St. Ann Branch Office

Procuring Entity: National Housing Trust

Scope: The required services include the:

- provision of all labour (staff), cleaning and sanitizing agents, materials and equipment
- cleaning of offices, washrooms/bathrooms, kitchens, lobby area and lunch rooms
- cleaning and sanitizing of telephones, desks, doorknobs, handles, and chair arms.
- hourly wipe down of high touch areas, with sanitizing chemicals to help mitigate the spread of COVID-19 virus
- power washing, cleaning and shining all exterior glass windows and doors, and
- vacuuming of carpeted areas.

NCC Grade/Category: Janitorial Sanitation Services

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: procurement@nht.gov.jm

Bid packages are available from the GOJ's e-procurement (GoJEP) portal <https://www.gojep.gov.jm> as of Wednesday, October 13, 2021. Bids must be submitted online on or before 11:00 am of Thursday, November 4, 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) 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@care@mof.gov.jm.



WATERPROOFING WORKS Mountain View Apartment Complex, Kingston

Procuring Entity: National Housing Trust

Scope: Undertake waterproofing works at the Mountain View Apartment Complex, Kingston 3.

PPC Grade/Category: Roofing with a minimum Grade 3 rating.

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. 7294/7280

Email Address: procurement@nht.gov.jm

Bid packages are available from the GOJ's e-procurement (GoJEP) portal <https://www.gojep.gov.jm> as of Wednesday, October 13, 2021. Bids must be submitted online on or before 11:00 am on Wednesday, November 3, 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) for full details.

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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