



National Insurance Fund (NIF)

INVITATION TO BID

Procurement of Architectural Design Services for Commercial Building Complex and NIS Flagship Office in May Pen, Clarendon
REF#: NIF-PROC-CPO/2024-25

The National Insurance Fund (NIF), Ministry of Labour and Social Security, invites contractors registered with the Government of Jamaica Electronic Procurement (GOJEP) platform to submit tenders to Provide Architectural Design Services for the Commercial Building Complex and NIS Flagship Office in May Pen, Clarendon.

DESCRIPTION OF WORKS:

The Scope of Works includes, but is not limited to:

- **Schematic Design Phase:** prepare preliminary architectural designs for the commercial business complex, prepare a preliminary cost estimate based on preliminary design, provide detailed activity schedule for the Architectural Services, and submit any further recommendations for concept designs.
- **Design Development Phase:** incorporate requested modifications to revise schematic design, to secure client approval of the architectural designs, revise cost estimates, submit preliminary construction schedule and assist in submission of applications for outline approvals from Statutory Bodies.
- **Contract Documents Phase:** assist in submission of applications for full building approvals from Statutory Bodies and other interested parties, prepare the schedules, specifications and other tender documents that are necessary to enable the NIF to obtain tenders or otherwise award a contract for the construction of the facility.
- **Negotiation/Evaluation Phase:** to serve on the evaluation committee to provide technical analysis/evaluation and respond to queries or technicalities related to architectural services.
- **Project Implementation Phase:** to perform periodic inspection, technical support, conduct testings, monitoring of the execution of works to ensure compliance with design, to attend site/stakeholder/quality control meetings, and to serve as an integral part of the project team.

AVAILABILITY OF TENDER DOCUMENT

The Tender Document will be available on the Government of Jamaica Electronic Procurement (GOJEP) platform.

ELIGIBILITY FOR TENDER:

National Competitive Bidding (NCB) Procurement Method will be used and tenderers must submit the following along with their bids:

- Inclusion of all items in the Bid Submission Checklist (Page 9 of the Tender Document).
- Proof of licence to practise with the Architects Registration Board (ARB)
- A valid Tax Compliance Certificate (TCC).

Non-compliance with any of the above criteria will result in disqualification.

EXTENSION OF DEADLINE FOR THE SUBMISSION OF BIDS:

- Proposals must be submitted online via the GOJEP platform on or before **Monday, January 13, 2025 by 3:00 p.m. (15:00 hours).**

For further information, please contact:

Property Manager
National Insurance Fund
4th Floor, 40 Knutsford Boulevard, Kingston 5
Telephone: (876)908-0019-21
Email: realestate@nif.gov.jm

N.B.: The NIF reserves the right to terminate this procurement process at any time before the awarding of a contract.



Invitation to Bid For

Procurement of Janitorial and Sanitation Services for the Western Child and Adolescent Hospital for a Period of Two (2) Years (WRHA/JSS-WCAH 12/2024)

The Western Regional Health Authority (WRHA) now invites eligible and qualified bidders for the Provision of the required services.

Bidding will be conducted using the **National Competitive Bidding (NCB)** Procedures as specified in the Government of Jamaica Public Procurement Act 2015 and the Public Procurement Regulations 2018.

Bidders must submit the following with their bids at the time of bid opening:

Eligibility Requirements

- Submission of a valid copy of the company's **Tax Compliance Certificate (TCC)** with the expiry date.
- A copy of valid **Public Procurement Commission certificate** in the category of "**Janitorial Services**".

Mandatory Requirements

- Completed and signed Letter of Bid (**Bid sum must be inclusive of GCT and all applicable taxes.**)
- Completed and signed Bidder's Information Form
- Bid Security (\$2,586,120.00).

****Failure to submit all the above will result in the bid being deemed non-responsive and will therefore be rejected****

To participate in this tender opportunity, bidders **must** first be registered on the Government of Jamaica Electronic Procurement (GOJEP) Portal at www.gojep.gov.jm. This is an online tender where bidding document, clarification and bid submission will only be made available and accepted via the Government of Jamaica Electronic Procurement Portal (www.gojep.gov.jm). No offline (hard copies) will be accepted and there will be no physical tender drop box for this tender opportunity.

- Tender documents will be made available as of **Tuesday, December 31, 2024** from the GOJ's e-procurement website at <https://www.gojep.gov.jm>.
- Site visit will be held on the following date:
✓ **January 14, 2025 at 10:30 a.m.** – Western Child and Adolescent Hospital Site.
- Clarifications will be accommodated up to **Friday, February 7, 2025 at 11:00 a.m.**
- Bids must be submitted online on or before **Friday, February 14, 2025 at 11:00 a.m.** Late bids will be automatically rejected by the system.

For assistance in regard to registration, training, access to tender document and upload of bid proposals, please contact the Ministry of Finance, Office of Public Procurement Policy Customer Service Desk at 876-932-5220, 932-5253 or 932-5246, or email at oppcustomer@moj.gov.jm.

The Western Regional Health Authority reserves the right to accept or reject any tenders or to abandon the tender process without any explanation to prospective bidders.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

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