



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 (MoFPS), Procurement and Asset Policy Unit (PAPU) 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 keeping with the commitment of the Government to have all procurement opportunities published and managed through GOJEP by 2018.

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 on the use of the system. Please note that the Ministry will be undertaking a series of sessions in the Western region for the period **September 2017**.

The first session will be conducted on Friday September 15, 2017 between 10 a.m. and 4 p.m. For confirmation and registration please contact the Ministry of Finance and the Public Service, Procurement and Asset Policy Unit.

Registration is easy, simply download and read the user manuals, accessible from the user manuals link on the homepage: at www.gojep.gov.jm.

For additional information, please contact the Public Procurement Customer Care Help Desk at; **(876) 932-5220/932-5251/932-5253** or by sending an email to: papucustomer@mofo.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.

OFFICE OF THE CABINET

PUBLIC SECTOR TRANSFORMATION & MODERNISATION DIVISION

REQUEST FOR CURRICULUM VITAE

PROGRAMME MANAGER

TO PROVIDE PROGRAMME MANAGEMENT SERVICES FOR THE TRADE FACILITATION PROGRAMME-CV#2017/003

The Government of Jamaica (GOJ) requires the services of a qualified Programme Manager to effectively and efficiently manage the implementation of the Trade Facilitation Programme in Jamaica.

The Consultant will be required to, among other things:

- Prepare detailed methodology and Work Plan
- Programme Management Plan encompassing, *inter alia*, Risk Management, Change Management, and Communications Management
- Establish a Monitoring and Evaluation Framework
- Ensure that all project outputs are achieved, as identified in the Programme Plan
- Recommend changes to the programme in accordance with output delivery
- Develop programme documents and schedules where required
- Draft Terms of Reference (TORs) for specialists/consultants to be engaged to undertake specific assignments
- Prepare and submit Monthly Reports, and other *ad hoc* reports providing information on the progress of implementation, challenges, recommendations, etc.
- Attend meetings, seminars, etc., and make presentations where necessary
- Organise and coordinate evaluation of the programme
- Prepare and submit Programme Closure Report
- Undertake any other activity that may be necessary for the effective management of the programme.

The Technical Expertise required for this post includes, among others:

- Graduate Degree in Management, Business Administration, Strategic Planning/Management, Project Management, or qualifications in a related area
- Training in Project Management (Certification in Project Management would be an asset - i.e. PMP Certification or its equivalent)
- Knowledge of the trade environment
- Logical thinking with creative problem-solving ability
- Experience in successfully leading/managing the implementation of a portfolio of projects over a five (5)-year period
- Excellent documentation and organisational skills
- Knowledge of public sector processes, and a sound appreciation of Government issues and associated sensitivity and confidentiality implications.

The full details of the engagement are included in the Request for CV document which will be available for download as of **Monday, August 28, 2017** on the website of the Office of the Cabinet (www.cabinet.gov.jm) and the electronic Government Procurement Portal (www.gojep.gov.jm). The closing date for the submission of CV is **Monday, September 25, 2017 at 1:00 p.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, **Register as a Supplier** from the Home page. System User Manual can also be accessed by selecting the **User Manual** option.

For assistance, in registration or to receive training, please contact the support desk at: **(876) 932-5220** or select the **Contact us** link from the Home page to send an email.

Individuals seeking clarification may contact the Procurement Officer at email address psmd.proc@cabinet.gov.jm, or fax **876-960-6443**.

Late submissions will not be accepted.

MINISTRY OF NATIONAL SECURITY

CITIZEN SECURITY AND JUSTICE PROGRAMME 111

IDB Loan No. 3191/OC – JA

Procurement of Works – Rehabilitation & Expansion of Gayle Multipurpose Centre – Phase 1

The Government of Jamaica through the Ministry of National Security (MNS) and with financing from the Inter-American Development Bank, the UK Department for International Development and Global Affairs Canada is implementing the Citizen Security and Justice Programme III (CSJP III). The programme seeks to enhance citizen security and justice in fifty (50) volatile and vulnerable communities across eight parishes of Jamaica. The programme builds on the achievements of Citizen Security and Justice Programme II (CSJP II). It is intended that part of the proceeds of the financing will be applied to eligible payments for the Rehabilitation & Expansion of the Gayle Multipurpose Centre – Phase 1.

Bidding will be in accordance with the procedures set out in the Inter-American Development Bank's **Policies for the Procurement of Goods and Works financed by the Inter-American Development Bank GN -2350-9** and is open to all eligible bidders as defined in the policies.

ELIGIBILITY

The successful Bidder, at the time of contract award, must possess a valid Tax Compliance Letter (TCL) and be registered with the National Contracts Commission (NCC) in the Building Construction category **Grade 3 minimum**.

COLLECTION OF DOCUMENTS

Construction firms may request electronic copy of the Bidding Document at no cost from csjptender@cwjamaica.com within the timeframe stipulated below. Hard copies of Bidding Document will also be available at a nonrefundable cost of **JA \$3,000.00** from **Monday August 28-Friday September 8, 2017** (business days only) between **9:00 a.m. and 4:00 p.m.** and can be obtained from:

**The Senior Procurement Specialist
Citizen Security and Justice Programme
Ground Floor, 6 Oxford Road
Kingston 5
Contact numbers: 906-9644/906-4714**

Payment may be in cash or in the form of a certified cheque made payable to the **Citizen Security & Justice Programme**.

SITE VISIT

Site Visit is scheduled for **Wednesday September 13, 2017 at 12:00 p.m.** in Gayle, St. Mary.

BID SECURITY

A bid security in the amount of **JA \$290,000.00** is required.

DEADLINE FOR SUBMISSION OF TENDERS

Envelopes should be clearly marked with the project that is being tendered for: that is, "Rehabilitation & Expansion of Gayle Multipurpose Centre – Phase 1".

Closing time for Bids will be **Wednesday October 11, 2017 at 11:00 a.m.** at the Citizen Security & Justice Programme, Ground Floor office, 6 Oxford Road, Kingston 5. Late submissions will not be accepted.

Public opening of proposals will take place on **Wednesday October 11, 2017 at 11:15 a.m.** at Citizen Security and Justice Programme, 1st Floor Conference Room, 6 Oxford Road, Kingston 5. Note:

1. Failure to directly purchase or request the Tender document from csjptender@cwjamaica.com will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.
2. The MNS is not obliged to accept the lowest or any bid and also reserves the right to terminate the tender process at any point before the award of contract without incurring any liability to any of the participants.