



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.



Labour & Small Materials Programme (LSMP)

Supply, Delivery and Off-loading of Ceramic and Glazed Tiles
Mary Field Housing Development, St. Catherine

| | |
|----------------------|---|
| Procuring Entity: | National Housing Trust |
| Scope: | To supply, deliver and off-load 8,250 ceramic and 3,580 glazed tiles at Mary Field Housing Development, St Catherine. |
| NCC Grade/Category: | Hardware & Haberdashery |
| Tender Security | N/A |
| Procurement Method: | Local Competitive Bidding |
| Contact Information: | Manager, Procurement & Stores Unit |
| Address of Entity: | 4 Park Boulevard, Kingston 5 |
| Telephone Number(s): | 929-6500-9, Ext. 7270/7280 |
| Email Address: | procurement@nht.gov.jm |

Bid packages are available at a cost of \$1,000.00 (non-refundable) from **Monday, January 15, 2018**. Bids must be submitted on or before **11:00 a.m. on Wednesday, January 31, 2018**. Public opening of bids take place the same day, immediately after bid submission deadline. Please visit www.nht.gov.jm for details. **Note: Failure to directly purchase the Tender/Bid Documents from the NHT will result in ineligibility of that bid from participating in the procurement process.**



**Invites sealed bids for
Supply of Fire Retardant Clothing**

Scope: Petrojam Limited hereby invites bids from suitably qualified bidders to for the supply of fire retardant clothing for its employees at 75-96 Marcus Garvey Drive, Kingston and Freeport, Montego Bay. The duration of the contract is two (2) years.

Eligibility

Requirements: (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL) and (2) Proof of registration with the National Contracts Commission in the categories of **Safety Products and Textiles and Garments**.

A complete set of Bidding Documents in English will be available for download as at **Saturday, January 13, 2018** on the Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Registration instructions are also available on the website listed on **the system. Registration is required for vendors to participate in the Tender.**

Bids shall be valid for a period one hundred and twenty (120) calendar days after the bid closing date. Bids must be submitted online via www.gojep.gov.jm no later than **Friday, February 2, 2018 at 10:00 a.m.**

Online Bid Opening takes place on **Friday, February 2, 2018 at 10:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam Limited's website at <http://www.petrojam.com>

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids.

To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm.

Please register on the e-GP System, by selecting the Register as a supplier link from the home page.

For assistance and training, please contact the support desk at: (876) 932-5220.

Individuals are being invited to submit Letters of Interest and full Curricula Vitae, for the position of Administrative Assistant to be assigned to the PATH Parenting Programme.

The Ministry of Labour and Social Security has received funding from the Inter-American Development Bank (IDB) and is applying a part of the proceeds to this procurement activity.

IDB Loan No: 3565/0C-JA

Project Name: INTEGRATED SUPPORT TO JAMAICA SOCIAL PROTECTION STRATEGY (ISJ)

Type of Consultancy: Individual Consultant

Contract Duration: 12 months

A Consultant will be selected based on the Comparison of Qualifications Method as set out in the IDB policy (GN-2350-9).

GOAL AND OBJECTIVES OF THE PATH PARENTING PROGRAMME

The overall goal of the PATH Parenting Programme is to build parents' confidence, skills and knowledge as their children's most important teacher in the early years, so that their children are healthy and ready, at point of entry, for Grade One's academic and social-emotional demands. Specifically, the programme seeks to:

1. Strengthen parents' understanding and encouragement of normal child development and behaviour between the ages of two to six.
2. Build parents' confidence and capacity to stimulate children's early learning and development through regular play, language and reading activities with the child.
3. Increase parents' use of positive alternative discipline strategies and reduce levels of harsh verbal and physical punishment.
4. Promote a positive parent-child communication strategy that encourages children's self-expression, problem-solving, self-esteem and self-help skills.
5. Provide parents with the information required for them to support their children's optimum health, nutrition and safety.

ASSIGNMENT OBJECTIVES

- Collating monthly reports received from Parish Coordinators and Facilitators.
- Assisting the Parenting Coordinator with the organisation of training, verify visitation schedules and other implementation logistics under the parenting component.
- Assisting with the collation of programme compliance data and reports from parish staff.
- Developing and maintaining an up-to-date database of strategies employed under the component.
- Assisting in coordinating and confirming the dissemination of Short Messaging Services (SMS) messages to parents engaged in the pilot.
- Compiling and disseminating information to internal and external personnel, as required by the Project Coordinator or in support of the National Parenting Support Commission.
- Identifying administrative problems and situations that may affect the efficient flow of information, especially between the project secretariat and the parish staff.
- Assisting in convening meetings.
- Liaising with stakeholders with whom partnerships have been established to ensure services are provided as per agreement.
- Assisting in the preparation and coordination of public education material and correspondence.

QUALIFICATION AND EXPERIENCE

- Demonstrates excellent oral and written communication skills.
- Training in Records Management and experience in data management.
- Excellent interpersonal skills.
- Ability to work with tight deadlines and deliver exceptional results.
- Proficient in the use of relevant computer applications.
- Strong sense of and respect for confidentiality involving both clients and fellow employees.
- Experience working in a project related environment would be an asset.
- Knowledge of the Programme of Advancement through Health and Education and National Parenting Support Commission.
- At least three (3) years administrative work experience.
- A Certified Professional Secretary (CPS) designation would be an asset.
- Associate degree in Administrative Management or related discipline from an accredited University or equivalent qualification.

DEADLINE FOR SUBMISSION

Responses should be submitted in hard copy or via email no later than **3:00 p.m. Tuesday January 30, 2018** to the attention of:

**Procurement Specialist
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4
Telephone: 876-922-8481
Email: consultancy@mlss.gov.jm**

If submitting via email please insert "Request for Curricula Vitae – Administrative Assistant" in the subject line.