



Invitation to Tender

On behalf of the Government of Jamaica, the **Office of the Prime Minister** has committed funds to undertake **An Assessment and Analysis of the Government of Jamaica's Communications Structure, Systems and Procedures** for which this Request for Proposal is issued.

The Office of the Prime Minister now invites proposals to provide consulting services: **An Assessment and Analysis of the Government of Jamaica's Communications Structure, Systems and Procedures**. More details on the services are provided in the Terms of Reference.

A firm will be selected under **Selection under a Fixed Budget (SFB)** and procedures described in the RFQ, in accordance with the Government of Jamaica Handbook of Public Sector Procurement Procedures which can be found at the following website: [www.mof.gov.jm](http://www.mof.gov.jm)

A complete set of bidding documents in English may be viewed at the Office of the Prime Minister's website, <http://opm.gov.jm/about-the-office-of-the-priminister/tenders-and-invitations/> on Sunday December 7, 2014.

Bids **MUST** be placed in the designated Tender Box located in the Procurement Unit, the Administration Building, Office of the Prime Minister, on or before **Friday, December 19, 2014 at 1.00 p.m. sharp. Late submissions will not be accepted.** Bids must be returned in a plain, sealed envelope appropriately marked on the outside of the envelope: **An Assessment and Analysis of the Government of Jamaica's Communications Structure, Systems and Procedures**, addressed to:

**Procurement Manager  
Office of the Prime Minister  
1 Devon Road, Kingston 10**

The public opening of Tenders will take place in the Press Room, Administration Building at **1.15 p.m. Friday December 19, 2014.**

Further information can be obtained at the address below during the office hours of **Monday— Friday 9.00 a.m.- 4.00 p.m. EST:**

**Office of the Prime Minister  
The Procurement Manager  
Procurement Unit  
Administration Building  
1 Devon Road, Kingston 10  
Tel: 927-9941-3; 927-4101-3; 920-8788  
Fax: 978-3073; Email: [procurement@opm.gov.jm](mailto:procurement@opm.gov.jm)**



**JAMAICA ANTI-DOPING COMMISSION (JADCO)  
Request for Proposal – Provision of External Auditing Services for Jamaica  
Anti-Doping Commission LCB#2014/JADCO/01**

Invitation to Tender

The **Office of the Prime Minister (OPM)** on behalf of the **Jamaica Anti-Doping Commission (JADCO)** now invites sealed bids from eligible and qualified bidders to enter into a service contract for the :

**Scope: Provision of accounting consultancy services for JADCO's establishment of an independent accounting unit.**

Bidding will be conducted through the Local Competitive Bidding (LCB) procedures specified in the **Government of Jamaica, Handbook of Public Sector Procurement Procedures, March 2014** <http://www.mof.gov.jm> and is open to all bidders locally.

The services include review of the Commission's charts of accounts and accounting manual and make recommendations for amendments where applicable, setting up JADCO's accounting operations, internal control system, inventory management system and a Fixed Asset Register. More details on the services are provided in the Terms of Reference in the Tender document.

At the time of tender, bidders must submit a current Tax Compliance Certificate (TCC). Failure to enclose same will result in the bid being non responsive, and thus will be rejected.

A complete set of bidding documents in English may be viewed at the Office of the Prime Minister's website, <http://opm.gov.jm/about-the-office-of-the-priminister/tenders-and-invitations/> or The Jamaica Anti-Doping Commission (JADCO) website on <http://opm.gov.jm/about-the-office-of-the-priminister/tenders-and-invitations/> on Sunday December 7, 2014.

Bids **MUST** be placed in the designated Tender Box located in the Procurement Unit, the Administration Building, Office of the Prime Minister, on or before **Friday, December 19, 2014 at 3.00 p.m. sharp.** Late submissions will not be accepted. Bids must be returned in a plain, sealed envelope appropriately marked on the outside of the envelope: **Provision of Accounting Consultancy For Jamaica Anti-Doping Commission**, addressed to:

**Procurement Manager  
Office of the Prime Minister  
1 Devon Road, Kingston 10**

The Public opening of Tenders will take place in the Press Room, Administration Building at **3.15 p.m. Friday December 19, 2014.** Further information can be obtained at the address below during the office hours of **Monday-Friday 9.00 a.m.— 4.00 p.m. EST:**

**Office of the Prime Minister  
The Procurement Manager  
Procurement Unit  
Administration Building  
1 Devon Road, Kingston 10  
Tel: 927-9941-3; 927-4101-3; 920-8788  
Fax: 978-3073; Email: [procurement@opm.gov.jm](mailto:procurement@opm.gov.jm)**



*making development happen...*

**Procuring Entity:** Urban Development Corporation  
**Scope:** Procurement of Consultancy Services – Provision of Water Quality Analysis  
**Contact Information:** Strategic Sourcing And Procurement Department  
**Telephone No (s):** 656-8031  
**Email Address:** [tenders@udcja.com](mailto:tenders@udcja.com)  
**Cost Of Tender Document:** J\$4,000  
**Tender Collection Date:** As of **Tuesday, December 9, 2014**  
**Deadline:** **Tuesday, December 23, 2014 at 10:00 a.m.**

**For Additional Information Visit:** [www.udcja.com/tenders](http://www.udcja.com/tenders)



**PLANNING INSTITUTE OF JAMAICA  
TENDER NOTICE**

**PROCUREMENT OF SECURITY GUARD SERVICE 2015-2018  
RFQ #.2014-FM-Q4-01**

**NAME OF ENTITY:** PLANNING INSTITUTE OF JAMAICA (PIOJ)

**Scope of Work:** The PIOJ invites bids from suitably qualified **Security Contractors** to submit proposals for **Security Guard Services for a three (3) year period, February 1, 2015 – January 31, 2018** at its offices located at 16 Oxford Road, Kingston 5, including four parking areas.

**Procurement Method:** Local Competitive Bidding (LCB)

**NCC Category:** Safety & Security Services

**Documents Required:** Submission should include:  
1. copies of valid Tax Compliance Certificates (TCCs) indicating tax compliance at the time of submission of tenders;  
2. copies of valid NCC registration.

**Collection Date:** Commencing **Monday December 8, 2014** between the hours of **9:00 a.m. and 3:00 p.m. to Friday December 12, 2014.**

**Cost of Document:** A non-refundable fee of **\$3000.00**, payable by cash or manager's cheque to the Planning Institute of Jamaica for each tender document.

**Closing Date:** **3:30 p.m. January 19, 2015**

**Bid Opening:** **3:45 p.m. January 19, 2015**

**Contact Information:** Deputy Director General, Corporate Governance and Management Planning Institute of Jamaica  
16 Oxford Road, Kingston 5

**Tel.:** 906-4463-72

Bids must be deposited in the Tender Box at the above address at or before **3:30 p.m. on Monday January 19, 2015.**

The PIOJ reserves the right to terminate the tender process at any point before the award of a contract without incurring any liability to any of the participants.

The Ministry of Finance and Planning, Procurement and Asset Policy Unit (PAPU) **Frequently Asked Questions** is an editorial feature that will seek to address **Procurement issues** and provide a response and clarity to those issues raised.

**Q: WHAT IS THE PUBLIC PROCUREMENT ACT?**

**A:** The Public Procurement Act is the regulatory framework that governs government procurement. It provides for clear and comprehensive understanding of the procurement function.

**Q: WHY DO WE NEED THE PUBLIC PROCUREMENT ACT?**

**A:** The Public Procurement Act will consolidate, harmonize and modernize the current legal system and is aligned to international best practices and the CARICOM Public Procurement Protocol. The Act will also redefine and strengthen the institutions that administer public procurement.

- a. The Office of Public Procurement
- b. The Public Procurement Commission
- c. The Procurement Review Board
- d. Procuring Entities

**If you are interested in doing business with the government, you are invited to view tender notices for procurement contracts on this page.**