

TAX ADMINISTRATION JAMAICA PROCUREMENT NOTICE

Invitation to Tender for Consultancy Services for the Construction of the Christiana Tax Office

May 21, 2019

Dear Sir/Madam,

1. On behalf of the Government of Jamaica, The Tax Administration Jamaica has committed funds to undertake the **Consultancy Services for the Construction of the Christiana Tax Office TAJ-2019/2020-Q1-001** for which this Request for Proposals is issued.
2. Tax Administration Jamaica invites interested Consultant to submit their proposals for the following consulting services: **Consultancy Services of the Christiana Tax Office**. More details on the services are provided in the Terms of Reference.
3. A firm will be selected under **Quality and Cost Based Selection (QCBS)** and procedures described in this RFP, 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.
4. The RFP includes the following documents:
 - Section 1 - Instructions to Consultants
 - Section 2 - Data Sheet
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Conditions of Contract
5. **Availability of the Bid document & Bid Submission**, this is an online tender where tender documents and bids will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) will be accepted and there will be no physical tender drop box for drop-off of tender documents.

Tenders can be downloaded as of Monday May 20, 2019 at 11:00 a.m.

Clarification period May 20, 2019 to June 12, 2019 at 5:00 p.m.

Tenders must be submitted by electronic portal no later than Tuesday June 18, 2019 at 2:00 p.m. Proposals submitted after this time and date will automatically be disqualified.
6. A Site Visit is scheduled for June 3, 2019 at 11:00 a.m. - Proposed Site of the Christiana Tax Office Straun Castle, Christiana, (Former Public Works Department)

7. Summary of the Terms of Reference details:

Background

The Request for Proposal (RFP) aims at selecting a Consultant for the design, planning and monitoring the activities related to the “Construction of the Christiana Tax Office” which will be located Straun Castle, Christiana, Manchester. The Construction of the Christiana Tax Office is a two (2) storey reinforced concrete building of 10,000 sq. ft. along with parking bays, a Guard and Power Houses properly fenced. The building should have the following:

1. Office space including banking hall and foyer.
 2. Conference and Interview Rooms
 3. Modular System Furniture
 4. Queue Management System
 5. Storage Space for Records
 6. Pantry and Canteen area with solar water heating capability.
 7. Restrooms for male and female on each floor to include wheelchair access.
 8. Public-Restrooms on the ground floor with provision for wheel chair access.
 9. Two (2) Elevators to ensure easy access of the physically challenged to the upper floor.
 10. Air Conditioning throughout the building with air curtain at the entrance door.
 11. Power House to house Generator for backup power.
 12. Uninterruptible Power Supply (UPS).
 13. Fire prevention/suppression System
 14. Centralized Security Surveillance System and Access Control
 15. Water Storage with water purifier.
 16. Energy efficient lighting, cool roof and Windows.
 17. Structured Cabling for voice and data in collaboration with eGov Jamaica Limited.
 18. Tempered Glass Windows with Hurricane Shutters.
 19. Wheel Chair access to building.
 20. Parking Bays to include two (2) for handicap;
 21. Netball & Football Courts
 22. Guard House to include Changing Room and Water Closet
 23. Sewerage System
8. Please visit the website at www.jamaicatax.gov.jm , click on “Procurement Opportunities” for further details.