



**INVITATION TO BID
(REQUEST FOR PROPOSAL)
NCB #: MOHW-ODC-2022-12-15**

**PROCUREMENT OF CONSULTANCY SERVICES FOR ORGANIZATIONAL
DEVELOPMENT (RESTRUCTURING) OF THE STANDARDS AND
REGULATIONS DIVISION**

The Ministry of Health & Wellness now invites bids from eligible and qualified firms to provide Organizational Development Consulting Services for the restructuring of the Standards and Regulations Division.

Bidding will be conducted through the National Competitive Bidding (NCB) Procedures specified in the Government of Jamaica procurement policies. The detailed Terms of Reference for this tender opportunity can be viewed at the Ministry's website.

Eligibility Requirements:

Bidders must submit their bids in accordance with the instructions and requirements stipulated in the Standard Bidding Document.

Completed, Stamped and Signed Bid Submission Form

Bid sum must be inclusive of GCT and shall be clearly differentiated from the subtotal amount.)

Tender submissions that do not comply with the requirements will be deemed non-responsive.

Firm Professional Experience

The selected consultant/firm will have technical competence and 5 years' experience in Organization Development, business process reengineering, and quality improvement. In addition, the consulting firm/team is expected to have the following key expertise:

Team Leader Education

A least a Master's Degree in Business Administration, Development Studies or Public Administration, Organizational Development/ Human Resource Management, Psychology or other related behavioural science degree.

At least 5 years' experience in Organizational Development and or (Industry) Administration or Human Resources in Government Organization, for an intermediate to large size organization i.e. over 400 employees.

A minimum of two (2) similar assignments in business process analysis/ reengineering

Two (2) years Senior Management experience, plus three (3) years recent experience in group process, team development.

Successful completion of a similar activity within the last 5 years.

Good working knowledge of public health would be an asset.

Certificate/Diploma in Management Analysis would be an asset.

Availability of Bid Document and Bid Submission:

This is an online tender where tender documents, clarifications and bid submission will only be made available and accepted via the Government of Jamaica Electronic Portal – GOJEP (www.gojep.gov.jm). No offline (hard copies) will be accepted and there will be no physical drop box for drop-off of tender documents.

- Tender documents can be downloaded as of **Thursday, December 15, 2022**.
- Clarification period for queries and responses closes on **Friday, December 23, 2022 at 3:00 p.m.**

Submission Deadline:

Tenders must be submitted via GOJEP no later than **Tuesday, January 6, 2023 at 10:30 a.m.**

Late bids will be automatically rejected by the system. To participate in this tender opportunity, suppliers must first be registered on GOJEP at **www.gojep.gov.jm**. To register select the "Register as a supplier" link from the GOJEP system's home page.

For assistance with training, registration, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Office of Public Procurement Policy Customer Care Desk at (876) 932-5220/932-5246/933-5253/932-5251/ 932-5244 or email at **oppcustomer@moef.gov.jm**.

This advertisement can also be viewed on the Ministry of Health & Wellness website at **www.moh.gov.jm**.

For further information regarding this advertisement, please contact **submissionsprocurement@moh.gov.jm**, or via telephone at 876-633-8289.

The Ministry of Health & Wellness reserves the right to accept or reject any tenders or to abandon the tender process without any explanation to prospective bidders.