



MINISTRY OF
**HEALTH &
WELLNESS**



**PROCUREMENT OF INDIVIDUAL CONSULTANT
PROCUREMENT ADMINISTRATOR- HEALTH HURRICANE RESPONSE
PROGRAMME**

Country: Jamaica

Procurement Entity: Ministry of Health and Wellness

Project Name: Health Hurricane Response Programme

Background: Hurricane Melissa, a Category 5 hurricane, made landfall in Jamaica on 28 October 2025, causing extensive damage to health infrastructure across several parishes, particularly in St. Elizabeth, Westmoreland, St. James, and Trelawny. Despite early preparedness measures by the Ministry of Health and Wellness (MOHW), the impact significantly disrupted primary, secondary, and tertiary health services. In response, the MOHW developed the Hurricane Melissa Response Programme (HMRP), aimed at restoring health services, strengthening system resilience, and mitigating post-disaster health risks through a phased recovery approach.

Role Summary: To provide administrative, documentation, and coordination support for procurement activities under the programme to ensure accurate record-keeping, efficient communication with stakeholders, and timely reporting of procurement activities.

Eligibility: A valid **Tax Compliance Certificate (TCC)** or Tax Compliance Letter (TCL) is required at the deadline date for Bid Submission.

Procurement Method: Bidding will be conducted through **Open National Competition** procedures as specified by the Government of Jamaica (GoJ) Public Procurement Act, 2015 as amended & Public Procurement Regulations, 2018 as amended.

Contact Information: Programme Manager
Health Hurricane Response Programme
Ministry of Health and Wellness
10-16 Grenada Way
Kingston, Jamaica.
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Tender Document: Will be available for download as of **March 23, 2026** from the GoJ Electronic Procurement website at www.gojep.gov.jm. Registration instructions are available on the website at <https://www.gojep.gov.jm/epps/home.do>. Mandatory registration is required for suppliers to participate.

Failure to obtain the bidding documents from the UDC via the GoJ Electronic Procurement website will result in the Bidder's ineligibility to participate in the procurement process.

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

For assistance regarding training, download of tender and upload of tender proposals, please contact the Ministry of Finance, Office of the Public Procurement Policy Customer Care Desk at (876)932-5704/ (876)806-5587/ (876)806-5149/ (876)806-4581 or email oppccustomer@mf.gov.jm

Deadline for submission: Bids must be submitted online via www.gojep.gov.jm no later than **April 16, 2026, at 2:00pm. Jamaica Time (UTC 5)**. Late Bids will be automatically rejected by the system.

Online Bid Opening takes place on the same day at **2:15 p.m.**