

## Competition Notice

## SECTION I: CONTRACTING AUTHORITY

## NAME, ADDRESSES AND CONTACT POINT(S)

**Official name:** The Independent Commission of Investigations  
**Postal address:** 1 Dumfries Road, Kingston 10  
**Contact information:** procurement@indec.com.gov.jm  
**Telephone:** 876-968-1932

## SECTION II: OBJECT OF THE CONTRACT

## DESCRIPTION

**Tender Reference Number:**  
127078

**Scope (narration of procurement):**  
Public Education Campaign ( INDECOM/PEC/RFP2018/Q3-01)

**Nature**  
Consultancy

## Quantity

## Type of contract and location of works, place of delivery or of performance

*(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))*

<input type="radio"/> <b>(a) Works</b> Main site or location of works	<input type="radio"/> <b>(b) Supplies</b> Main place of delivery	<input checked="" type="radio"/> <b>(c) Services</b> Main place of performance 1 Dumfries Road, Kingston 10
--	---	--

## A summary of the principal required terms and conditions of the procurement contract or the framework agreement:

THE INDEPENDENT COMMISSION OF INVESTIGATIONS  
REQUEST FOR PROPOSAL

Procurement Entity: The Independent Commission of Investigations  
(INDECOM)

Project Name: Procurement of a One (1) Year Public Education Campaign  
(Develop and Implement)

Contract/Bid#: INDECOM/PEC/RFP2018/Q3-01

The Independent Commission of Investigations (INDECOM) was promulgated through an Act of Parliament establishing a new, independent agency to investigate and report on allegations of breaches of citizens' rights through the unlawful use of force by members of the Security Forces and Agents of the State.

Further, it has a duty to inspect and review the disciplinary procedures, records, weapons, and buildings of the Security Forces and make recommendations on individual investigations as well as on the policies and procedures of the Security Forces.

**Public Education Campaign ( INDECOM/PEC/RFP2018/Q3-01)**

---

**Scope**

INDECOM invites proposals from eligible and qualified communication firms to develop and implement a Public Education campaign on INDECOM's role and responsibilities in addressing and preventing unlawful use of force by the Security Forces and Agents of the State.

The proposal should include a clearly defined strategic plan that outlines the overall framework and principles of the campaign, establishes specific content and selection of appropriate media and tools and evaluation methods.

The Public Education Campaign will be executed across three phases:

Phase 1: Strategic Plan Phase 2: Production and Execution of Content

Phase 3: Media Placement and Advertising

Proposals should clearly outline the proposed budgets for each Phase.

Eligibility Requirements: Valid Tax Compliance Certificate and Valid National Contract Commission Registration in the category of General Services.

Procurement Method: Local Competitive Bidding

Contact Information: Procurement and Inventory Manager

1 Dumfries Road,

Kingston 10

876-968-8875/1932

procurement@indec.com.gov.jm

Method of selection: Quality and Cost-Based Selection (QCBS) method set out in the Procurement Guidelines.

Collection Date: A complete set of Bidding Documents in English will be available for download from November 28, 2018, on the Government of Jamaica's Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm).

Submission Deadline: Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than Tuesday, December 18, 2018, at 2:00 p.m. Late Bids will be automatically rejected.

Online Bid Opening takes place on the same day at 2:15 p.m. An online bid opening report will be sent to all Bidders that submitted a proposal.

This is an online Tender where tenderers will only be made available and accepted via electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) of bids will be accepted and there will be no physical tender box for drop-off of tender documents.

To participate in this tender opportunity, suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at [www.gojep.gov.jm](http://www.gojep.gov.jm).

To register, please select the "Register as a supplier" link from the system home page.

For assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement, and Asset Policy Unit Customer Care Desk at (876) 932-5220/932-5253 or email [papucustomer@care@mof.gov.jm](mailto:papucustomer@care@mof.gov.jm).

INDECOM does not bind itself to accept the lowest or any other bid and will NOT defray any costs incurred by bidders in preparing their bids.

**Expected delivery time:**

Date: 07/01/2019 (dd/mm/yyyy)

---

**Public Education Campaign ( INDECOM/PEC/RFP2018/Q3-01)**


---

**SECTION III: PROCEDURE****Type of procedure**

<input type="radio"/> Open - ICB
<input checked="" type="radio"/> Open - NCB
<input type="radio"/> Restricted Bidding (RB)
<input type="radio"/> Single Source (SS)
<input type="radio"/> Emergency Procedure
<input type="radio"/> Specific Contract

**Indicative Tender submission deadline:**

Date: 18/12/2018 (dd/mm/yyyy) Time: 14:00 UTC-5

**Indicative Tender opening date:**

Date: 18/12/2018 (dd/mm/yyyy) Time: 14:15 UTC-5

<input checked="" type="radio"/> National Competitive Bidding
<input type="radio"/> International Competitive Bidding

**Eligibility:**

Valid National Contract Compliance Registration  
Valid Tax Compliance Certificate

**Qualification:**

**Funding Source:** Grant

**Funding Providers:**

302: Department for International Development (DFID)

**Project Reference Number:****Country of Contract Performance:**

<input checked="" type="radio"/> Jamaica
<input type="radio"/> Outside of Jamaica

**Non-petroleum indicator:**

<input checked="" type="radio"/> Non-petroleum
<input type="radio"/> Petroleum related procurement

**Planned Evaluation End date**

Date: (dd/mm/yyyy) Time: UTC-5

**Planned Contract Award date**

Date: (dd/mm/yyyy) Time: UTC-5

**SECTION IV: COMPLEMENTARY INFORMATION**

**DATE OF DISPATCH OF THIS NOTICE:**

28/11/2018 (dd/mm/yyyy)