

# Ministry of Education and Youth

## REQUEST FOR PROPOSALS

### Consultancy to Conduct a Review of the Finance and Accounting Systems and Processes of the Ministry of Education and Youth and to Develop an Implementation Plan for Recommended Changes

The Ministry of Education and Youth invites suitably qualified Consultancy Firms to submit proposals to Conduct a Review of the Finance and Accounting Systems and Processes and to Develop an Implementation Plan for Recommended Changes.

#### Scope:

The audit/review must include adequate planning, evaluation and testing of the internal control structure and systems, and obtaining sufficient objective evidence to allow the Consultants to reach reasonable conclusions on which to base their opinions.

#### Procurement Method:

National Competitive Bidding

#### Eligibility:

To be considered eligible, your proposal/tender must include the following:

1. Copy of a valid Tax Compliance Certificate or Tax Compliance Letter (TCC/TCL)
2. Copy of Certificate to show approval to practise in Jamaica by the Public Accountancy Board (PAB) and Institute of Chartered Accountants of Jamaica (ICAJ).

#### Availability of Tender Documents

Tender Documents will be available from **Tuesday, June 14, 2022 to Wednesday, June 29, 2022** and can be collected between **9:00 a.m. and 4:00 p.m.** for a non-refundable fee of **\$3,000.00** from the address below. Payment may be made in cash or manager's cheque, payable to the Ministry of Education and Youth. Payment must be made to the Cashier on the 2<sup>nd</sup> Floor of Building 1 and receipt used to claim the document.

**The Director of Procurement  
Building 2, 3<sup>rd</sup> Floor Annex  
Ministry of Education and Youth  
2-4 National Heroes Circle  
Kingston 4**

#### Submission Deadline:

Completed Proposals/Bids must be deposited in the Tender Box located at the **Lobby, Building One, Ministry of Education and Youth, 2-4 National Heroes Circle, Kingston 4**, no later than **2:00 p.m. on Thursday, July 7, 2022**. The bid opening will follow at **2:15 p.m.** in the 5<sup>th</sup> Floor Conference Room, Building 1.

Bids/Proposals submitted after the stipulated deadline will not be accepted.

Bidders who did not directly purchase the Bidding Documents from the Ministry of Education and Youth will not be eligible to participate in the bidding process.

#### Contact Information:

**The Director of Procurement  
Ministry of Education and Youth  
2-4 National Heroes Circle  
Kingston 4  
Tel: 876-612-6013 or 416-2523**

The Ministry of Education and Youth reserves the right to terminate the procurement exercise and reject all submissions at any time before the award of a contract, without incurring any liability.