



## **THE MINISTRY OF JUSTICE**

# **TENDER NOTICE**

### **Consultant to Customize Legislation Production Management System, File and Work Flow Management Systems**

The Government of Jamaica through the Ministry of Justice (MoJ) has received funding from the Canadian International Development Agency (CIDA) towards the implementation of a Legislation Production Management System, File and Work Flow Management Systems. The MoJ has acquired Microsoft SharePoint as the platform on which the various systems should be developed and is now seeking a suitable consultant/firm to carry out the customization to meet specific requirements.

#### **ELIGIBILITY OF CONTRACTORS**

To be considered eligible, at the time of tender opening your tender must include the following:

- ◆ Firm/Consultant must have implemented a project of similar scope and value using Microsoft SharePoint within the last 2 years
- ◆ At least 4 years experience in developing with Microsoft SharePoint
- ◆ Copy of a valid Tax Compliance Certificate (TCC)

Non-compliance with all or any of the criteria above will result in automatic disqualification of tender.

#### **SCOPE OF WORK**

Complete Customization of Microsoft SharePoint to facilitate; (1.) A Legislation Production Management System. (2.) A File Management System. (3) A work Flow Management System. (4). Portal for sharing information across specific departments and agencies

#### **AVAILABILITY OF TENDERS**

Tender documents will be available at a cost of Two Thousand Dollars (\$2,000.00) in cash or manager's cheque payable to the Ministry of Justice at the cashier on the 1<sup>st</sup> Floor and documents picked-up on the Ground Floor Procurement Unit on Monday, 2016 July 4, between the hours of 9:00 am and 3:30 pm at the address cited below.

#### **RETURN OF TENDERS**

Tenders must be deposited in the Tender Box located in the Procurement Unit of the Ministry of Justice, Ground Floor, 61 Constant Spring Road, Kingston 10, on or before 2:00 pm Monday, 2016 July 18.

Tenders will be opened on the same date, in the Ministry of Justice Small Conference Room at the address stated above at 2:15 pm. Interested Consultants or their Authorized Representatives are invited to attend the opening.

The Ministry of Justice reserves the right to accept or reject all bids.

Visit our web site at [www.moj.gov.jm](http://www.moj.gov.jm)

**THE PROJECT IS BEING FUNDED BY UNICEF**