



JAMPRO
TRADE & INVESTMENT JAMAICA



GLOBAL SERVICES SECTOR (GSS)

CONSULTANCY FOR EVENT MANAGEMENT SERVICES FOR THE MADE IN AMERICAS GLOBAL SERVICES SUMMIT APRIL 2022

CALL FOR EXPRESSIONS OF INTEREST

The Government of Jamaica through its agency, JAMPRO, 18 Trafalgar Road, Kingston 10, invites expressions of interest from suitable qualified firms to provide consultancy services to manage the Made in Americas Global Services Summit April 2022.

JAMPRO, has received funding from the Inter-American Development Bank (IDB) and is applying a part of the proceeds to this procurement activity.

IDB Funding:	JA-L1079
Project Name:	Skills Development for Global Services Sector
Type of Consultancy:	Consulting Firm
Contract Duration:	12 months
Method of Selection:	Consultant Qualifications (CQS)

OBJECTIVES OF THE CONSULTANCY

To provide complete management and execution of the agreed and discrete components for which JAMPRO is responsible related to the successful staging of the Made in Americas Global Services Summit in Jamaica. These are listed below, in the scope of services in section 4. The event will be executed as both an on-site and virtual event, scheduled for April 2022. The successful bidder will be a dedicated resource for JAMPRO in the management and execution of all of the agency's assigned responsibilities vis-à-vis planning, coordination and execution of the pre, during and post event activities.

QUALIFICATION AND EXPERIENCE

The Consulting Firms should have:

- A minimum of five (5) years' experience in the planning and execution of business-related international conferences.
- A minimum of five (5) years proven experience in managing conferences with concurrent and break-out sessions.
- A minimum of five (5) years proven experience in executing events that include the hosting of digital sessions and engagement during the event.
- A minimum of five (5) years proven experience in managing logistics for large international events.
- A minimum of five (5) years proven experience in managing public relations and sponsorship for large events.

Interested Consulting Firms should record their interest in writing via gojep at the url address cited below. The firms must provide information indicating the following:

- Experience in undertaking similar type projects.
- Firm's years in business and specifically years undertaking similar assignments.
- Managerial and Technical capabilities of the Firm to undertake the assignment to include qualifications and experience of key staff.
- Firm's knowledge of the Global Services Sector and relevant experience.

Further information can be obtained at the address below:

**Procurement Specialist
Global Services Sector Project
Jamaica Promotions Corporation (JAMPRO)
18 Trafalgar Road
Kingston 10**

E-mail: gssprocurement@jamprocorp.com

Deadline for submission of the Firm's EOI is Monday, July 26, 2021 at 2:00 pm.

Submissions must be done via the **Government of Jamaica Electronic Procurement System (www.gojep.gov.jm)** on or before the stipulated date and time. Firms must first be registered on GOJEP to access EOI documents and submit their response to the EOI.

For assistance with registration, how to access the EOI documents and upload response on GOJEP, kindly contact the:

**Ministry of Finance and the Public Service,
Office of Public Procurement Policy at:
Tele: 876-806-4581/5149/5587/932-5220
Email: oppccustomer@mf.gov.jm**

Documents will be available for download via the GOJEP portal on Monday, July 12, 2021.

LATE RESPONSES WILL BE AUTOMATICALLY REJECTED BY THE SYSTEM