



## REQUEST FOR PROPOSAL

**Procuring Entity:** Tax Administration Jamaica

**Address Entity:** 36 Trafalgar Road, Kingston 5

**Name of Project:** PROVISION OF SECURITY SERVICES FOR TAX ADMINISTRATION JAMAICA OFFICES (ISLANDWIDE)

**Contract/Bid:** TAJ-2018/2019-Q2-006

**Eligibility:** Applicants must provide the following:-  
 1. (Valid) Tax Compliance Letter (TCL) (along with the page detailing the expiration date)  
 2. A valid certificate of registration with the National Contracts Commission (NCC) in the category of: **Safety & Security Services**

**Tenders submitted without valid TCC and NCC will be automatically rejected.**

**Availability of Bid:** This is an online tender where tender documents and bid proposals will only be made available and accepted via the Electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) will be accepted and there will be no physical tender drop box for drop-off of bid proposals.  
**For assistance in regard to registration, training, access to tender document and upload of bid proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Service Desk at: 876-932-5220, 932-5253 or 932-5246.**

**Tenders can be downloaded as of July 30, 2018 at 11:00 a.m.**

**Clarification period July 30, 2018 to August 24, 2018**

**Tenders must be submitted by electronic portal no later than Friday September 7, 2018 at 2:00 p.m. Proposals submitted after this time and date will automatically be disqualified.**

**A Mandatory Islandwide site visit to the Tax Administration Jamaica Offices will be from August 7, 2018 to August 16, 2018 (8 working days).**

**(Tax Administration Jamaica will not be accommodating any site visit after August 16, 2018)**

**Website:** Please visit the website at [www.jamaicatax.gov.jm](http://www.jamaicatax.gov.jm), click on "Procurement Opportunities" for further details.

**PROCURING ENTITY:** Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)

**INVITATION TO TENDER:** BID No. 2018T012

**PROCUREMENT METHOD:** Local Competitive Bidding (LCB)

**PROJECT:** "Renovation of Restrooms & Change Room Facility" at the Research & Development Division, Bodles Research Station, Old Harbour, St. Catherine

**SCOPE:** Masonry, Construction of Block Walling, Steelwork, Carpentry Works & Installation of Plumbing Fittings & Fixtures, etc.

**REQUIREMENTS:** Tax Compliance Certificate (TCC) (valid at the time of bidding)  
 National Contracts Commission Certificate (NCC) in Building Construction (Grade 2-3); (valid at the time of bidding).

**Collection Date:** Friday July 27<sup>th</sup> 2018 - Wednesday August 15, 2018 from 9:00 a.m. to 3:00 p.m. Mondays to Fridays

**CONTACT INFORMATION:** Miss Michelle Lindo, Director of Facilities and Property Management Division

**ADDRESS OF ENTITY:** Hope Gardens, Kingston 6

**TELEPHONE NO(S):** 876-927-1731-50

**FOR ADDITIONAL INFORMATION:**  
**EMAIL ADDRESS:** [facilities@micaf.gov.jm](mailto:facilities@micaf.gov.jm)

The bid documents are available at a non-refundable cost of **\$3,500.00** payable to the cashier. Payment method shall be cash.

Bids must be valid for 120 days after the closing date. Bids must be submitted by **the latest August 17, 2018 before 10:00 a.m.**



## INVITATION TO BID

**PROCURING ENTITY:** BANK OF JAMAICA

**SCOPE:** Provision of Janitorial & Related Services

**NCC CATEGORY:** Janitorial, Sanitation Services

**TENDER SECURITY:** Bid Security of \$400,000.00 in the form of a Manager's Cheque or Bank Guarantee

**SITE VISIT:** **Wednesday, 18 July 2018 at 11:00 a.m. (All locations)**

**CONTACT INFORMATION:** Head of Procurement, Procurement Administration Section

**ADDRESS OF ENTITY:** Nethersole Place, Kingston

**TELEPHONE NO(S):** 876-922-0750-9

**FOR ADDITIONAL INFORMATION:** [bojtender@boj.org.jm](mailto:bojtender@boj.org.jm)

**COST OF RFP DOCUMENT:** No cost. Download document from: [www.boj.org.jm](http://www.boj.org.jm).

**DEADLINE FOR SUBMISSION:** **Wednesday, 08 August 2018 at 10:00 a.m.**

**For Additional Information Visit:** ([www.boj.org.jm](http://www.boj.org.jm)) under the section -Tenders.

Please note that notwithstanding the information provided in this advertisement, the final instructions to bidders is the RFP and any notification that may be posted on the Bank of Jamaica website. Bidders are therefore required to monitor the website for the most current information.

Update of Jamaican Taxation Registration Number (TRN) and Tax Compliance Information for participation in GOJ tender opportunities via the Electronic Procurement System:

All suppliers that have a Jamaican based Taxation Registration Number (TRN) are being asked to validate their (TRN) and Tax Compliance Certificate (TCC) information on the Government of Jamaica Electronic Government Procurement System (GOJEP).

The purpose of a valid TRN in GOJEP is to:

- I. Verify Supplier's details;
- II. Allow for retrieval of Tax Compliance information for Supplier and;
- III. Facilitate the integration of the e-Tendering (GOJEP) System with Supplier's information in the Government's National Contracts Commission (NCC) registration system using the supplier's TRN as shared identifier between both systems.

To update your organisation's TRN and Tax Compliance data in the e-Tendering system, Supplier Admin Users must execute the following steps:

- I. Login to the system ([www.gojep.gov.jm](http://www.gojep.gov.jm));
- II. Select the Supplier management link (under the Supplier Administration section on the left);
- III. Select the Edit organisation link/button;
- IV. For the Taxation Registration Number (TRN): prompt - Enter your organisation's nine (9) digit TRN (no space or dashes). See TRN rules below;
- V. For the Taxation Compliance Reference (TCC) # prompt - Enter the last TCC# issued to your organisation by the Tax Administration Jamaica (TAJ), if one was issued. By completing this task:
  - a. Your organisation's Taxation Compliance Expiration Date information will be retrieved from the TAJ Taxation system and displayed on your organisation's record in GOJEP;
  - b. Tax eligibility information for your organisation will print on the Tender Opening Reports generated by the system;
  - c. The system will send you an email reminder, fourteen (14) days prior to the expiration of your organisation's tax compliance status. Upon the expiration and renewal of your TCC, please ensure same is updated in the system by following the above steps.
- VI. Select the Save button once you have entered the above information.

### TRN Format Rules:

Organisation Type	Format	Rules
1 Limited Liability	000009999	TRN must begin Incorporated with digit 0 (Zero) and must be nine digits. No '-' or space shall be entered.
2 Partnership	000009999	TRN must begin with Zero and must be nine digits. No '-' or space shall be entered.
3 Sole Trader or Trading As Entity	100009999/0001	TRN must begin with the digit 1 and must be nine digits. A sub 4 digit number must be entered, example 0001 or 0002 or 0003, etc. No '-' or space shall be entered.
4 Individual Consultant	100009999	TRN must begin with the digit 1 and must be nine digits. No sub 4 digit number must be entered. No '-' or space shall be entered.

For additional information, please call the Ministry of Finance, Public Procurement Customer Care Help Desk numbers: 876-932-5220/932-5251/932-5244/932-5251 or by sending an email to: [papucustomer@mf.gov.jm](mailto:papucustomer@mf.gov.jm).

GOJEP - Using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.