



GOJ PUBLIC PROCUREMENT PAGE



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

COST OF RFP DOCUMENT: No cost. Download document from: www.boj.org.jm.

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

For Additional Information Visit: (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.



Tax Administration Jamaica

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 Document & Bid Submission deadline: 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). 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, click on "Procurement Opportunities" for further details.

MINISTRY OF FINANCE AND THE PUBLIC SERVICE STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

COMMUNICATIONS SPECIALIST

PROJECT NAME: STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
IBRD LOAN NO: 8406JM
COMPONENT: PROJECT MANAGEMENT

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds for the selection of a **Communications Specialist**. The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

The **Communications Specialist** shall be required to develop the communications strategy for the Strategic Public Sector Transformation Project and implement a holistic communications plan. The Ministry of Finance and the Public Service now invites eligible individuals to submit their CV.

Education and Experience

- A University Degree in Communications, Public Relations or related field
- Three years' experience in public sector communication
- Three years' experience in Change Management

Applications must be delivered in a written form to the address below (in person, by mail, fax, or email) by **August 15, 2018**. The detailed Terms of Reference is available on the website of the Ministry of Finance and the Public Service at www.mof.gov.jm.

THE PROCUREMENT AND ADMINISTRATIVE MANAGER STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

Ministry of Finance and the Public Service
 30 National Heroes Circle
 Kingston 4, Jamaica, WI
 Tel: 876-932-5474
 Fax: 876-932-5977

Email: spstp@mof.gov.jm or terryann.frith@mof.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

TECHNICAL ANALYST

PROJECT NAME: STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
IBRD LOAN NO: 8406JM
COMPONENT: PROJECT MANAGEMENT

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds for the selection of a **Technical Analyst**. The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

The **Technical Analyst** shall be required to provide technical support to the Project Implementation Unit in the definition and design of studies, technical and analytical work to be funded under the SPSTP, by collaborating with Ministries, Departments and Agencies in the preparation and costing of Terms of References. The Ministry of Finance and the Public Service now invites eligible individuals to submit their CV.

Education and Experience

- Postgraduate degree in economics, management studies, public sector management or other relevant discipline.
- At least 5 years' experience working on development projects and development issues.

Applications must be delivered in a written form to the address below (in person, by mail, fax or email) by **August 15, 2018**. The detailed Terms of Reference are available on the website of the Ministry of Finance and the Public Service at www.mof.gov.jm.

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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:

- Verify Supplier's details;
- Allow for retrieval of Tax Compliance information for Supplier and;
- 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:

- Login to the system (www.gojep.gov.jm);
- Select the **Supplier management** link (under the Supplier Administration section on the left);
- Select the **Edit organisation** link/button;
- For the **Taxation Registration Number (TRN):** prompt – Enter your organisation's nine (9) digit TRN (no space or dashes). See TRN rules below;
- 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:
 - 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;
 - Tax eligibility information for your organization will print on the Tender Opening Reports generated by the system;
 - The system will send you an email reminder, fourteen (14) days prior to the expiration of your organization'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.
- Select the Save button once you have entered the above information.

TRN Format Rules:

Organisation Type	Format	Rules
1 Limited Liability Incorporated	000009999	TRN must begin 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@car@mof.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.