



GOJ PUBLIC PROCUREMENT PAGE

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);
- 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@moj.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.



EDNA MANLEY COLLEGE of the Visual and Performing Arts

INVITATION TO TENDER

PROVISION OF ROOFING SOLUTION

The Edna Manley College of the Visual and Performing Arts invites interested entities to submit offers for the provision of roofing solution at different Schools at the campus of Edna Manley College of the Visual and Performing Arts, situated at 1 Arthur Wint Drive, Kingston 5. The successful bidder will be required to supply all labour and material required to effect repairs to the roof at the following locations on the campus, and is expected to bid on the entire lot.

DESCRIPTION OF WORKS

- Roof of the School of the Visual Arts – 20,000 sq. ft.
- Roof of the School of Drama – 8,000 sq. ft.
- Roof of the School of Dance – 7,200 sq. ft.
- Roof of the School of Music – 8,000 sq. ft.
- Roof of the Multimedia Building – 14,000 sq. ft.

Interested contractors must fulfil the following criteria and provide proof in the tender submission to be considered eligible:

- i. A valid Tax Compliance Certificate (TCC) at time of Tender
- ii. A valid TRN
- iii. A valid National Contracts Commission Certificate (NCC) registered in the category of Building Construction or Roofing
- iv. Bid Security representing 0.05% of the contract sum is required with the submission of bids

Tenders that do not contain all of the above on opening will be deemed non-responsive.

COLLECTION OF TENDER DOCUMENTS

Tender documents will be available as of **Monday, September 24, 2018 between 9:00 a.m. and 4:00 p.m.** at the:

**Finance & Accounts Department
Edna Manley College of the Visual and Performing Arts
1 Arthur Wint Drive
Kingston 5**

A non-refundable payment of J\$2,000.00 in cash or manager's cheque payable to Edna Manley College will be required for each tender document.

DEADLINE FOR SUBMISSION OF TENDERS

The tender must be submitted in a plain sealed envelope and clearly marked: **"Tender for Roofing Solution"**, and placed in the designated tender box at the office of:

**The Procurement & Inventory Manager
(inside the Finance & Accounts Dept.)**

No later than Wednesday, October 17, 2018 at 10:00 a.m.

TENDER OPENING

Tenders will be opened in the presence of bidders or their representatives who wish to attend the bid opening, in the Boardroom at the College, located in the Principal Building on **Wednesday, October 17, 2018 at 10:15 a.m.**

The College is not obliged to accept the lowest or any Tender.



PASSPORT, IMMIGRATION & CITIZENSHIP AGENCY

INVITATION FOR BIDS

JANITORIAL AND SANITATION SERVICES

Passport, Immigration & Citizenship Agency (PICA) wishes to invite qualified bidders to submit bids for the provision of Janitorial and Sanitation Services. The successful bidder will be appointed under a three (3) year contract to undertake janitorial work at the following locations:

- Head Office, 25C Constant Spring Road, Kingston 10
- Regional Office, Overton Plaza, Montego Bay, St. James
- 21 West Kings House Road, Kingston 10
- 8 Waterloo Road, Kingston 10
- Immigration Services, Sangster International Airport, Montego Bay, St. James
- Immigration Services, Norman Manley Internationals Airport, Kingston
- Six Outposts: St. Ann's Bay, Mandeville, Savanna-la-Mar, Portland, Kingston Container Terminal and St. Thomas

ELIGIBILITY

To be considered eligible, bidders must possess and provide proof of the following:

- Current registration with the National Contracts Commission as a supplier of Goods and Services in the category **Janitorial, Sanitation Services**
- A valid Tax Compliance Certificate
- Bid Security

COLLECTION OF BIDDING DOCUMENTS

A complete set of Bidding Documents in **English** may be purchased for a non-refundable fee of **Three Thousand Dollars** (\$3,000.00) in Jamaican currency upon submission of a written application. The method of payment will be Cash, Manager's Cheque, Debit or Credit Card.

Payments will be collected at: The Cashier Section, Passport, Immigration and Citizenship Agency, Ground Floor, 25C Constant Spring Road, Kingston 10.

Documents will be available for inspection and issuance upon submission of a valid receipt at PICA, 21 West Kings House Road, Kingston 10.

Payment, inspection and issuance will be facilitated from **Tuesday, October 2, 2018 to Tuesday, October 9, 2018, Monday to Friday, 9:00 a.m. - 3:00 p.m.**

RETURN OF BIDS

Sealed bids must be delivered and submitted in the Tender Box labelled **"JANITORIAL AND SANITATION SERVICES"** located in the Reception Area, PICA, 21 West Kings House Road, Kingston 10, no later than **2:00 p.m. on Friday, November 9, 2018**

BID OPENING

Public opening of bids will take place in the Conference Room, PICA, and 21 West Kings House Road, Kingston 10, at **2:15 p.m. on Friday, November 9, 2018.**

For further information and clarification, please contact:

**The Procurement Officer
21 West Kings House Road
Kingston 10**

Tel: 876-754-7422 ext. 6341; Fax: 876-968-1121