



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 organization 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 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.
  - VI. 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: [papucustomercore@mof.gov.jm](mailto:papucustomercore@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.**



JAMAICA CUSTOMS AGENCY

Invitation for Bids

The Jamaica Customs Agency Invites eligible and qualified bidders to submit sealed bids for the **Procurement of Motor Vehicles for the Jamaica Customs Agency.**

<b>Procuring Entity:</b>	<b>Jamaica Customs Agency</b>
<b>Scope:</b>	<b>Package 1: Two Double-Cab Pickups Package 2: Two Sedan Motor Cars Package 3: One 16 Seater Minibus.</b>
<b>NCC Category:</b>	<b>Motor Vehicles and Spares</b>
<b>Procurement Method:</b>	National Competitive Bidding
<b>Eligibility Requirements:</b>	Copy of a valid National Contracts Commission Registration and Tax Compliance Certificate or Tax Compliance Letter clearly showing the expiration date.
<b>Availability of Tender Documents:</b>	Bidding documents will be available for download as at <b>Monday September 3, 2018</b> on the Government of Jamaica electronic Procurement website ( <a href="http://www.gojep.gov.jm">www.gojep.gov.jm</a> ).
<b>Deadline for Bid Submission:</b>	Bids must be submitted online via <a href="http://www.gojep.gov.jm">www.gojep.gov.jm</a> on <b>Tuesday September 25, 2018 at 11:00 a.m.</b> <b>Late Bids will be Automatically rejected by the System.</b>
<b>Bid Opening:</b>	An online bid opening will take place on <b>Tuesday September 25, 2018 at 11:15 a.m.</b> An Online bid opening report will be sent to all bidders that submitted a proposal.
<b>Contact Information:</b>	Director Adminiastration (Acting) <a href="mailto:naidine.samuels@jacustoms.gov.jm">naidine.samuels@jacustoms.gov.jm</a>
<b>Address:</b>	Jamaica Customs Agency Myers Wharf, Newport East Kingston 15
<b>Telephone no:</b>	876-922-5140-9
<b>Fax no:</b>	876-948-6920

This is an online Tender where tenders 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) Bids will be accepted and there will be no physical tender box for drop-off of tender documents.

To participate in this tender opportunity, Suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at [www.gojep.gov.jm](http://www.gojep.gov.jm).

To register, please select the "Register as a supplier" link from the system home page.

For assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at: 876-932-5220/876-932-5246/876-932-5253 or via email at [papucustomercore@mof.gov.jm](mailto:papucustomercore@mof.gov.jm).



JAMPRO  
TRADE & INVESTMENT JAMAICA

INVITATION TO BID

<b>Scope:</b>	<b>Redesign and renovate JAMPRO's Client Interaction Areas at its Head Office located at 18 Trafalgar Road. Kingston 10</b> JAMPRO invites eligible and qualified firms/ individuals to submit bids for the provision of a design and renovation of JAMPRO's Head Office Entrance and Lobby Areas, Contact Management Centre, Business Auditorium and President's Reception Area at its Head Office located at 18 Trafalgar Road, Kingston 10.
<b>NCC Category:</b>	Interior Constructions Works. Class 3
<b>Eligibility:</b>	Bidders must possess a valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL), along with a National Contracts Commission (NCC) Certificate.
<b>Start Date of Contract</b>	<b>Thursday, October 11, 2018</b>
<b>Duration of Contract:</b>	<b>6 Weeks</b>
<b>Collection:</b>	Bid documents with details can be viewed <a href="http://www.jamaicatradeandinvest.org/tenders/request-quotation-redesign-jampros-client-interaction-areas">http://www.jamaicatradeandinvest.org/tenders/request-quotation-redesign-jampros-client-interaction-areas</a>
<b>Submission:</b>	The completed bid documents must be submitted in a plain sealed envelope and inserted into the tender box located in JAMPRO's lobby by the Security/ Receptionist desk.  Bids should be addressed to: Miss Charlene Wong Senior Communications Officer Integrated Marketing Communications Jamaica Promotions Corporation (JAMPRO) 18 Trafalgar Road, Kingston 10
<b>Bid Closing Date:</b>	<b>Thursday, October 4, 2018 at 10:00 a.m.</b>
<b>Bid Opening Date:</b>	<b>Thursday, October 4, 2018. 10:15 a.m.</b> <b>JAMPRO's Board Room - Second Floor</b> <b>18 Trafalgar Road, Kingston 10</b>



invites sealed bids for the

PROVISION OF CESSPOOL SERVICES

**Scope:** Petrojam Limited hereby invites bids from suitably qualified and experienced contractors for the **Provision of Cesspool Services** at 75-96 Marcus Garvey Drive, Kingston 15, and Petrojam Terminal, Freeport, Montego Bay, Jamaica.

The scope of services includes but is not limited to the provision of labour, equipment, supervision and the services necessary to perform all works to clean sewerage pits, manholes and trenches on Petrojam Limited's properties for **two (2) years**, after award of Contract.

**Eligibility Requirements:** (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Valid National Contracts Commission Certificate in the category of **Janitorial, Sanitation Services specializing in Cesspool Services with their bids.**

A complete set of Bidding Documents in English will be available for download as at **Saturday, September 1, 2018** on the Government of Jamaica Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions are available on the website listed on the system. **Registration is required for vendors to participate in the Tender.**

A **mandatory** Site Visit will be held on **Friday, September 7, 2018 at 2:00 p.m.**, at Petrojam Limited's Kingston Refinery, 96 Marcus Garvey Drive, Kingston 15, Jamaica, location only. All interested contractors are required to contact Mr. Kwabena McInnis at [kwabena.mcinnis@petrojam.com](mailto:kwabena.mcinnis@petrojam.com)/**876-923-8611-5** to make arrangements to attend. For the St. James facility, arrangements will be made for Contractors who wish to visit at their own expense by also contacting Mr. McInnis. **Safety shoes, hats, pants, shirts, coveralls and glasses are required for the Site Visit. Failure to attend the Site Visit shall result in the rejection of the bidder's bid.**

Bids shall be valid for a period ninety (90) calendar days after the bid closing date. Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **than Tuesday, September 18, 2018 at 11:00 a.m.**

Online Bid Opening takes place on **Tuesday, September 18, 2018 at 11:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam Limited's website at <http://www.petrojam.com>

**This is an online managed Tender, and tender documents and Supplier Bids 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) Bids will be accepted and there will be no physical tender box for drop-off of Bids.**

**To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, [www.gojep.gov.jm](http://www.gojep.gov.jm).**

**Please register on the e-GP System by selecting the Register as a supplier link from the home page.**

**For assistance and training, please contact the support desk at: 876-932-5220.**

NOTICE  
PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:  
[jisadvertising@gmail.com](mailto:jisadvertising@gmail.com),  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)