



GOJ PUBLIC PROCUREMENT PAGE



INVITATION FOR BIDS

Project Name: PROCUREMENT OF CANTEEN CONCESSIONAIRE SERVICES

Contract/Bid#: RFP ADMIN2018 Q2/5

IFB #: RFP ADMIN2018 Q2/5-1

Description of Works:

The provision of concessionaire services to operate eGovJa's canteen facilities at 235B Old Hope Road, Kingston 6, for the benefit of our employees, contractors and guests. Current serving averages are 190 lunches and 50 breakfast meals per day.

Eligibility: NCC (Catering) AND TCC required at the time of Bid Submission.

Procurement Method: Bidding will be conducted through the Local Competitive Bidding (LCB) procedures specified in the GOJ's Handbook of Public Sector Procurement Procedures.

Contact Information: Department Head – Enterprise Procurement
235B Old Hope Road, Kingston 6
876-927-1125-8
procurement@egovja.com

Tender Document: Tender documents will be available online at the website mentioned below, on **October 8, 2018** between **9:00 a.m. and 4:00 p.m., Monday to Friday.**

Deadline for submission: Bids must be returned no later than **October 22, 2018, at 2:00 p.m.** Bid packages should be deposited in the Tender Box provided in the Lobby at eGov Jamaica Limited (eGovJa). **Opening of the bids commence on the same day at 2:15 p.m.**

For additional info visit: <http://www.egovja.com/procurementupdates>



INVITATION FOR BIDS (IFB) Provision of Lunch Catering Services

The Housing Agency of Jamaica Limited (HAJL) invites contractors with suitable experience and resources to submit bids for the Provision of Lunch Catering Services over a one (1) year period at its offices located at 13 Caledonia Avenue, Kingston 5.

The Scope of Services includes but is not limited to the provision of lunches five (5) days per week over the course of a year for approximately Forty-five (45) persons as per the requirements of the Bidding Document.

Eligibility Criteria

Interested bidders are required to submit the following with their bids:

1. Copy of valid Tax Compliance Letter (TCL) or valid Tax Compliance Certificate (TCC), if current/not expired
2. Proof of registration with the National Contracts Commission (NCC) in the category of "Catering"
3. Valid Ministry of Health licence for operating a food handling establishment

Collection of Bidding Documents

Bidding Documents will be available from the Procurement Unit, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5 as of **Thursday, October 4, 2018** between **9:00 a.m. and 4:00 p.m. for a non-refundable fee of One Thousand Dollars (J\$1,000.00) payable by debit card or by lodgement to HAJL's NCB Account using the Customer #99-555555.**

Clarifications

Clarifications related to this bid may be directed to **Shane. Smith@hajl.gov.jm**, no later than **Monday, October 22, 2018.**

Deadline for Submission of Bids

Bids shall be valid for a period of **one hundred and twenty (120) days** after bid closing and shall be deposited in the tender box labelled "**Provision of Lunch Catering Services**" in the Procurement Unit, 2nd Floor, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5, **no later than Thursday, October 25, 2018 at 10:00 a.m. Late bids will be rejected.**

Bid Opening

Bids will be opened at the Housing Agency of Jamaica's 4th Floor Meeting Room, 13 Caledonia Avenue, Kingston 5, on **Thursday, October 25, 2018, at 10:15 a.m.** Bidders and/or their representatives are invited to attend the opening.

The Housing Agency of Jamaica Limited is not obliged to accept the lowest or any bid and reserves the right to terminate the bid process at any point prior to the award of the contract without incurring any liability to any of the participants.

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.govjep.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.

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

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

jisadvertising@gmail.com, procurement@jis.gov.jm