



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.



**Invitation to Tender**

**Supply of Oil Spills – Emergency Response and Equipment Maintenance Services**

**Scope:**

Petrojam Limited invites firms to submit tenders for the provision of **Oil Spills – Emergency Response and Equipment Maintenance Services** in accordance with the terms and conditions disclosed in the bidding documents.

**Collection Date:**

A complete set of Bidding Documents in English will be available for download from **Tuesday October 2, 2018**, on the Government of Jamaica's Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions are available at [www.gojep.gov.jm](http://www.gojep.gov.jm) and all interested bidders are required to register.

**Eligibility Requirements:**

Valid Tax Compliance Certificate and valid National Contracts Commission Registration in the category of **Industrial Maintenance Grade 3 OR Mechanical Works Grades 1-2 OR Equipment Maintenance Services**

**Submission Deadline:**

Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Wednesday, October 17, 2018 at 2:00 p.m.** Jamaica time (UTC-05:00) and bids must be valid for One Hundred and Twenty (120) calendar days after the date of bid submission. Late Bids will be rejected. Bids will be opened online on **Wednesday, October 17, 2018 at 2:05 p.m.** Jamaica Time (UTC -05:00).

**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.**



**Invitation for Bids**

**Mechanical Support Services 2018-2019**

**Scope:**

Petrojam Limited hereby invites bids from eligible and qualified bidders for the provision of Mechanical Support Services for its Kingston refinery located at 75-96 Marcus Garvey Drive, Kingston 15.

**Eligibility requirements:**

Valid Tax Compliance Certificate and Valid National Contracts Commission Registration in the category of **Mechanical Works, Grade 3 minimum**

**Collection Date:**

A complete set of Bidding Documents in English will be available for download from **Tuesday, October 2, 2018** on the Government of Jamaica's Electronic Procurement website-[www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions are available at [www.gojep.gov.jm](http://www.gojep.gov.jm) and all interested bidders are required to register.

**Submission Deadline:**

Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Wednesday, October 17, 2018 at 10:00 a.m. Jamaica time (UTC -05:00)** and bids must be valid for One Hundred and Twenty (120) calendar days after the date of bid submission. Late Bids will be rejected. Bids will be opened online on **Wednesday, October 17, 2018 at 10:05 a.m. Jamaica Time (UTC -05:00).**

**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.**



**Petrojam Limited  
Invites sealed bids for  
Provision of Labour for Terminal Operations & Bunkering  
Services**

**Scope:** Petrojam Limited hereby invites suitably qualified and experienced bidders to submit bids for the provision of skilled and unskilled labour for the performance of Terminal Operations and Bunkering Services for a period of one (1) year period at the following locations:

1. Refinery Plant (Marcus Garvey Drive)
2. Kingston Industry Loading Rack (Marcus Garvey Drive)
3. Montego Bay Terminal (MoBay Freeport)
4. Petrojam's Customers' Installations islandwide

**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 Mechanical Works Grade 1-2 and/or Marine Services with their bids.

A complete set of Bidding Documents in English will be available for download as at **Saturday, September 29, 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.**

**Mandatory Site Visits** will be held on **Friday, October 5, 2018 at 10:00 a.m., at Petrojam Limited's Kingston Industrial Loading Rack and the facility in Freeport Montego Bay on Monday, October 8, 2018 at 10:00 a.m.** All interested contractors are required to contact Mr. Hugh Hines at [hugh.hines@petrojam.com](mailto:hugh.hines@petrojam.com) / 923-8611-5 to make arrangements to attend. **Safety shoes, hats, pants, shirts, coveralls and glasses are required for the Site Visit. Failure to attend both Site Visits shall result in the rejection of the bidder's bid.**

Bids shall be valid for a period of one hundred and twenty (120) 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 **Wednesday, October 17, 2018 at 11:00 a.m.** Online Bid Opening takes place on **Wednesday, October 17, 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)