



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.

## MINISTRY OF LABOUR & SOCIAL SECURITY

### NATIONAL INSURANCE FUND (NIF)

#### INVITATION FOR BIDS (IFB)

**Bid No. NIF/MLSS/2018/001**

The National Insurance Fund, Ministry of Labour and Social Security is inviting sealed Bids from qualified Contractors to undertake the "Renovation Works to an Office Building".

**PROCURING ENTITY:**

National Insurance Fund, Ministry of Labour and Social Security

**LOCATION:**

4 Sam Sharp Square, Montego Bay, St. James, Jamaica.

**SCOPE OF WORK:**

The renovation of a two (2) storey office building consisting of approximately 936 square metres, gross floor area with associated external works, drainage and parking area.

**ELIGIBILITY FOR TENDER:**

Local Competitive Bidding (LCB) Procurement Method will be used and tenderers must submit the following along with their bid:

- Completed and signed Form of Bid (in the prescribed format).
- A valid National Contracts Commission (NCC) in the category of Building Construction – Grade 1. (See <http://www.ocg.gov.jm/ocg/>)
- A valid Tax Compliance Certificate (TCC).
- A Bid security in the amount of \$1,500,000.00 (in the prescribed format).

Additional requirements are outlined in the Bidding Documents.

**COLLECTION OF DOCUMENTS:**

- Tender documents are available at a non-refundable cost of \$5,000.00 payable by Manager's Cheque **ONLY** and may be collected on weekdays from **December 10 to December 18, 2018 between 9:00 a.m. and 3:00 p.m.** from the offices of the National Insurance Fund, 4<sup>th</sup> Floor, 40 Knutsford Boulevard, Kingston 5.

**DATE AND TIME FOR RETURN OF TENDERS:**

- Bids must be clearly marked "RENOVATION WORKS TO OFFICE BUILDING" and shall be deposited in the bid box located in the Lobby at the offices of the National Insurance Fund, 4<sup>th</sup> Floor, 40 Knutsford Boulevard, Kingston 5 on or before **Tuesday, January 15, 2019 at 2:00 p.m.** Late bids will be rejected.
- Public Opening of tenders will follow at **2:15 p.m.** in the Conference Room of the office of the National Insurance Fund, 4<sup>th</sup> Floor, 40 Knutsford Boulevard, Kingston 5 on **Tuesday, January 15, 2019.**

For the collection of tender documents & further information, please contact:

**Director, Real Estate  
National Insurance Fund  
4<sup>th</sup> Floor, 40 Knutsford Boulevard, Kingston 5  
Tel.: 876-908-0019-20, Email: [secretariat@nif.gov.jm](mailto:secretariat@nif.gov.jm)**



## FACTORIES CORPORATION OF JAMAICA LIMITED

### TENDER NOTICE

#### INSURANCE PLACEMENT

Tenders are invited from pre-qualified registered insurance companies and brokers with the Financial Services Commission (FSC) and included on the National Contracts Commission (NCC) register to provide insurance services to: **FACTORIES CORPORATION OF JAMAICA LIMITED.**

**Pre-qualified Brokers and Insurers will be required to submit in their tenders:**

- (i) Copies of valid Tax Compliance Certificates (TCC) indicating that they are tax compliant at the time of submission of tenders;
- (ii) Copies of valid NCC registration, reflecting validity at the time of tender;
- (iii) Two (2) identical copies of each proposal containing quotations for one (1) like for like proposal and no more than three (3) alternative proposals.

Tender Documents may be obtained from:

The Procurement Manager,  
**Factories Corporation of Jamaica Limited  
17 Knutsford Boulevard, Kingston 5;  
Telephone 876-968-4766/2484 or 876-432-4922**

Tender packages will be available at a non-refundable cost of \$4,000.00, which must be paid for in cash or manager's cheque payable to Factories Corporation of Jamaica Limited.

**The period of placement will be for three (3) years with the successful Broker.**

Cover is required for the following classes of insurances:-

- Commercial All Risks
- Consequential Loss
- Computer all Risk
- Public/Product Liability
- Employer's Liability
- Loss of Money
- Fidelity Guarantee
- Private Comprehensive Motor
- Commercial Comprehensive Motor
- Motorcycle Comprehensive
- Motor Contingent Liability
- Director's & Officers' Liability

Tenders should be deposited in the tender box at: The Receptionist Area, Ground Floor, 17 Knutsford Boulevard, Kingston 5.

Each tender should contain a summary of the risk(s) and should be submitted in duplicate (two identical copies) in sealed envelopes bearing the name and seal of the Bidder and clearly marked and addressed as follows:-

**INSURANCE PLACEMENT FOR  
"Factories Corporation of Jamaica Limited"  
17 Knutsford Boulevard, Kingston 5**

Tenders should be deposited by **3:00 p.m. on February 19, 2019.**

**TENDERS SUBMITTED AFTER THIS TIME AND DATE WILL AUTOMATICALLY BE DISQUALIFIED.**

Opening will be at **3:15 p.m.** in:

**The Boardroom, Third Floor  
Factories Corporation of Jamaica Limited  
17 Knutsford Boulevard, Kingston 5**

Recommendations for award(s) will not necessarily be made to the lowest tender but in respect to the best overall proposal(s).