



## INSURANCE PLACEMENT

**Procuring Entity:** PORT AUTHORITY OF JAMAICA

**Scope:** Tenders are invited from pre-qualified, registered Insurance Companies and Brokers with the Financial Services Commission (FSC) and the National Contracts Commission (NCC) for the provision of insurance services to The Port Authority.

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

1. Copies of a valid Tax Compliance Certificate (TCC) indicating tax compliance at the time of submission of tenders;
2. Copies of valid NCC registration, reflecting validity at the time of tender; and
3. A like-for-like proposal and a maximum of two (2) alternative proposals.

Cover is required for the following classes of insurance:-

USD Property, Equipment, Consequential Loss, Property Terrorism, Liability Terrorism, General Liability, Marine Hull and Marine Consequential Loss

JAD Office Commercial, Machinery Breakdown, Computer, Radio & Electronic Equipment, Fidelity Guarantee, Loss of Money, Employer's Liability, Houseowner's Comprehensive, Special Type Liability, Private Motor Comprehensive and Third Party, Commercial Motor Comprehensive and Third Party, Motorcycles, Motor Contingent Liability, Personal Accident, Employer's Liability (PMSL), Public Liability (PMSL) Private Motor Comprehensive (PMSL), Industrial All Risks (JIFZDL), Public & Property Owner's Liability (JIFZDL)

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

**NCC Grade/Category:** Insurance Services

**Contact Information:** Risk/Insurance Officer

**Address of Entity:** 15-17 Duke Street, Kingston

**Telephone No(s):** 876-922-0290-9

**Email Address:** klamb@portjam.com

Tender packages will be available as of **Monday, December 3, 2018, from 10.00 a.m. to 4.00 p.m.** for a non-refundable fee of \$3,000 which must be paid for in cash or by manager's cheque.

A Briefing Session will be held in the Third Floor Conference Room, The Port Authority, 15-17 Duke Street, Kingston, on **Friday, December 14, 2018 at 10:00 a.m.**

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 THE PORT AUTHORITY.**

Tenders should be deposited by **3:00 p.m. on THURSDAY JANUARY 10, 2019** in the tender box located at The Ground Floor Lobby, The Port Authority, 15-17 Duke Street, Kingston.

**TENDERS SUBMITTED AFTER THIS TIME AND DATE WILL BE REJECTED.** The Tender Opening will be at **3:15 p.m.** in the Third Floor Conference Room, The Port Authority, 15-17 Duke Street, Kingston.

Recommendations for award(s) will not necessarily be made to the lowest tender, but in respect of the best overall proposal(s). Please visit the website at [www.portjam.com](http://www.portjam.com).



## Invitation for Bids

### Provision of Mechanical Manpower Regen 2019

**Scope:** Petrojam Limited hereby invites bids from eligible and qualified bidders for the procurement **Provision of Mechanical Manpower Regen 2019** to be conducted at Petrojam Limited's Kingston refinery located at 75 Marcus Garvey Drive, Kingston 15.

**Eligibility Requirements:** Valid Tax Compliance Certificate and Valid National Contracts Commission Registration in the category of **Mechanical Works, Grades 1 to 4**

**Collection Date:** A complete set of Bidding Documents in English will be available for download from **Tuesday, December 4, 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 **Tuesday, December 18, 2018 at 10:00 a.m. Jamaica time (UTC-05:00)** and bids must be valid for ninety (90) calendar days after the date of bid submission. Late Bids will be rejected. Bids will be opened online on **Tuesday, December 18, 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.



## Planning Institute of Jamaica

### REQUEST FOR PROPOSALS

#### GOJ ADAPTATION FUND PROGRAMME (GOJ/AFP) Design Review and Value Engineering Services

The Government of Jamaica, through the Planning Institute of Jamaica, has secured funding from the Adaptation Fund towards coastal rehabilitation works along sections of St. Mary and Portland. The programme of works will be executed by the National Works Agency (NWA), an Executive Agency of the Government of Jamaica, to carry out coastal protection works in Annotto Bay, Buff Bay and Orange Bay.

The Planning Institute of Jamaica (PIOJ) now invites eligible consultants to submit proposals for the Design Review and Value Engineering Services under the GOJ Adaptation Fund Programme (**NORTH EASTERN COASTAL RESILIENCE BUILDING PROJECT**).

The full Terms of Reference and submission template can be found at:

<https://www.pioj.gov.jm/VacanciesTenders/TenderNotices/tabid/116/Default.aspx>

**Return of Documents:** Completed proposals are to be placed in an envelope marked "GOJ/ADAPTATION FUND PROGRAMME – PROPOSALS FOR DESIGN REVIEW AND VALUE ENGINEERING SERVICES" and delivered in written form to the address below (in person or by registered mail) by **December 14, 2018 at 12:00 noon.**

**Planning Institute of Jamaica**  
**Attn: Shelia McDonald Miller**  
**16 Oxford Road, Kingston 5, Jamaica**  
**Tel: 876-935-5026**  
**Email: [AdaptationJamaica@pioj.gov.jm](mailto:AdaptationJamaica@pioj.gov.jm)**

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:

- Verify Supplier's details;
- Allow for retrieval of Tax Compliance information for Supplier and;
- 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:

- Login to the system ([www.gojep.gov.jm](http://www.gojep.gov.jm));
- Select the Supplier management link (under the Supplier Administration section on the left);
- Select the Edit organisation link/button;
- For the Taxation Registration Number (TRN): prompt – Enter your organisation's nine (9) digit TRN (no space or dashes). See TRN rules below;
- 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:
  - 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;
  - Tax eligibility information for your organisation will print on the Tender Opening Reports generated by the system;
  - 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.
- 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.