



## REQUEST FOR PROPOSALS

### PROVISION OF EXTERNAL AUDIT SERVICES

The Airports Authority of Jamaica (AAJ), as the Procuring Entity, invites sealed bids/proposals from eligible and qualified firms of Chartered Accountants for the provision of external audit services to the AAJ and its subsidiary NMLA Airports Limited for a period of two (2) years, the fiscal years 2018-19 & 2019-20.

#### Interested firms must fulfil the following criteria and provide proof at the time of bidding, to be considered eligible:

- Valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL)
- Valid Practising Certificate issued by the Public Accountancy Board

#### Collection of Request for Proposal (RFP) Documents:

RFP Documents will be available on compact disc (CD) at the Airports Authority of Jamaica's Finance Department as of **Monday, 2019 February 11 between 9:00 a.m. and 4:00 p.m.** upon payment of a non-refundable fee of Two Thousand Jamaican Dollars (\$2,000.00), payable in Cash or Manager's Cheque payable to Airports Authority of Jamaica.

Failure to purchase the RFP Documents directly from the Procuring Entity will result in ineligibility/non-responsiveness of that bid/proposal from participating in the procurement process.

#### Return of Proposals:

The completed Technical and Financial Proposals should be labelled and sealed separately, then placed in an outer envelope that should be sealed and clearly marked:

**Airports Authority of Jamaica  
Request for Proposals – Ref. No. AAJ/EXAT- 001  
Provision of External Audit Services  
for Fiscal Years 2018-19 & 2019-20**

#### Submission of Proposals:

Proposals must be deposited in the Tender Box located in the Lobby of the AAJ Administration Building, on or before **3:00 p.m. Wednesday, February 27, 2019.** The public opening of Proposals follows at **3:15 p.m.** in the AAJ Mini-conference Room Boardroom at the Norman Manley International Airport. Bidders and their representatives may attend the opening.

#### For further information please contact:

Procurement Manager  
Airports Authority of Jamaica  
Norman Manley International Airport  
Palisadoes, Kingston.  
Telephone: 876-924-8452-6 Ext. 2054  
Email: [vscott@aaaj.com.jm](mailto:vscott@aaaj.com.jm)

**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)

## THE MINISTRY OF JUSTICE INVITATION TO TENDER

### Architectural Services for St. Andrew Justice Centre – Stony Hill

The Ministry of Justice invites Architects to submit tenders for the above-stated Project.

#### ELIGIBILITY REQUIREMENT

To be considered eligible, at the time of tender opening, your tender must include the following:

- Copy of a valid Tax Compliance Certificate (TCC)

**Non-compliance with the requirement above will result in automatic disqualification of tender.**

#### SCOPE OF WORK

To prepare the requisite documentations and provide the required professional services.

#### AVAILABILITY OF AMENDMENT # 1

**Amendment # 1 will be available on the Ministry of Justice website: [www.moj.gov.jm](http://www.moj.gov.jm) as at January 21, 2019.**

**A Mandatory Pre-tender Meeting is scheduled for February 1, 2019 at 2:00 p.m.**

#### Contact Information

**Triston Aiken: Director, Procurement Unit  
61 Constant Spring Road, Kingston 10  
Telephone: 876-906-4923-31**

#### RETURN OF TENDERS

Tenders must be deposited in the Tender Box marked "Architectural Services for St. Andrew Justice Centre – Stony Hill", located in the Procurement Unit (Block A, Ground Floor) of the Ministry of Justice, 61 Constant Spring Road, Kingston 10, on or before **10:00 a.m. Monday, February 11, 2019.**

Tenders will be opened on the same date, in the Procurement Unit of the Ministry of Justice at the address stated above, at **10:10 a.m.** Interested Architects or their Authorized Representatives are invited to attend the opening.

**The Ministry of Justice reserves the right to accept or reject all bids.**

Visit our website at [www.moj.gov.jm](http://www.moj.gov.jm).

**THE PROJECT IS BEING FUNDED BY THE MINISTRY OF JUSTICE.**



**National Housing Trust**  
...the key to your home

### HYGIENE AND SANITATION SERVICES

Procuring Entity:	National Housing Trust
Scope:	The successful service provider(s) will be required to: <ul style="list-style-type: none"> <li>• collect and dispose of sanitary waste</li> <li>• provide sanitary bins, and</li> <li>• supply hand soaps, air fresheners, toilet sanitizers and cleaners</li> </ul>
NCC Grade/Category:	Janitorial, Sanitization Services – specializing in Hygiene and Sanitation Services
Procurement Method:	Local Competitive Bidding
Contact Information:	Manager, Procurement Unit
Address of Entity:	4 Park Boulevard, Kingston 5
Telephone Number(s):	(876)929-6500-9, Ext. 7280/7271
Email Address:	<a href="mailto:procurement@nht.gov.jm">procurement@nht.gov.jm</a>

Bid packages are available on the payment of a non-refundable fee of \$1,000 (payable in cash or Manager's Cheque at the NHT Cashier – 4 Park Blvd.) from **Monday, February 11, 2019.** Bids must be submitted to the Procurement Unit, on or before **11:00 am on Monday, March 4, 2019.** Public opening of bids take place same day immediately after submission deadline. Please visit the website at [www.nht.gov.jm](http://www.nht.gov.jm) for the full details.

*Note: Failure to purchase the bid documents directly from the procuring entity, will make that bid ineligible/non-responsive for participating in the procurement process.*

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@moj.gov.jm](mailto:papucustomer@moj.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.