



# GOJ PUBLIC PROCUREMENT PAGE

## Bulletin #1/2019

**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 information (TCC/TCL) on the Government of Jamaica Electronic Procurement System (GOJEP) System.

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 Contract Commission (NCC) registration system using the suppliers TRN as shared identifier between both systems.

To update your Organization's TRN and Tax Compliance data in the e-Tendering system, Supplier Admin Users must execute the following steps:

- I. Log in 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 organization's nine (9) digit TRN (no space or dashes). See TRN rules below;
- V. For the Taxation Compliance Reference (TCC/TCL) # prompt – Enter the last TCC# issued to your Organization by the Tax Administration Jamaica (TAJ), if one was issued. By completing this task:
  - a. Your Organization's Taxation Compliance Expiration Date information will be retrieved from the TAJ Taxation system and displayed on your Organization's record in GOJEP;
  - b. Tax eligibility information for your Organization 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 Organization's tax compliance status. Upon the expiration and renewal of your Tax Compliance, 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.

Organization Type	Format	Rules
1 Limited Liability Incorporated	000009999	TRN must begin with 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@mof.gov.jm](mailto:papucustomer@mof.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 FINANCE AND THE PUBLIC SERVICE STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

### BUSINESS PROCESS REVIEW CONSULTANT (IMPLEMENTATION OF ENTERPRISE CONTENT MANAGEMENT SOLUTION IN MULTIPLE BUSINESS UNITS)

**IBRD LOAN NO.: 8406JM**

**COMPONENT: ADAPTIVE PUBLIC SECTOR  
APPROACHES TO PROMOTE FISCAL  
SUSTAINABILITY**

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds for the selection of **Business Process Review Consultant** under the Enterprise Content Management (ECM) Project. The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

The **Business Process Review Consultant** shall be required to undertake a Business Process Review which includes an analysis of the existing workflows and processes within and among the Ministry of Finance and the Public Service, Tax Administration Jamaica, Jamaica Customs Agency, the Auditor General's Department and the Accountant General's Department.

The Ministry of Finance and the Public Service now invites eligible individuals to submit their Curriculum Vitae.

#### Education and Experience

- First Degree in Management, Business Administration, Computer Science, or in a related discipline
- A minimum of 5 years experience in business process analysis/reengineering, and developing system documentation
- A minimum of two (2) similar assignments in business process analysis/re-engineering within the last five (5) years
- At least 5 years experience with development of process maps and using process mapping and modelling software, including Microsoft Visio

Applications must be delivered in a written form to the address below (in person, by mail, fax or email) by **April 16, 2019**. The detailed Terms of Reference are available on the website of the Ministry of Finance and the Public Service at [www.mof.gov.jm](http://www.mof.gov.jm).

**THE PROCUREMENT AND ADMINISTRATIVE MANAGER  
STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT  
Ministry of Finance and the Public Service  
30 National Heroes Circle  
Kingston 4, Jamaica, WI  
Tel: 876-932-5474  
Fax: 876-932-5977  
Email: [spstp@mof.gov.jm](mailto:spstp@mof.gov.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)



### Invitation for Bids

#### Provision of Manpower for Preventative Maintenance Inspection Services at Petrojam Limited's Dock Facilities

Petrojam Limited invites experienced and qualified contractors to submit bids for the provision of manpower for Preventative Maintenance Inspection Services at its Dock Facilities. The contractor is required to supply all tools, equipment, labour and any other services necessary to execute the services for two (2) years on a routine basis.

**Eligibility Requirements:** (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Proof of registration with the National Contracts Commission in the category of **Mechanical Works Grade 1 or Marine Engineering Grade 1**; (3) Bid Security of **Five Hundred Thousand Jamaican Dollars (J\$500,000.00)** in one of the forms indicated in the Bidding Documents.

Bidding Documents in English will be available for download from **Monday, April 1, 2019** on the Government of Jamaica's Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm). A mandatory Site Visit will be held on **Tuesday, April 9, 2019 at 11:00 a.m.**, at the Petrojam Refinery, 96 Marcus Garvey Drive, Kingston 15.

Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Monday April 29, 2019 at 11:00 a.m. Jamaica time (UTC-05:00)**. Late Bids will be rejected. Clarifications of the Bidding Documents including the contract document must be submitted no later than **Wednesday, April 24, 2019 at 2:00 p.m.** Online Bid Opening will take place on **Monday, April 29, 2019 at 11:05 a.m., Jamaica time (UTC-05:00)**. An online opening report will be sent to all bidders that submitted a bid.

Petrojam reserves the right to accept or reject any bid, and to annul the tender process and reject all bids at any time, without thereby incurring any liability to Bidders.

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)).



### DESIGN / BUILD CONTRACT Building & Infrastructure Works Dry Valley Housing Development, Trelawny

Procuring Entity:	National Housing Trust
Scope:	The contractor will undertake works, which includes: <ul style="list-style-type: none"> <li>• prepare the master and sub-division plans</li> <li>• design the houses and infrastructure</li> <li>• obtain all relevant agency approvals</li> <li>• construct the housing units and infrastructure, and</li> <li>• handover infrastructure to the relevant agencies.</li> </ul>
NCC Grade/Category:	Civil Engineering Works AND Building Construction - Grade 1 rating
Tender Security:	Tender security of \$5,800,000 is required
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. 7279/8414
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 \$3,500 (payable in cash or Manager's Cheque at the NHT Cashier – 4 Park Blvd.) from **Thursday, April 4, 2019**. Bids must be submitted to the Procurement Unit, on or before **10:00 am on Monday, June 10, 2019**. Public opening of bids will take place same day immediately after bid submission deadline. Please visit the website at [www.nht.gov.jm](http://www.nht.gov.jm) for 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.*