



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 Government Procurement (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);
- 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.

TRN Format Rules:

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@care@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.



The St. Mary Municipal Corporation

13 Hodgson Street
Port Maria P.O., St. Mary, Jamaica
Tel: 876-994-2212/2648/2900/725-0302 Fax: 876-994-2372
Email: stmarypc@yahoo.com

March 26, 2019

INVITATION TO TENDER FOR THE:

1. Rehabilitation of Roadways in Sections of Barrieffe Hall Housing Scheme, Oracabessa, St. Mary – **CONTRACT NO. St.MMC/R&W/2019/001**
2. Rehabilitation of Roadways in Sections of Arcadia Housing Scheme, Gayle, St. Mary – **CONTRACT NO. St.MMC/R&W/2019/002**
3. Rehabilitation of Roadways in Sections of Orange River Housing Scheme, Richmond, St. Mary – **CONTRACT NO. St.MMC/R&W/2019/003**

The St. Mary Municipal Corporation invites Sealed Bids/Tenders from suitably qualified Contractors to execute works as indicated above:

Procurement

Method: Local Competitive Bidding
Eligibility: Bidders must possess the following to be eligible for consideration (Prerequisites):

- Valid Tax Compliance Certificate (TCC);
- Proof of up-to-date registration with the National Contracts Commission (NCC) in the category of General Road Works or Civil Engineering, minimum Grade 2 for projects 1 & 2 and Grade 3 for project 3, respectively.
- Proof of Public Liability Insurance with a minimum coverage of J\$1 Million for any one incident.
- Tender Security required.

Contract/Construction Period is 6-15 weeks

Validity of Bids: Bids shall be valid for a period of 60 days after bid closing.

Tender documents may be collected during the period **April 01, 2019 to April 29, 2019** between **9:00 a.m. and 3:30 p.m. Mondays to Fridays** from the Accounts Department at the St. Mary Municipal Corporation, 13 Hodgson Street, Port Maria P.O., St. Mary on payment of a non-refundable fee of **J\$4,000.00** payable in Cash or Manager's Cheque, addressed to the St. Mary Municipal Corporation. Completed Tenders must be sealed and labelled with their respective project name and number addressed to **"The St. Mary Municipal Corporation"** and must be deposited in the Tender Box located in the Information/Receptionist Area of the Municipal Corporation, 13 Hodgson Street, Port Maria, St. Mary no later than **2:00 p.m. on Monday, April 29, 2019 (Late Bids will be rejected)**

Opening of Tenders will take place at **2:30 p.m. on Monday, April 29, 2019** in the Council's Chamber in the presence of the Municipal Corporation representatives and Bidders' representative(s) who choose to attend.

For further information and or clarification, please contact the Chief Engineering Officer at the Roads and Works Department c/o the St. Mary Municipal Corporation or at the contact information provided above.

The Municipal Corporation is not obligated to accept the lowest or any bid and reserves the right to terminate the bid process and reject all tenders at any point prior to the award of contract without incurring any liabilities to participating bidders.

Sincerely,
Chief Engineering Officer
Roads & Works Department
The St. Mary Municipal Corporation
13 Hodgson Street, Port Maria
St. Mary



INVITATION TO TENDER

1. PROJECT IDENTIFICATION & FUNDING

Title of Project: Lower Works Road Rehabilitation

Scope of Work: Road Rehabilitation Works

2. ELIGIBILITY, ORIGIN AND CONTRACTOR REGISTRATION CRITERIA FOR TENDERING

The basic pre-qualification of all Tenders is – registration on the National Contracts Commission (NCC's) Register of Public Sector Contractors within the necessary category, rating and pre-qualification to undertake works of this nature and value (Grade 1-2-{Category – General Road Works, Civil Engineering})

3. TENDERING

Project Location: Lower Works
Black River
St. Elizabeth

Tendering period: Fourteen Days

Contract period: Six Months from the signing of the contract

Tender validity period: Tenders will be required to remain valid for a period of 90 days.

PROJECT AUTHORITY

Superintendent – Roads & Works
St. Elizabeth Municipal Corporation
Roads & Works Department
58 High Street
Black River P.O.
St. Elizabeth

4. TENDER DOCUMENTS

Tenders may pick up the Tender documents on **April 3, 2019 after 10:00 a.m.** from Roads & Works Department at a cost of J\$6,000.00 for each Document (payable by cash or certified cheque).

Tenders must be accompanied by:

- A valid Tax Compliance Certificate
- Tenders not accompanied by this submission will be regarded as non-complaint and will be rejected.

5. RECEIPT AND OPENING OF TENDERS

Date of return of submission **April 23, 2019** Time return of submissions: no later than 12 noon.

Submissions are to be returned to:

"The Tender Box"
Lower Works Rehabilitation
St. Elizabeth Municipal Corporation
58 High Street
Black River P.O.
St. Elizabeth

Note: Applicants are entirely responsible for ensuring that submissions are deposited in the "Tender Box" on or before the date and time for the returned of submissions.

Date of opening of submissions **April 23rd, 2019**

Time of opening of submissions: 1:00 p.m. (local time)

Location of opening of submissions: Council Chamber 6.

QUERIES

All queries in relation to the Tender shall be in writing and addressed to:

Superintendent – Roads & Works
St. Elizabeth Municipal Corporation
Roads & Works Department
58 High Street
Black River P.O.
St. Elizabeth

7. SUBMISSION RETURN PROCEDURE

Completed tender documents together with all required enclosures shall be placed in an envelope marked **"Tender Document for the Rehabilitation of Lower Works Roads"**.

The envelope shall be placed in the Tender Box at the date, time and location stated above.

Submissions will be opened in the presence of the representative or any tenderer who wishes to attend at the date, time and location stated above. Envelopes will be opened and the name of each tenderer, amount of tender and the presence and/or absence of a valid Tax Compliance Certificate will be read out.