



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@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.



WESTERN REGIONAL HEALTH AUTHORITY Procurement Unit

EXPRESSIONS OF INTEREST

31B Fairview Shopping Centre, Montego Bay, St. James
Ph: 876-630-1860 ext 4103/979-8575/684-9776

Fax: 876-684-9895

Email: David.Mellis@wrha.gov.jm

Public Relations Consultant Services

The Western Regional Health Authority (WRHA) is seeking to acquire the services of an experienced Public Relations Consultant to participate in the planning coordination and implementation of the Authority's communication and public relations programme to improve the image and promote the Vision and Mission of the Western Regional Health Authority.

Procuring Entity

The services being procured will be for a period of one (1) year for the WRHA, a statutory body with oversight responsibilities for health in the parishes of Westmoreland, Hanover, St. James and Trelawny under the Ministry of Health (MOH) in Jamaica. The address of the Western Regional Health Authority is:

31B Fairview Shopping Centre
Montego Bay, St. James

Tel: 876-630-1860

Fax: 876-684-9895

Requirements

The WRHA now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services.

A consultant will be selected in accordance with the Public Procurement Act 2015.

To be considered for any award, Public Relation Consultants must provide at the time of tender opening:

- a. Pro-forma Invoice
- b. A valid Tax Compliance Certificate
- c. General qualifications.
 - Bachelor's Degree in Mass Communications or related field or its equivalent
 - Minimum five years professional experience with a proven track record of working in the field of media and communication platforms.
 - Ability to work effectively in a multicultural environment.
 - Exceptional research, writing, editing, verbal and interpersonal communication skills.
 - Strong leadership and persuasive skills.
 - Ability to manage time effectively.
 - Demonstrate flexibility, responsiveness and ability to manage multiple activities in tight deadlines.
 - Excellent people management skills and openness to feedback and new ideas.
- d. Professional experience as Communications Specialist and or Journalist meets or exceeds five years.
- e. Relevance of experience to the outlined Terms of Reference.

Other Information

Consultants/firms expressing an interest must send a written response accompanied by their company profile via email indicating their intention to bid by **Friday, May 3, 2019** for this service to:

Email: David.Mellis@wrha.gov.jm



INVITATION TO TENDER

1. PROJECT IDENTIFICATION & FUNDING

Title of Project: Jerusalem Housing Scheme 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 1-3-(Category – General Road Works, Civil engineering))

3. TENDERING

Project Location: Jerusalem Housing Scheme
Santa Cruz
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-compliant 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"
Jerusalem Housing Scheme 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 the Jerusalem Housing Scheme 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.