



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 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.

MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE AND FISHERIES

CAREER OPPORTUNITY

The Ministry of Industry, Commerce, Agriculture and Fisheries is inviting suitably qualified persons to fill the post of **Project Procurement Officer (Vacant)** in the Agricultural Competitiveness Programme Bridging Project and Frosty Pod Unit.

Job Purpose

Under the direction of the Project Director, the Project Procurement Officer is responsible for all matters relating to procurement for the Agricultural Competitiveness Programme Bridging Project (ACBPB) and the Frosty Pod Unit of the Plant Quarantine/Produce Inspection Branch of the Ministry of Industry, Commerce, Agriculture and Fisheries. These activities include the preparation and administration of tenders/bids for the procurement of goods, works and services; purchase and maintenance of relevant inventory and associated records.

Specific duties of the Project Procurement Officer will include:

1. Assisting in the preparing and maintaining of an annual procurement plan for the Agricultural Competitiveness Programme and the Frosty Pod Unit.
2. Preparing tender/bid documents including Requests for Proposal (REP) and Requests for Quotation (RFQ) for both entities.
3. Placing local and international advertisements through the appropriate media, inviting bids, proposals, quotations or applications in accordance with Agricultural Competitiveness Programme Bridging Project, the Frosty Pod Unit and government requirements.
4. Screening bids to ensure they meet all the eligibility and prequalification criteria.
5. Preparing and placing requisitions and follows through to ensure the satisfactory delivery of goods and services.
6. Liaising with suppliers to resolve discrepancies regarding orders.
7. Maintaining lists of qualified suppliers in keeping with the approved list from the National Contracts Commission.
8. Maintaining and Updating relevant files and Contracts Register monthly.
9. Preparing monthly procurement reports to the Project Director.

Other Responsibility

Performing other related functions assigned from time to time by the Project Director.

Qualifications

- First Degree in Business Administration, Quantity Surveying or in a closely related field.
- Specialized training in procurement or project administration and management
- At least two years experience in procurement activities on internationally funded projects
- At least three years-experience in government purchasing, preparation of tenders and negotiating contracts for goods and service.

Special Conditions Associated with the Job

The Procurement Officer should also have knowledge of the following:

- Relevant procurement computer applications and systems
- Government of Jamaica Procurement Procedures
- International Procurement Policies
- Government Purchasing Policies and Regulations.

Terms of Employment

The Project Procurement Officer will be hired on a contractual basis. Renewal will be determined by annual performance review and will be contingent on satisfying performance goals established for the position.

Interested candidates are invited to submit a detailed résumés no later than **July 10, 2019** to:

Miss Petronia Colley
Director

Ministry of Industry, Commerce, Agriculture and Fisheries
Agricultural Competitiveness Programme Bridging Project
4th Floor

Hope Gardens
Kingston 6

Email: acbpexcecsec@micaf.gov.jm
Only shortlisted candidates will be contacted.

THE MINISTRY OF LABOUR AND SOCIAL SECURITY NATIONAL INSURANCE SCHEME

INVITATION TO BID

**FOR THE SUPPLY OF
3 x PASSENGER BUSES
BID NO: MLSS/NIS/GOODS/004-19**

The Ministry of Labour and Social Security invites vendors, registered with the National Contracts Commission, under the category Motor Vehicles and Spares, to submit bids in response to the captioned.

A complete set of Bidding Documents in English may be purchased by interested bidders on the submission of a written Application to the address below and upon payment of a non-refundable fee of One Thousand Jamaican Dollars (JA\$1,000.00). The method of payment will be by Cash or a certified manager's cheque made payable to the Ministry of Labour and Social Security.

The National Competitive Bidding method of procurement will apply.

Bids must include the following documents:

- Business Registration Certificate
- A valid Tax Compliance Certificate
- Registration with the National Contracts Commission

Failure to submit the above documents will result in Bids being deemed "Non-responsive" and shall not be evaluated.

The deadline for the submission of bids is **Tuesday July 09, 2019.**
Time: 03:00 p.m.

Procurement Consultant
Ministry of Labour and Social Security
1F North Street, Kingston 4
Tel: 876-948-7104

Email: josephrichards@mlss.gov.jm

THE MINISTRY OF LABOUR AND SOCIAL SECURITY
RESERVES THE RIGHT TO ANNUL THE TENDER PROCESS
AND TO REJECT ALL TENDERS AT ANY TIME PRIOR TO THE
AWARD WITHOUT INCURRING ANY LIABILITY.



National Housing Trust
...the key to your home

SECURITY SERVICES Darliston, Shrewsbury & Cashew Grove Housing Developments

Procuring Entity: National Housing Trust

Scope: The NHT requires a security firm to provide security services at the Darliston, Shrewsbury and Cashew Grove Housing Developments. The security provider will be required to:

- secure the contents of the site offices and the site yards
- control the entrance and exit to the developments, and
- record inventory items and ensure that all items recorded are confirmed with the NHT's representative daily at the change of each shift or as required by the NHT's site representative.

NCC Grade/Category: Safety & Security Services

Procurement Method: National Competitive Bidding

Contact Information: Manager, Procurement Unit

Address of Entity: 4 Park Boulevard, Kingston 5

Telephone Number(s): 876-929-6500-9, Ext. 7269/7279

Email Address: procurement@nht.gov.jm

Bid packages are available from the GOJ's e-procurement website <https://www.gojep.gov.jm> from 9:00 am on Tuesday, June 18, 2019. Bids must be submitted online on or before 10:00 am on Monday, July 8, 2019. Bids will be opened online at <https://www.gojep.gov.jm> the same day, immediately after bid submission deadline. Please visit the website at www.nht.gov.jm for the full details.