



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.

OFFICE OF THE CABINET

REQUEST FOR CURRICULUM VITAE

PUBLIC SECTOR TRANSFORMATION & MODERNISATION DIVISION

ORGANISATIONAL DEVELOPMENT TO DESIGN A SERVICE EXCELLENCE FUNCTION WITHIN THE OFFICE OF THE CABINET- CV#2019/001

The Government of Jamaica (GoJ), represented by the Office of the Cabinet (OoC) ("the Client"), seeks CVs from competent individuals ("the Consultant") to work closely with the Public Sector Transformation and Modernisation Division (PSTMD) to design a service excellence function within the OoC.

The Consultant will be required to, among other things:

1. Undertake a functional review to identify and design the requirements for the establishment of a Service Excellence function within the OoC;
2. Develop an **Organisational Design** to facilitate the establishment of the new Service Excellence function within the OoC; and
3. Develop a **Financing Plan** to fully account for the costs related to establishing and executing the function.

The Technical Expertise required for this post includes, among others:

- i. Graduate Degree in Human Resource Development/ Management, Organisational/Institutional Development and Management, or any other relevant Social Science discipline;
- ii. Professional training in Public Administration, Human Resource Development, Organisational Development or Management Analysis from an accredited institution;
- iii. Experience in conducting organisational, functional or strategic reviews;
- iv. Experience in designing or redesigning organisational structures;
- v. Ten (10) years' experience in undertaking organisational reviews within the public sector;
- vi. Excellent documentation and report writing skills. Each candidate is expected to provide the OoC with relevant writing samples.

The full details of the engagement are included in the Request for CV document which will be available for download as of **Monday, June 3, 2019** on the website of the Office of the Cabinet (www.cabinet.gov.jm) and the electronic Government Procurement Portal (www.gojep.gov.jm). The closing date for the submission of CV is **Monday, June 24, 2019**.

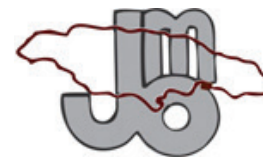
Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, Register as a Supplier from the Home page. System User Manual can also be accessed by selecting the User Manual option.

For assistance, in registration or to receive training, please contact the support desk at: 876-932-5220 or select the Contact us link from the Home page to send an email.

Individuals seeking clarification may contact the Procurement Officer at email address psmd.proc@cabinet.gov.jm, or fax 876-960-6443.

Late submissions will not be accepted.



REQUEST FOR PROPOSAL

The Jamaica Bauxite Mining Limited (JBM) invites suitably qualified project management consultants to submit proposals for **Project Manager, Lydford Development**.

The consultant will be required to give comprehensive project management support in the redevelopment of JBM properties in Lydford, St. Ann. The work will include providing project management support in the formulation and implementation of residential, industrial, and commercial development activities within the next three (3) years. The consultancy work is for an initial 12-month period, with high probability of renewal. JBM now invites eligible Individual Consultants to submit proposals in English:

1. To provide the Services; and
2. Information demonstrating the required qualifications and relevant experience to perform the Services.

The proposals will be evaluated based on the following criteria:

Eligibility

Up-to-date Tax Compliance Letter or Tax Compliance Certificate if current/not expired

Qualifications

- (a) Bachelor's Degree in Engineering, Public/Business Administration, Management, or other related field from a recognised tertiary institution.
- (b) Project Management accreditation from a reputable and accredited training institution.
- (c) At least three (3) years of proven experience in project management including experience coordinating projects at the community or national level.
- (d) Experience in implementing engineering projects would be an asset.

Bidding Details

Procurement Method: National Competitive Bidding

JBM Offices: JBM Limited, Ground Floor, PCJ Resource Centre, 36 Trafalgar Road, Kingston 10

Bidding Document

Cost: J\$3,000.00 cash or manager's cheque

Bidding Documents

Availability: **5 June 2019 to 25 June 2019 (9:00 a.m.-4:00 p.m. Mon.-Fri.)** at the JBM Offices. NB: Failure to purchase the Bidding Document directly from the JBM will result in the ineligibility of that bid from participating in the procurement process.

Bid Validity Period: Ninety (90) days after bid closing date

Proposal Submission: Deposit all proposals into the tender box located in the reception area at the JBM Offices no later than **Tuesday, 2 July 2019 at 11:00 a.m. Late proposals will be rejected.**

Bid Opening: Proposals will be opened in the Conference Room at the JBM Offices on **Tuesday, 2 July 2019 at 11:15 a.m.** Consultants and/or their representatives are invited to attend.

Clarifications may be obtained by addressing your queries to the Procurement Officer at info@jbm.gov.jm no later than **Wednesday, 26 June 2019**.

JBM will not be responsible for any costs or expenses incurred by applicants in connection with the preparation or delivery of the request for proposal. JBM reserves the right to terminate the process at any point before the award of contract without incurring any liability.