



## 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](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.

#### 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](mailto: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.



### Invitation to Tender – REF#072019

## Branded Promotional Goods

The Jamaica Tourist Board (JTB) is inviting qualified bidders to indicate their interest by submitting proposals for branded promotional goods. Our overall objective is to find the most suitable company to submit bids for the procurement opportunity to supply branded promotional items which will bring images to life and are particularly effective at arousing interest in the JTB brand, the quality of the products required to meet the marketing needs and objectives of the JTB. Proof of the deliverables below must be submitted:

- In-depth knowledge and track record in branding of different publicity materials – i.e. layout and final production of the publicity materials
- Production of high quality, durable, branded publicity materials
- Large-scale design services, such as vehicle graphics, exhibitions display, banners and billboards
- General understanding of the marketing objectives of the Jamaica Tourist Board and its mandate
- A list of the major assignments effected in the past three (3) to five (5) years
- Demonstrate ability to meet deadlines

Companies interested in supplying the JTB with branded promotional goods are required to submit a proposal, which is directly responsive to the deliverables above in addition to the minimum eligibility below:

#### Minimum Eligibility

- Valid Copy of Tax Compliance Certificate (TCC)
- Valid Registration with the National Contracts Commission (NCC)/Public Procurement Commission (PCC) in the relevant categories of General Services, General Supplies Audiovisual Goods

#### Procurement Method: National Competitive Bidding (NCB)

#### Tender Documents

The details of this engagement are included in the Request for Proposal which will be available for download via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)) as at **Wednesday, July 24, 2019**. No offline (hard copies) bids will be accepted and there will be no physical tender box for drop-off of tender documents.

#### Tender Submission

Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) on and before **Thursday, August 8, 2019 at 11:00 a.m.** Late Bids will be automatically rejected by the system. An online bid opening will take place on **August 8, 2019 at 11:30 a.m.** The JTB will not be bound to assign any reason for not shortlisting any applicant and will not defray any costs incurred by any applicant in the preparation of the tender document.

To participate in this tender opportunity, Suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at [www.gojep.gov.jm](http://www.gojep.gov.jm). For assistance to register, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at: 876-932-5220/876-932-5246/876-932-5253 or via email at [oppccustomer@mf.gov.jm](mailto:oppccustomer@mf.gov.jm).