



# 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](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@care@mof.gov.jm](mailto: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.

## OFFICE OF THE PRIME MINISTER

### INVITATION FOR PROPOSAL

The Office of the Prime Minister (OPM) invites eligible suppliers to submit bids for the:

#### RFP #OPM 2019/07/095: PROCUREMENT OF IP TELEPHONY AND UNIFIED COMMUNICATIONS (IPT) SOLUTION FOR THE OFFICE OF THE PRIME MINISTER

The details of the engagement are included in the Request for Proposal document which will be available for download as at **Monday July 22, 2019** on the Government of Jamaica Electronic Procurement website ([www.gojep.gov.jm](http://www.gojep.gov.jm)). Registration is a prerequisite for Suppliers to participate in the Tender and therefore instructions (relating to registration) are available on the website.

**Procurement Method:** National Competitive Bidding

**Compliance Certificates:** Jamaican nationals must submit valid Tax Compliance Certificate (TCC) and a National Contracts Commission (NCC) Certificate in the category of Information Technology Services or Computer and Related Services with their bid.

The closing date for the submission of proposal is **Friday, August 16, 2019 at 12:00 noon (Jamaica time)**. Online Bid Opening takes place thereafter on the same day (**on Friday, August 16, 2019 at 12:15 p.m. (Jamaica time)**). An online bid opening report will be sent to all Bidders that submitted a proposal.

Late submission will not be accepted.

Further information may be obtained from:

**The Procurement Manager  
Office of the Prime Minister  
1 Devon Road  
Kingston 10  
Jamaica, West Indies**

This is an online Tender where tenders will only be accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) will be accepted and there will be no physical tender box for drop-off of Tender documents. To obtain the Tender documents and to participate in the Tender opportunity, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, Register as 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.



## Tourism Enhancement Fund Invitation to Bid

### Architecture, Civil Engineering, Mechanical Engineering, Electrical Engineering and Quantity Surveying Services for the Pop-Up Kitchen at Devon House

The Tourism Enhancement Fund (TEF) invites tenders from suitably qualified professionals to Provide Architecture, Civil Engineering, Mechanical Engineering, Electrical Engineering Services for the Pop-Up Kitchen at Devon House

#### SCOPE OF THE WORK

The Consultant(s) are asked to provide:

- Architecture
- Mechanical Engineering
- Civil Engineering
- Electrical Engineering
- Soils Testing
- Land Surveying
- Quantity Surveying

services for the pop-up kitchen at Devon House.

#### Factor for Qualification Requirements

Bidders must submit the following for eligibility at the time of the Opening:

1. Technical Proposal(s)
2. Financial Proposal(s)
3. Copy of a valid and current Tax Compliance Certificate (TCC).
4. Practising Certificates for Engineers
5. Practising certificate for Architects
6. Practising Certificates for Quantity Surveyors
7. Practising Certificates for Land Surveyors

Failure to adhere to 1-7 above will result in automatic disqualification of bid (s).

#### Tender Process

Tender Documents will become available as at **Tuesday July 9, 2019 from 9:00 a.m.- 4:00 p.m.** at our office located at the Office of TEF., 2<sup>nd</sup> Floor PanJam Building, 60 Knutsford Boulevard, Kingston 5.

#### Submission of Tenders

Completed proposals and appropriate copies are to be submitted in sealed envelopes clearly marked: **“REQUEST FOR PROPOSAL – “Design Consultancy Services of Architecture, Civil, Electrical, Mechanical Engineering, Land Surveying and Quantity Surveying for Kitchen at Devon House”** and placed in the designated tender box, located in the lobby area of TEF Offices on or before **1:00 p.m. Tuesday, August 13, 2019**. Any proposal received after the closing date and time for submission of proposals shall be returned unopened. All queries concerning the proposal shall be made in writing to: (Acting) Procurement Manager, Tourism Enhancement Fund, Second Floor PanJam Building, 60 Knutsford Boulevard, Kingston 5, **Email: [procurement@tef.gov.jm](mailto:procurement@tef.gov.jm), Telephone: 876-908-5970**

#### Tender Opening

The tender opening will be at **1:15 p.m. on Tuesday, August 13, 2019** in the Conference Room at TEF's Office located on the 2<sup>nd</sup> Floor 60 Knutsford Boulevard, Kingston 5 and it is open to the public. Interested consultants or their authorized representatives are invited to attend the opening.