



## 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.



Invites sealed bids for

### PROVISION OF SANITARY SERVICES

**Scope:** Petrojam Limited hereby invites bids for the **Provision of Sanitary Services** at its Refinery located at 96 Marcus Garvey Drive, Kingston. The expected duration of the contract is two (2) years.

**Eligibility Requirements:** (1) Valid Tax Compliance Certificate (TCC) and (2) Valid Public Procurement Commission (PPC) (formerly NCC) Certificate of Registration as a Public Sector Contractor in the category of Janitorial, Sanitation Services.

Bidding Documents in English will be available for download as at **Monday, July 8, 2019** on the Government of Jamaica Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions are available on the website listed on the system. **Registration is required for vendors to participate in the Tender.**

Bids shall be valid for a period of **ninety (90) calendar days** after the bid closing date. Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Monday, July 22, 2019 at 2:00 p.m.** Online Bid Opening takes place on **Monday, July 22, 2019 at 2:05 p.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam Limited's website at <http://www.petrojam.com>

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids.

To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, [www.gojep.gov.jm](http://www.gojep.gov.jm). Please register on the e-GP System by selecting the Register as a supplier link from the home page. For assistance and training, please contact the support desk at: 876-932-5220.

**NOTICE**  
PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:  
[jisadvertising@gmail.com](mailto:jisadvertising@gmail.com),  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)



## PROCUREMENT OF INDIVIDUAL/FIRM CONSULTANT

### FOR SERVICES COMMISSIONING AGENT AT THE CORNWALL REGIONAL HOSPITAL REHABILITATION PROGRAMME

Cornwall Regional Hospital (CRH) is in Mount Salem, Montego Bay which is two miles from the Montego Bay city centre. The Hospital is a 10-storey building with a 400-bed capacity that was built in 1974. CRH is the only Type A hospital providing specialist services to the county of Cornwall (Westmoreland, Hanover, St. Elizabeth, St. James and Trelawny).

The hospital was built with natural air ventilation. However, the 1<sup>st</sup> to 5<sup>th</sup> floors were subsequently fitted out with central air conditioning. Approximately 25 years ago, these central air systems were updated to ensure adequate cooling of the spaces using split air conditioning units. The original ducting system was never removed nor comprehensively rehabilitated.

The Ministry of Health & Wellness now invites eligible individual/firm consultants to submit proposal for the provision of **COMMISSIONING AGENT SERVICES FOR THE CORNWALL REGIONAL HOSPITAL REHABILITATION PROGRAMME.**

#### The requirements are:

The Commissioning Agent (CxA) must have a technical background and an in-depth expertise with the commissioning process including verification techniques, functional performance testing, system equipment and O&M knowledge.

1. The CxA must be a member of the AABC Commissioning Group (ACG) or a similar organization with a Certified Commissioning Authority (CxA) programme that has achieved at minimum accreditation by the American National Standards Institute (ANSI).
  - a. The CxA must have on staff Certified Commissioning Technicians (CxTs) to provide support to the CxA.
2. The CxA must have documented commissioning process experience on at least two building projects with a similar scope of work in the Health Sector.
  - a. The experience must extend from early design phase through at least 10 months of occupancy.
3. The CxA must be an independent consultant, or an employee of the design or construction firm who is not part of the project's design or construction team, or a disinterested subcontractor of the design or construction team.

#### LANGUAGES

Advanced writing, communication and presentation skills in English

#### REQUIREMENTS

The successful Individual/Firm is required to obtain a Tax Compliance Certificate (TCC) from Tax Administration Jamaica, Government of Jamaica upon contract award.

The Individual/firm will be selected on a Quality and Cost Based Selection (QCBS) Method and procedures described in this Request for Proposal (RFP), in accordance with the Government of Jamaica Handbook of Public Sector Procurement Procedures which can be found at the following website: [www.mof.gov.jm](http://www.mof.gov.jm).

Bids must be submitted online using the Electronic Government Procurement Platform ([www.gojep.gov.jm](http://www.gojep.gov.jm)) on or before the stipulated submission date and time **Tuesday, August 27, 2019**. Late bids will be rejected by the system. Bids will be opened at **Tuesday, August 27, 2019 at 11 a.m.** that same day using the online platform and there will not be a public bid opening exercise. In this regard, the system will forward the tender opening report to all bidders who submitted a bid proposal.

#### ALL CLARIFICATIONS WILL BE CARRIED OUT USING THE GOJET PLATFORM.

For assistance in regard to registration on the electronic platform, training, access to tender document and upload of bid proposals please contact the Ministry of Finance Office of the Public Procurement and Policy Customer Service Desk at: 876-932-5220, 876-932-5246, 876-932-5253/876-932-5251/876-932-5244.

The Ministry of Health reserves the right to accept or reject any tenders or to abandon the tender process without any explanation to prospective bidders.

Bids that do not adhere to all the above requirements on bid opening will be deemed non-responsive.