



TRAINING NOTICE

SUPPLIER FREE VIRTUAL TRAINING SERIES OCTOBER 2023-FEBRUARY 2024

EXCLUSIVE USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT (GOJEP) SYSTEM

In keeping with the Government's commitment to strengthen, promote and enhance the Public Procurement system, the Ministry of Finance and the Public Service (MOFPS), through the Office of Public Procurement Policy (OPPP), has officially mandated the use of the e-Procurement System for procurement transactions exceeding One Million, Five Hundred Thousand Jamaican Dollars (\$1,500,000.00), effective as of August 01, 2023. Suppliers interested in conducting business with the Government of Jamaica are now required to access and submit procurement documents through the Government of Jamaica Electronic Procurement (GOJEP) system. The OPPP is providing continuous and dedicated support to suppliers, and is pleased to announce the commencement of its annual free virtual supplier training series for the 2023-24 financial year. All interested suppliers are encouraged to partake in this initiative. Virtual sessions will run from October 2023-February 2024.

These sessions are designed to empower participants with the knowledge and skills required to effectively support the navigating, administering and managing of the GOJEP system. Each session is four (4) hours in length, and integrates interactive discussions, covering topics such as supplier self-registration, electronic bid submission and supplier account management.

To register for this free virtual training, visit www.procureja.gov.jm, select the "Events" tab and follow the instructions listed below:

- Select the cohort you wish to register for.
- Read the training overview;
- Click the Zoom Event link at the bottom of the page to initiate your registration and select your respective training date. Please note that a maximum of two (2) participants per company are allowed to register;

MINISTRY OF FINANCE & THE PUBLIC SERVICE

INVITATION FOR BIDS

PROCUREMENT FOR THE RENEWAL OF MICROSOFT OFFICE 365 LICENCES REF#: MOF-PROC# 100006305/2023-24

The Ministry of Finance & the Public Service (MoFPS) invites eligible and qualified Vendors to submit bids electronically for the **Procurement for the Renewal of Microsoft Office 365 Licences for the Ministry of Finance & the Public Service for a period of one (1) year.**

Funding: Funding will be provided by the Government of Jamaica.

Scope of Works: Renewal of Microsoft 365 Licences for a period of one (1) year

Procurement Method: National Competitive Bidding.

Eligibility Criteria:

1. **Valid PPC (formerly NCC registration in the category of Information Technology Services and Computer and related Services.).**
2. **Valid Tax Compliance Certificate (TCC)**
3. **Bid Security in the amount of JM\$200,000.00.**

Availability of Bidding Document: Bidding Documents will be available for download on the Government of Jamaica electronic tendering platform from **Monday, October 16, 2023** at www.gojep.gov.jm.

Deadline: Tenders must be submitted on the electronic tendering platform no later than **Monday, November 6, at 3:00 p.m.** Late submissions will automatically be rejected by the system.

This is an online Tender where tenders will only be made available and accepted via Government Electronic Procurement Portal (www.gojep.gov.jm). No offline (hard copies) of bids will be accepted and there will be no physical tender box for drop-off of tender documents.

To participate in this tender opportunity, suppliers must be registered and trained to use the Electronic Procurement System @ www.gojep.gov.jm.

For assistance in regard to registration, training, access to tender document and uploading of bids, please contact the Ministry of Finance, Office of the Public Procurement Policy Customer Service Desk at: (876) 932-5220, 932-5246, 932-5253, 932-5251, 932-5244 or via email at opppcustomer@mofo.gov.jm.

Interested bidders may obtain further information from:

**Director, Public Procurement Branch
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4
(876) 932-4647
Email : mofprocure@mof.gov.jm**