



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 Electric 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;
- Complete the mandatory information for the designated participant/s as required;
- Click 'Register' to confirm your participation.

For more information on this free GOJEP training initiative, contact the Office of Public Procurement Policy by phone: 876-932-5220; or by email oppccustomer@procureja.gov.jm or visit our website at www.procureja.gov.jm.

We look forward to seeing you at these sessions.

GOJEP – Increasing transparency and efficiency in doing business with the Government of Jamaica.



Invitation to Tender

Replacement of Cables and Accessories Damaged in Refinery Fire

Petrojam Limited invites tenders for the Replacement of Cables and Accessories Damaged in Refinery Fire.

- Eligibility:**
- (1) Valid Tax Compliance Certificate or Tax Compliance Letter.
 - (2) A valid copy of the Public Procurement Commission (PPC) Certificate of Registration in the category of **Electrical Equipment and Supplies**.

Bidding Documents will be available for download from **Tuesday, January 30, 2024** on the GOJ's Electronic Procurement website www.gojep.gov.jm. Registration instructions are available at www.gojep.gov.jm and all interested bidders are required to register.

Bids must be submitted online via www.gojep.gov.jm no later than **Wednesday, February 21, 2024 at 11:00 a.m. Jamaica time (UTC-05:00)** with the opening 5 minutes later. Late Bids will be rejected. A prospective Bidder requiring any clarification of the Bidding Documents- including the contract document must seek clarifications no later than **Thursday, February 15, 2024 at 2:00 p.m.** All clarifications will be facilitated through the electronic platform only (www.gojep.gov.jm).

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

This is an online managed tender, and bidding documents and bids will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copy) bids will be accepted and there will be no physical tender box for drop-off of bids. To participate in this tender opportunity, bidders must first be registered and know how to use the Electronic Procurement System, 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:
jsadvertising@gmail.com,
procurement@jis.gov.jm



TENDER NOTICE INSURANCE PLACEMENT RFP ADMIN 2023 Q4/1

Tenders are invited from insurance companies and brokers, pre-qualified by the Financial Services Commission (FSC) and registered with the Public Procurement Commissions (PPC) to provide insurance broker services for eGov Jamaica Limited, 235 B Old Hope Road, Kingston 6.

Pre-qualified brokers and insurers will be required to submit in their tenders:

- Copies of valid Tax Compliance Certificates (TCCs), indicating tax compliance at the time of submission of tenders;
- Copies of valid PPC registration in the category of "Insurance Services" – Broker, reflecting validity at the time of tender;
- A like-for-like proposal and a maximum of One (1) alternative proposals.
- Copy of a valid Financial Services Commission Registration Certificate
- Power of Attorney (if bid not signed by Managing Director or Director)
- Price Schedule (Summary of Risks) and Proposal Submission Form.

Cover is required for the following classes of insurance:

- | | |
|----------------------------|------------------------------------|
| * Commercial All Risks | * Public Liability |
| * Computer All Risks | * Comprehensive General Liability |
| * Machinery All Risks | * Private Motor Comprehensive |
| * Loss of Money | * Private Commercial Comprehensive |
| * Motorcycle Comprehensive | * Motor Contingent |
| * Group Personal Accident | |
| * Fidelity Guarantee | |
| * Employers Liability | |

The period of placement will be three years, **beginning April 1, 2024.**

Collection of Bid Documents:

Bids documents can be download electronically via the Government of Jamaica Electronic Procurement System (GOJEP) at <https://www.gojep.gov.jm>.

Clarification of Bids:

All clarifications must be submitted through the e-GP System. Copies of all clarifications received will be available through the e-GP System.

Site Visit:

A site visit on **[February 5, 2024 starting at 10:00 a.m.]** be organized as part of the pre-bid meeting. No site visit will be facilitated after the time specified. Bidders intending to submit a proposal and wish to participate in the site visit must made contact with the Department Head-Enterprise Procurement by **February 1, 2024** via electronic mail: procurement@egovja.com.

Deadline for Submission of Bids:

The submission must be completed using the Request for Proposal Document and submitted electronically in PDF Format only at <https://www.gojep.gov.jm>. [Government electronic procurement system (GOJEP)]

The deadline for the submission of bids is: Date: **February 26, 2024, Time: 2:00 p.m.** No hard copy document should be submitted.

Bidding Opening

There shall be no public opening of quotations. **Tenders submitted after the time and date will be rejected.**

eGovJa is not obliged to accept the lowest or any bid and reserves the right to terminate the bid process at any point before the award of a contract without incurring any liability to any of the bidders.