



GOJ PUBLIC PROCUREMENT PAGE

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@care.mof.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.



UNIVERSITY HOSPITAL OF THE WEST INDIES

Mona, St. Andrew, Jamaica, W.I. www.uhwi.gov.jm

Tel: 927-1620-9 Fax: 927-2101 info@uhwi.gov.jm

January 26, 2024

Dear Bidder,

Subject: REQUEST FOR PROFORMA-INVOICE Service

You are invited to submit your price quotation in a pro-forma invoice format for the following:

Assess and supply:

	Description	Measurement	Quantity
1.	Subscription Renewal Monday-Friday for 12 Months	set	1

Your quotation should be submitted on or before: **1/30/2024**

Your quotation should be accompanied by:

- A copy of a valid Tax Compliance Certificate (TCC).
- A copy of a valid Public Procurement Commission (PPC) Registration Certificate in the category Service
 - Where applicable, adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English) for each item quoted, including names and addresses of firms providing service facilities in the territory of Jamaica.
 - The supplier should note any deviations and exceptions to the Technical Specifications that is attached. Sign and Stamp all specification.
- (i). **Prices:** Prices shall be quoted in Jamaican dollars indicating all applicable taxes including GCT, as a separate line item.
- (ii). The University hospital of the West Indies reserves the rights to reject any or all quotations at its discretion
- (iii). **Evaluation/Award Criteria:** The University Hospital of the West Indies shall award the contract to the bidder whose offer has been determined as being substantially responsive to the RFQ and being the most economical.
- (iv). **Notification of Award:** Prior to the expiration of the bid validity period, the University Hospital of the West Indies shall notify the successful bidder, in writing, that its bid has been accepted. Until formal Contract / Purchase Order is prepared and executed, the notification of award shall constitute a bidding contract.
- (v). **Late Submission:** The University Hospital of the West Indies shall not consider any bid that arrives after the deadline for submission of bids; any bid received by the procuring entity after the deadline for submission of bids shall be declared late, rejected and returned to bidder.
- (vi). **Advance Payment Security:** The University Hospital of

the West Indies may offer Advance Payment or a deposit in respect of goods and general services, where the circumstances of the particular procurement merit such a payment. These payments shall be no more than fifty percent (50%) of the procurement sum. In such cases, an Advance Payment Security shall be provided as a guarantee against the contractor's default. Security can be in the form of a Bank Guarantee or Irrevocable Letter of Credit for an amount equal to the Advance Payment, and is normally redeemable on demand. No Advance Payment shall be made without provision of security in the full value of the advance.

- (vii). **Payment:** The method and conditions of payment to be made to the Supplier under the Purchase Order shall be one hundred (100%) percent of the Purchase Order Price of Goods received. The Supplier will be paid in Jamaican Dollars, within ninety (90) days after receiving the goods or service.
- (viii). **Delivery Schedule:** Three (3) weeks from the issuing date of the Purchase Order, deviation from same should be indicated on Pro-Forma. Goods should be delivered to Stores:
- (ix). **Origin:** There are no restrictions as to the origin of goods offered under this RFQ.
- (x). **Documentation:** Subsequent to the delivery, the Supplier is required to submit the following documentation:
 - Invoice
 - Delivery slip
 - Manual (if applicable)
- (xi). **Validity of Bids:** Your quotation should be valid for a period of 90 days from the date of submission of quotations as indicated above of this Requisition for Quotation.
- (xii). Please send response or queries to email address silvanas.williams@uhwi.gov.jm
- (xiii). Purchase Orders are valid for 90 calendar days upon issue.

Please Confirm by email/fax the receipt of this request for quotation and whether or not you will submit a price quotation.

Sincerely,

**Silvanas Williams (Mr.)
Procurement Officer (Acting)
Email: silvanas.williams@uhwi.gov.jm**