



**DIGITAL MARKETING SERVICES**  
NHT, 4 Park Boulevard, St. Andrew

**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](http://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](mailto:oppccustomer@care@mof.gov.jm) or visit our website at [www.procureja.gov.jm](http://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.**



**THE GOLDEN AGE HOME LTD**

**INVITATION TO TENDER**

**Procuring Entity:** THE GOLDEN AGE HOME LTD

**Project:** Procurement for Concessionaire Services

**Scope:** The Golden Age Home (GAH) is soliciting bids for the provision of concessionaire services, operating the Golden Age Home's canteen facilities located at 3 St. Joseph's Avenue.

To provide meals for approximately 500 residents, serving breakfast, lunch and supper inclusive of meals for modified and special diets.

**Reference #:** NCB#: GAH/2022-30-03

**Eligibility Criteria:**

1. Tax Compliance Letter (TCL) or Tax Compliance Certificate (TCC), if current/not expired.
2. Proof of valid registration with the Public Procurement Commission (PPC) in the category of catering/canteen concessionaire services.
3. Valid licence to operate food handling establishments. Non-compliance with all or any of the criteria above will result in automatic disqualification of the tender.

**Procurement Method:** National Competitive Bidding

**Site Visit:** A site visit will held At the GAH Undercroft, **March 13, 2024 and Bidders are encouraged to attend.**

**Tender Document:** The details of this engagement are included in the Bidding Documents (BDS) which will be available for download via the Electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)) **as at 1:00 p.m. on February 21, 2024.** No hard copies of bids will be accepted.

**Bid Validity Period:** 120 days after bid closing date

**Bid Submission Deadline:** **April 17, 2024 at 3:00 p.m. via [www.gojep.gov.jm](http://www.gojep.gov.jm)**

**Bid Opening:** **April 17, 2024 at 3:30 p.m. via [www.gojep.gov.jm](http://www.gojep.gov.jm)**

**Contact Information:** The Procurement Branch  
Tel: 876-618-0021; CUG: 876-527-0138  
Email: [gahprocurement2@gmail.com](mailto:gahprocurement2@gmail.com) or [gahprocurementoff@gmail.com](mailto:gahprocurementoff@gmail.com)

**The GAH reserves the right to accept or reject all bids.**

**Procuring Entity:** National Housing Trust

**Scope:** Develop a digital strategy across all online platforms for the NHT, for a period of one year, commencing on May 1, 2024. The scope of services includes:

- developing digital content, to include videos, carousels, and static graphics/images
- developing a digital media plan
- developing paid digital marketing campaigns
- utilising influencer marketing based on the needs of the campaign
- monitoring campaign performance and provide digital media analytics
- designing branded templates
- creating monthly content, to include (but is not limited to):
  - » 8 basic animations/motion graphics (1920x1080)
  - » 6 static graphics (1350x1080)
  - » 4 carousels (1080x1080)
  - » 2 basic edited videos (basic animations/transitions/music - 1920x1080)

**PPC Grade/Category:** Advertising, Public Relations and Marketing Services OR Advertising, Public Relations and Marketing Services Graphic Design

**Tender Security:** N/A

**Procurement Method:** National Competitive Bidding

**Contact Information:** Manager, Procurement Unit

**Address of Entity:** 4 Park Boulevard, Kingston 5

**Telephone Number(s):** (876) 929-6500-9, Ext. 7294/7269

**Email Address:** [procurement@nht.gov.jm](mailto:procurement@nht.gov.jm)

Bid packages are available from the GOJ's e-procurement (GoJEP) portal <https://www.gojep.gov.jm> as of **Tuesday, February 27, 2024**. Bids must be submitted online on or before **11:00 am on Tuesday March 19, 2024**. Bids will be opened online at <https://www.gojep.gov.jm> on the same day, immediately after bid submission deadline. Please visit the GoJEP portal and the NHT website ([www.nht.gov.jm](http://www.nht.gov.jm)) for full details.

For assistance with registration on the GoJEP portal, please contact the Ministry of Finance and the Public Service Help Desk at: (876) 932-5220 or via email at [oppccustomer@care@mof.gov.jm](mailto:oppccustomer@care@mof.gov.jm).



**SUPPLY & DELIVERY OF LTO TAPES**  
NHT, 4 Park Boulevard, St. Andrew

**Procuring Entity:** National Housing Trust

**Scope:** Supply and deliver 1,000 Linear Tape-Open (LTO) tapes to the National Housing Trust, 4 Park Boulevard, Kingston 5, St. Andrew.

The list of goods required are as follows:

- 960 LTO-6 Ultrium 2.5TB/6.25TB RW Data Cartridges
- 40 LTO-8 Ultrium 12TB/30TB RW Data Cartridges.

**PPC Grade/Category:** Computers, Computer Equipments, Parts & Supplies

**Tender Security:** N/A

**Procurement Method:** National Competitive Bidding

**Contact Information:** Manager, Procurement Unit

**Address of Entity:** 4 Park Boulevard, Kingston 5

**Telephone Number(s):** (876) 929-6500-9, Ext. 8477/7280

**Email Address:** [procurement@nht.gov.jm](mailto:procurement@nht.gov.jm)

Bid packages are available from the GOJ's e-procurement (GoJEP) portal <https://www.gojep.gov.jm> as of **Tuesday, February 27, 2024**. Bids must be submitted online on or before **11:00 am on Tuesday, March 19, 2024**. Bids will be opened online at <https://www.gojep.gov.jm> on the same day, immediately after bid submission deadline. Please visit the GoJEP portal and the NHT website ([www.nht.gov.jm](http://www.nht.gov.jm)) for full details.

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