



# 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 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](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.**



FOR

**PROVISION OF JANITORIAL SERVICES AT THE HOUSING AGENCY OF JAMAICA LIMITED HEAD OFFICE, LOCATED 13 CALEDONIA AVENUE, KINGSTON 5  
BID NO: HAJL/GS/04-24/018/NCB**

### INTRODUCTION

Housing Agency of Jamaica Limited (HAJL) invites experienced janitorial companies to submit bids for the Provision of Janitorial Services at the Housing Agency of Jamaica Limited Head Office located at 13 Caledonia Avenue, Kingston 5 for a period of Two (2) Years.

### SCOPE OF WORKS

The Scope of Works includes but not limited to provision of janitorial services, sanitization services, gardening and groundsman work from Monday to Saturday.

### ELIGIBILITY REQUIREMENTS

Interested applicants must submit the following documents with their applications:

1. Valid Public Procurement Commission Certificate in the categories of **Janitorial, Sanitation Services;**
2. Valid Tax Compliance Certificate/Tax Compliance Notification Letter.
3. Additional eligibility requirements are outlined in the Standard Bidding Document (SBD).

### CONTACT INFORMATION

Interested applicants are expected to communicate all queries through the Government of Jamaica Electronic Procurement (GOJEP) System. If the system restricts communication, bidders are advised to utilize the Procurement Unit's email: [procurement@hajl.gov.jm](mailto:procurement@hajl.gov.jm) to request clarification.

### AVAILABILITY OF PREQUALIFICATION DOCUMENT

A complete SBD will be available for download as at **Monday, April 15, 2024** on the Government of Jamaica Electronic Procurement (GOJEP) System's website at [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions are available on the website listed on the system.

To participate in this procurement opportunity, bidders must be registered in the e-GP system. Registration instructions are available on the website listed on the system. For assistance and training, please contact the Ministry of Finance & the Public Service, Office of Public Procurement Policy Customer Care desk at (876)932-5220, 932-5244, 932-5205, 932-5251, 932-5253, 932-5246 or via email at [oppccustomer@care.mof.gov.jm](mailto:oppccustomer@care.mof.gov.jm).

### CLARIFICATION NOTICE

All clarifications must be submitted through the GOJEP System no later than **Friday, May 10, 2024**. All queries must be uploaded to the GOJEP system for a clarification to be provided in the form of an addendum or response to query.

### SUBMISSION OF PROPOSALS

Proposals shall be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Tuesday, May 14, 2024 at 2:00 p.m.** The GOJEP system will automatically conduct an online bid opening on **Tuesday, May 14, 2024 at 2:15 p.m.** The GOJEP system will generate the report and forward it to all bidders who applied to the procurement.



**13 Caledonia Avenue, Kingston 5  
Telephone: (876)968-7522-4 Telefax: (876)968-9056  
Email: [info@hajl.gov.jm](mailto:info@hajl.gov.jm) Website: [www.hajl.gov.jm](http://www.hajl.gov.jm)**



FOR

**PROVISION OF SECURITY SERVICES AT OFFICES LOCATED IN KINGSTON, SAVANNA-LA-MAR AND MONTEGO BAY  
BID NO: HAJL/GS/04-24/019/NCB**

### INTRODUCTION

Housing Agency of Jamaica Limited (HAJL) invites experienced security companies to submit bids for the Provision of Security Services at the offices located in Kingston, Savanna-la-Mar and Montego Bay, for a period of Two (2) Years.

### SCOPE OF WORKS

The Scope of Works includes but not limited to provision of armed and unarmed security personnel from a reputable security company to provide security services during the days of Sunday to Saturday.

### ELIGIBILITY REQUIREMENTS

Interested applicants must submit the following documents with their applications:

1. Valid Public Procurement Commission Certificate in the categories of **Safety and Security Services – Guard Services and/or Safety and Security Services;**
2. Valid Tax Compliance Certificate/Tax Compliance Notification Letter.
3. Other mandatory information is located in the Standard Bidding Document (SBD).

### CONTACT INFORMATION

Interested applicants are expected to communicate all concerns and queries through the Government of Jamaica Electronic Procurement (GOJEP) System, using the clarification option. If the system restricts communication, bidders are advised to utilize the Procurement Unit's email: [procurement@hajl.gov.jm](mailto:procurement@hajl.gov.jm) to request clarification.

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## 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)