



# 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@mof.gov.jm](mailto:oppccustomer@mo.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.**



## TERMS OF REFERENCE SHORTTERM TECHNICAL ASSISTANCE (CONSULTANCY) SENIOR PROJECT LIAISON CONSULTANT

### BACKGROUND

The HIV/STI/TB Unit is responsible for the National HIV Response and is the MOHW arm entrusted with the management, coordination and monitoring of HIV donor-funded Programmes. The HIV/STI/TB Unit, referred to as the Project Coordinating Unit (PCU), supports the MOHW in its capacity as Principal Recipient (PR) of the Global Fund grant resources, responsible for providing technical support and guidance in Treatment, Care and Support, Grant Management, Prevention Financial Management; EEHR, Procurement and Supply Management, M&E and Administration. The PCU is also responsible for providing technical support for Treatment Care and Support activities for UCSF and CTECH. The Unit procures and coordinates the supply and distribution of health products and non-health products which include antiretroviral drugs and test kits for the response and submits reports/updates to the MOFPS, JCCM, GF, UCSF, CTECH and Planning Institute of Jamaica (PIOJ). The MOHW-HIV/STI/TB Unit seeks to engage the services of a Project Liaison Consultant to support the implementation of the donor-funded projects.

### OBJECTIVES OF THE CONSULTANCY

Provide oversight for:

- Ensuring compliance with the internal control mechanisms established for the National HIV/STI/TB Response
- Ensuring that improvement plans for entities are developed and being implemented
- Ensuring that reporting requirements relevant to the projects are met.

### MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A Bachelor Degree in Business Administration, Administrative Management, Management Studies, Social Sciences or Humanities from a recognized University
- Three (3) years' relevant works experience in Administration, Programme Management, Accounting or Internal Auditing.

### DURATION OF CONSULTANCY

- The implementation will be over a two (2) year period.

The detailed Request for Proposal (RFP) Document will be uploaded to the GOJEP platform on **Thursday, July 25, 2024**.

**Interested Consultants who have not yet registered on the GOJEP can self-register by navigating to the GOJEP Self-Registration page or make contact with the Office of the Public Procurement Policy (OPPP) [oppccustomer@mof.gov.jm](mailto:oppccustomer@mof.gov.jm) or by telephone at 876-932-5264 for support.**

**Additionally, the detailed Terms of Reference can be viewed on the MOH website at [www.moh.gov.jm](http://www.moh.gov.jm).**

**Public Procurement Branch  
Ministry of Health & Wellness  
52-60 Grenada Crescent**

## HAJ INVITATION TO BID FOR

**PROPOSED INFRASTRUCTURE AND 72 HOUSING (APARTMENTS) SOLUTIONS AT 81 BAY FARM ROAD, LOCATED IN KINGSTON**

**BID NO. HAJL /W/07-24/005/ICB**

### INTRODUCTION

Housing Agency of Jamaica Limited (HAJL) intends to prequalify contractors for the **Proposed Infrastructure and 72 Housing (Apartments) Solutions at 81 Bay Farm Road, located in Kingston.**

### SCOPE OF WORKS

The Scope of Works includes but is not limited to construction of 72 2-bedroom 1-bathroom apartment solutions using traditional (block & steel) or any other approved Systems Building Methods, and all associated infrastructure works. Further details are outlined in the Prequalification document, which will be available according to item 5.

### ELIGIBILITY REQUIREMENTS

Interested applicants must submit the following documents with the application:

1. Valid Public Procurement Commission Certificate in the categories of **Civil Engineering and Building Construction, with Grade 1 minimum.**
2. Valid Tax Compliance Certificate/Tax Compliance Notification Letter.
3. Further requirements are listed in the Pre-qualification Document, which is available according to item 5.

### 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

The prequalification document will be available for download as at **Monday, July 15, 2024** on the GOJEP System's website at [www.gojep.gov.jm](http://www.gojep.gov.jm).

To participate in this procurement opportunity, applicants (whether international or local) must be registered in the GOJEP system. Registration instructions are available on the website listed on the system. For assistance and training, please contact the Ministry of Finance Policy Unit Customer Care desk at (876) 932-5220, 932-5244, 932-5205, 932-5251, 932-5253, 932-5246 or email them at [oppccustomer@mof.gov.jm](mailto:oppccustomer@mof.gov.jm).

### CLARIFICATION NOTICE

All clarifications must be submitted through the e-GP System no later than **Thursday, August 11, 2024**.

### SUBMISSION OF PROPOSALS

Proposals shall be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Thursday, August 22, 2024 at 3:00 p.m. Online Bid Opening takes place on Thursday, August 22, 2024 at 3:15 p.m.** A Bid Opening Report will be forwarded to all prequalification applicants.

*HAJL reserves the right to terminate the prequalification process at any time without thereby incurring any liability.*

**13 Caledonia Avenue, Kingston 5  
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Email: [info@hajl.gov.jm](mailto:info@hajl.gov.jm) Website: [www.hajl.gov.jm](http://www.hajl.gov.jm)**



**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)