



## 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@moj.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.**



## INVITATION TO BID

### Procurement for Consultancy Services for Destination Risk Assessment and Toolkit – Montego Bay Resort Area for TEF

ITB#: NCB-2024-07-RRMD/027

**Description of Services:** The scope of services includes:

- Conducting preliminary desk research and literature review on the status of the resort area to characterize potential risks and mitigation strategies.
- Being guided by international best practices and where available United Nations World Tourism Organization (UNWTO) and Caribbean Tourism Organization (CTO) guiding frameworks and ISO standards regarding risk management in tourism.
- Performing the necessary data collection and analysis to inform the risk assessment, risk register and action plan.
- Conducting stakeholder engagements with the relevant public and private sector entities; Ministry of Tourism, Tourism Enhancement Fund, Tourism Product Development Company, Municipal Corporations, Jamaica Constabulary Force, Ministry of Health, and all other relevant organizations.
- Evaluating the current state of the Montego Bay Resort area, in relation to the abovementioned and all other identifiable risks. Conducting a risk assessment of these elements and classify them as low, medium, and high risks.
- Analyzing the priority risks identified from the assessment and presenting this in the form of a detailed risk register. The register should also outline existing mitigating strategies and rate their effectiveness. A general list of non-key and emerging risks should also be documented.
- Developing a risk action plan outlining how the MoT, TEF and the other tourism public bodies can address current and emerging risks, reduce the likelihood of these risks occurring and lessen the impact of these risks if they do occur. The Action Plan should also recognize existing strategies and what needs to be done to address the shortfall. The plan should also have some high-level recommendations for tourism SMTEs that can be supported by the MoT and TEF.
- Developing a comprehensive toolkit comprising of essential components for risk assessment. This toolkit should encompass a detailed breakdown of various risk areas integral to the assessment process. Additionally, it should provide guidance on preparing destination risk assessments, along with a high-level overview of executing such assessments efficiently. Furthermore, the toolkit should include a template for risk assessment, action plans, reports, and any other pertinent documentation necessary for effective risk management.

**Eligibility:** A valid **Tax Compliance Certificate**, a signed and completed **Bid Securing Declaration Form**, a signed and completed **Technical Proposal Submission Form (TECH-1)** and a completed and signed **Financial Proposal Submission Form (FIN-1)** are required at Bid Submission.

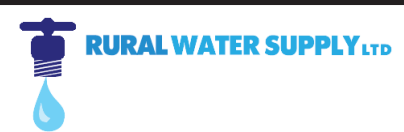
**Pre-Bidders Conference:** A Pre-Bidders Conference will be held ONLINE on **Friday, August 2, 2024 at 10:00 a.m.** The details, as regards the meeting link, will be made available via the GOJEP platform ([www.gojep.gov.jm](http://www.gojep.gov.jm)).

**Contact Information:** [procurement@tef.gov.jm](mailto:procurement@tef.gov.jm)

**Tender Document:** Available on the GoJ Electronic Procurement website at [www.gojep.gov.jm](http://www.gojep.gov.jm) for download from **Friday, July 26, 2024**. Registration is required for vendors to participate; instructions are available on the website.

Failure to obtain the bidding documents from the TEF via the GoJ Electronic Procurement website will result in the Bidder's ineligibility to participate in the procurement process.

**Deadline for Submission:** Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **August 16, 2024 at 2:00 p.m.** Online Bid Opening takes place on the same day at **2:15 p.m.**



## INVITATION TO BID

### Procurement for Works

Rural Water Supply Limited wishes to invite qualified bidders to submit bid proposals to include prices for the Construction of Bolted Steel Tanks for Riversdale Hampshire, Maroon Town and Orange Bay.

**Scope of Works:** The works comprise of the design, supply, and erection of Glass-Fused-To-Steel Potable Water Storage Tanks, with a reinforced concrete bases and an aluminum geodesic dome roof. The tanks are to be constructed at Maroon Town St. James, Orange Bay Portland and Riversdale St. Catherine.

#### ELIGIBILITY CRITERIA:

Tenderers must provide:

- ✓ A copy of a valid TCC.
- ✓ A valid copy of a Public Procurement Commission (PPC) registration certificate in at least one (1) category of Tank Erection, at least Grade 1
- ✓ Bid security issued by a bank included in Section IV Bidding Forms or Manager's Cheque.
  - Lot 1 – \$400,000.00
  - Lot 2 – \$400,000.00
  - Lot 3 – \$300,000.00.

**Availability of Tender Document and Bid Submission:** This is an online tender where the tender documents will only be available on the Government of Jamaica Electronic Procurement Portal (GoJEP) ([www.gojep.gov.jm](http://www.gojep.gov.jm)) from **August 21, 2024**. Bids must be uploaded on Gojep no later than **August 30, 2024 at 2:00 p.m.** No offline (Hard Copies) will be accepted and there will be no physical tender drop-off box.

**Note:** To participate in this tender opportunity, Bidders must first be registered on the GoJEP at [www.gojep.gov.jm](http://www.gojep.gov.jm). To register, please select the "Register as a supplier" link from the system's home page.

**For assistance relating to the operation of the GOJEP website, please contact the Office of the Public Procurement Policy (OPPP) within the Ministry of Finance and the Public Service at 876 932-5220/932-5205 or email [Opppcustomer@mof.gov.jm](mailto:Opppcustomer@mof.gov.jm).**

**FOR FURTHER INFORMATION- PLEASE CONTACT:**  
The Procurement Unit of Rural Water Supply Limited  
Tel: 876-553-6175/876-754-5485 ext. 3050



## INVITATION TO BID

### Framework Agreement for Stationery & Office Supplies for TEF for Two (2) years

ITB#: NCB-2024-07-HRA/028

#### Description of Goods

Stationery & Office Supplies for the Tourism Enhancement Fund over a two (2) year period under a Closed Framework Agreement, to include but is not limited to:

- Small Garbage Bins
- Scissors
- Staples
- Pens
- Pencils
- Binders etc.

**Eligibility:** A valid Tax Compliance Certificate and Public Procurement Commission (PPC) Registration in the category of "Stationery Supplies" OR "General Supplies" is required at Bid Submission.

**Contact Information:** [procurement@tef.gov.jm](mailto:procurement@tef.gov.jm)

**Tender Document:** Available on the GoJ Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm) for download from **Thursday, July 25, 2024**. Registration is required for vendors to participate; instructions are available on the website.

Failure to obtain the bidding documents from the TEF via the GoJ Electronic Procurement website will result in the Bidder's ineligibility to participate in the procurement process.

**Deadline for submission:** Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **August 16, 2024, at 2:00 p.m.** Online Bid Opening takes place on the same day at **2:15 p.m.**