



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, 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.



Tourism Product Development Company Limited

INVITATION TO TENDER

Provision of Group Health Insurance (Broker) Services – Triennium Broker's Contract

Procuring Entity: Tourism Product Development Company Limited (TPDCo)

Scope: The Tourism Product Development Company Limited (TPDCo) invites registered Insurance Brokers to submit tenders to provide Group Health Insurance (Broker's) Services – Triennium Broker's Contract for all its employees that provide the best possible mix of health benefits at the most efficient cost to the company. The contract will be for three (3) years, commencing **November 1, 2024**, and ending **October 31, 2027**.

Eligibility Criteria:

1. Tax Compliance Letter (TCL) or a valid Tax Compliance Certificate (TCC);
2. Copy of a valid Public Procurement Commission Certificate (PPC) in the category of Insurance Services;
3. Copy of valid certificate of Registration with the Financial Services Commission (FSC).

Procurement Method: National Competitive Bidding

Bid Validity Period: 120 days after Bid Submission Deadline

Submission of Tenders: Bids must be submitted electronically on or before **September 2, 2024 at 11:00 a.m.**

Bid Opening: Bids will be opened online via the e-procurement website at www.gojep.gov.jm on **September 2, 2024 at 11:15 a.m.**



NATIONAL LAND AGENCY

Invites bids for the

Supply & Delivery of Toners (3 Lots)

Scope: Supply & Delivery of Toners (3 LOTS) broken down as follows:

Lot	Description
Lot 1	Supply & Delivery of HP Toners
Lot 2	Supply & Delivery of Xerox Toners
Lot 3	Supply & Delivery of Lexmark Toners

Eligibility Requirements:

1. Valid Tax Compliance Letter (TCL) or Valid Tax Compliance Certificate (TCC)
2. Valid Public Procurement Commission (PPC) Registration Certificate in the category of:
 - Computers and Supplies
 - Office Equipment Supplies
 - Stationery Supplies and Books

Availability of Tender Documents and Bid Submission

This is an online tender where tender documents, clarifications, and bid submissions will only be made available and accepted via the Government of Jamaica Electronic Procurement Portal – GOJEP (www.gojep.gov.jm). No offline (hard copies) will be accepted and there will be no physical drop box for drop-off of tender documents.

- Tender documents can be downloaded as of **Tuesday, August 13, 2024**.

Submission Deadline

Tenders must be submitted via www.gojep.gov.jm no later than **Tuesday, August 27, 2024 at 11:00 a.m.** Late Bids will be automatically rejected by the System. Bidders are therefore urged to commence bid upload at least two (2) hours prior to the submission time. The Procuring Entity will not be held liable for bids not submitted on time due to late commencement of bid upload. At the first sign of any technical difficulties, Consultants/Firms must make contact with the Ministry of Finance, Procurement and Asset Policy Unit. Additionally, for assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Office of Public Procurement Policy (OPPP) Care Desk at 876-932-5220/932-5246/932-5253 or via email at oppccustomer@care@mof.gov.jm.

The National Land Agency is not obliged to accept the lowest or any bid and also reserves the right to terminate the bid process at any point before the award of a contract without incurring liability to any of the bidders.



National Housing Trust
...the key to your home

LABOUR & SMALL MATERIALS PROGRAMME (LSMP)

SUPPLY & INSTALLATION OF UPVC WINDOWS

The Villages of Colbeck Castle Housing Development, Phases 1 & 2, St. Catherine

Procuring Entity: National Housing Trust

Scope: Supply, deliver, and install 370 UPVC windows for 50 housing units (35 two-bedroom, and 15 one-bedroom units), located at The Villages of Colbeck Castle Housing Development, Phases 1 & 2, St. Catherine.

PPC Grade/Category: Hardware & Haberdashery

Tender Security: N/A

Procurement Method: National Competitive Bidding

Contact Information: Manager, Procurement Unit

Address of Entity: 4 Park Boulevard, Kingston 5

Telephone Numbers: (876) 929-6500-9, Ext. 7245/7269

Email Address: procurement@nht.gov.jm

Bid packages are available from the GOJ's e-procurement (GoJEP) portal <https://www.gojep.gov.jm> as of **Tuesday, August 13, 2024**. Bids must be submitted online on or before **11:00 am on Tuesday, September 3, 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) 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.



National Housing Trust
...the key to your home

REHABILITATION WORKS

Knollis Housing Scheme, St. Catherine

Procuring Entity: National Housing Trust

Scope: Provide all materials, labour, tools and equipment to execute the rehabilitation works as specified in the Bills of Quantities for the Knollis Community Centre which serves the Knollis Housing Scheme, and is located in the parish of St. Catherine.

PPC Grade/Category: A copy of a valid Public Procurement Commission (PPC) registration certificate in the category of Building Construction with a minimum Grade 3 rating.

Procurement Method: National Competitive Bidding (NCB)

Contact Information: Manager, Procurement Unit

Address of Entity: 4 Park Boulevard, Kingston 5

Telephone Number(s): (876) 929-6500-9, Ext. 7210/7269

Email Address: procurement@nht.gov.jm

Bid packages are available from the GOJ's e-procurement (GoJEP) portal <https://www.gojep.gov.jm> as of **Tuesday, August 13, 2024**. Bids must be submitted online on or before **11:00 am on Wednesday, September 4, 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) 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