



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@procureja.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.



INVITATION TO BID

Procuring Entity: Caribbean Maritime University

Request for Quotation #: Procurement of Production Services for the Caribbean Maritime University Graduation Ceremony 2024 (Admin/CMU/PS/7785-08-2024)

Scope: The successful production company will be required to provide full range of services to include set design, lighting, video production, decoration, video creation and live streaming for the 2024 annual graduation ceremony, scheduled for November 14, 2024.

Procurement Method: National Competitive Bidding (NCB)

Eligibility/Criteria: To be considered eligible, bidders must provide proof of the following:

- Valid Tax Compliance Certificate/Letter
- Current registration with the Public Procurement Commission in the category of Event Planning or Audiovisual Services

Address of Entity: Palisadoes Park, Norman Manley Highway, P.O. Box 8081, Kingston CSO Jamaica, W.I.

Availability of Bidding Documents: Bidding Documents will be available for download as of **Wednesday, August 28, 2024** on the Government of Jamaica Electronic Procurement (e-GP) System's website at www.gojep.gov.jm. **Registration instructions are available on the website listed on the system. Registration is required for vendors to participate in the tender process.**

Submission of Bids

Bids must be submitted on the electronic tendering platform via www.gojep.gov.jm no later than Wednesday, September 18, 2024 at 2:00 p.m. Online Bid Opening takes place on Wednesday, September 18, 2024 at 2:15 p.m. Bid Opening Report will be forwarded online to all applicants who submit a proposal. Late submissions will be rejected by the system.

To participate in this tender opportunity, suppliers must be registered and trained to use the Electronic Procurement System @ www.gojep.gov.jm. Please register on the system by selecting the "Register as a Supplier" link from the home page. For assistance regarding training, registration or how to download tender documents and upload tender proposals, please contact the Ministry of Finance & the Public Service, Office of Public Procurement Policy Customer Care desk at 876-932-5220, 932-5244, 932-5253, 932-5251, 932-5246 or 932-5205 or via email at oppccustomer@mof.gov.jm. For further information, please contact the Director of Procurement via email: mofprocure@mof.gov.jm.

Contact Information: The contact information for the Procurement Service Unit is procurement@cmu.edu.jm or telephone 876-924-8150 ext. 4258. All queries should be made through the GOJEP.

Caribbean Maritime University (CMU) reserves the right to reject all/any tender(s).



INVITATION TO BID

REF No: GOJ/MOH/HPPB/PROG.OFF.-2024-08-22

Procurement of Consulting Service (Individual) – PROGRAMME OFFICER

The Ministry of Health & Wellness now invites eligible individual consultants to submit their Proposals for the provision of Consulting Services – Programme Officer, who will provide strong technical and operational support to facilitate the implementation, monitoring, and management of programmes within the Units of the Health Promotion & Protection Branch (HPPB) in full compliance with the Branch's Strategic and Operational Plans.

Qualifications and Experience:

- Master's Degree in Public Health (MPH), Public/Business Administration or related studies.
- Minimum five (5) years' professional experience in programme management.
- Demonstrated experience working with multidisciplinary teams.
- Demonstrated experience working in Jamaica's Public Health System.

Eligibility Requirements:

- Valid Tax Compliance Certificate (TCC)

Availability of Bid Document and Bid Submission:

This is an online tender where tender documents, clarifications and bid submission will only be made available and accepted via the Government of Jamaica Electronic 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.**

All proposals must be submitted in accordance with the guidelines provided in the bidding documents by **Thursday, September 12, 2024.**

- All queries related to this tender should be forwarded by email to: trudy-ann.ennis@moh.gov.jm by **3:00 p.m. local time on Wednesday, September 4, 2024**

To participate in this tender opportunity, suppliers must first be registered on the GOJEP at www.gojep.gov.jm. To register, select the "Register as a supplier" link from the GOJEP system's home page.

For assistance with training, registration, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Office of Public Procurement Policy Customer Care Desk at: 876-806-5587; 876-806-5149; 1-876-806-4581; or 1 876-932-5704 or email at: oppccustomer@mof.gov.jm.

The Ministry of Health & Wellness reserves the right to accept or reject any tenders or to annul the tender process at any time prior to the award without incurring any liability.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:
jisadvertising@gmail.com,
procurement@jis.gov.jm