



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@mof.gov.jm](mailto:oppccustomer@mofof.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.**

National Insurance Fund (NIF)

INVITATION TO BID

**Procurement of Architectural Design Services
for Commercial Building Complex and
NIS Flagship Office in May Pen, Clarendon
REF#: NIF-PROC-CPO/2024-25**

The NIF, Ministry of Labour and Social Security, invites contractors registered with the Government of Jamaica Electronic Procurement (GOJEP) platform to submit tenders to Provide Architectural Design Services for the Commercial Building Complex and NIS Flagship Office in May Pen, Clarendon.

DESCRIPTION OF WORKS:

The Scope of Works includes, but is not limited to:

- The 'Pre-design Phase' to conduct condition surveys, measured survey and recommendations for concept designs.
- The 'Design Phase' to prepare and submit civil, structural, architectural designs, and any other relevant design documents. This includes all working drawings, floor plans, Electrical Works, Plumbing Works.
- The 'Procurement/Negotiation/Evaluation Phase' to serve as technical resource personnel in the preparation of the standard bidding document, serve on the evaluation committee to provide technical analysis/evaluation and respond to queries or technicalities related to architectural services.
- The 'Project Implementation Phase' to perform periodic inspection and monitoring of the execution of works to ensure compliance with design, to attend site, stakeholder and quality control meetings, to serve as an integral part of the project team.

AVAILABILITY OF TENDER DOCUMENT

The Tender Document will be available on the Government of Jamaica Electronic Procurement (GOJEP) platform.

ELIGIBILITY FOR TENDER:

National Competitive Bidding (NCB) Procurement Method will be used and tenderers must submit the following along with their bids:

- Signed Documents Comprising the Quotation (Section 1:7a-g in the Tender Document).
- Proof of licence to practise with the Architects Registration Board (ARB)
- A valid Tax Compliance Certificate (TCC)
- Qualification Information as stipulated in the Tender Document (Section 1: 2-4).

Non-compliance with any of the above criteria will result in disqualification

SUBMISSION OF BIDS:

- Proposals must be submitted online via the GOJEP platform on or before Monday, December 30, 2024 by 3:00 p.m. (15:00 hours).**

For further information, please contact:

**Property Manager
National Insurance Fund
4th Floor, 40 Knutsford Boulevard, Kingston 5
Telephone: (876)908-0019-21
Email: realestate@nif.gov.jm**

N.B.: The NIF reserves the right to terminate this procurement process at any time before the awarding of a contract.



Invitation to Tender

Procurement of Insurance Brokering Services for Provision of Group Health, Group Life and Accidental Death & Dismemberment Insurance

Petrojam Limited invites bids from local insurance brokers that are pre-qualified by the Financial Services Commission (FSC) and registered with the Public Procurement Commission (PPC), to provide **Insurance Brokering Services for Provision of Group Health, Group Life and Accidental Death & Dismemberment Insurance**. The period of agreement will be for three (3) years with the successful broker.

Eligibility: Interested bidders are required to submit the following with their bids:

1. Valid Tax Compliance Certificate or Tax Compliance Letter;
2. A valid copy of the Public Procurement Commission (PPC) Certificate of Registration in the category of **Insurance Services**
3. Registration with the Financial Services Commission (FSC)

Bidding Documents will be available for download from **Monday, December 9, 2024** on the Government of Jamaica's Electronic Procurement website at www.gojep.gov.jm.

Bids must be submitted online via www.gojep.gov.jm no later than **Monday, January 20, 2025 at 11:00 a.m. Late Bids will be automatically rejected by the platform**. A prospective Bidder requiring any clarification of the Bidding Documents, **including the contract document**, must seek clarifications no later than **Monday, January 13, 2025 at 11:00 a.m. Jamaica time (UTC-05:00)**. **All clarifications will be facilitated through the electronic platform only (www.gojep.gov.jm).**

Petrojam reserves the right to accept or reject any bid, and to annul the tender process and reject all bids at any time, without thereby incurring any liability to Bidders.

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the Government Electronic Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids. To participate in this tender opportunity, Suppliers must first be registered and know how to use the Electronic Procurement System, www.gojep.gov.jm.

Please register on the e-GP System by selecting the Register as a supplier link from the home page.

For assistance and training, please contact the support desk at 876-932-5220.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

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