



## NOTICE

### REGISTRATION AND TRAINING AVAILABLE FOR USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT SYSTEM SUPPLIERS OF GOODS, SERVICES AND WORKS

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance and the Public Service (MoFPS), Procurement and Asset Policy Unit (PAPU) is on a drive to expand the use of the Government of Jamaica Electronic Procurement System (GOJEP) to its suppliers of goods, services and works. This is keeping with the commitment of the Government to have all procurement opportunities published and managed through GOJEP by 2018.

Suppliers are being urged to register their businesses in GOJEP and take advantage of the free training sessions facilitated by the Ministry of Finance and the Public Service on the use of the system. Please note that the Ministry will be undertaking a series of sessions in the Western region for the period **September 2017**.

**The first session will be conducted on Friday September 15, 2017 between 10 a.m. and 4 p.m. For confirmation and registration please contact the Ministry of Finance and the Public Service, Procurement and Asset Policy Unit.**

Registration is easy, simply download and read the user manuals, accessible from the user manuals link on the home-page: at [www.gojep.gov.jm](http://www.gojep.gov.jm).

For additional information, please contact the Public Procurement Customer Care Help Desk at: **(876) 932-5220/932-5251/932-5253** or by sending an email to: [papucustomer-care@mof.gov.jm](mailto:papucustomer-care@mof.gov.jm)

**GOJEP – using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.**

## OFFICE OF THE PRIME MINISTER

### INVITATION TO TENDER

The Office of the Prime Minister (OPM) now invites sealed bids from eligible and qualified suppliers for:

1. **LCB - OPM-2017-09-01A:** The Provision of Unified Collaboration and Communication Solution; and
2. **LCB - OPM-2017-09-01B:** The Provision of Cloud Based Office and Collaboration Service

Bidding will be conducted through the Local Competitive Bidding (LCB) procedures as outlined in the Government of Jamaica Handbook of Public Sector Procurement Procedures, **March 2014** (<http://www.mof.gov.jm>) and is open to all bidders locally.

#### Eligibility Requirement:

To establish eligibility, bidders **MUST** provide, at the time of submission:

1. A valid National Contracts Commission (NCC) Certificate in the category of Electrical and Communications Supplies, Computers & Supplies, Information Technology Services, Computer and Related Services
2. A valid Tax Compliance Letter (TCL)

#### Collection of Bid Documents:

Tenders for this procurement will be accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). A complete set of Bidding Documents will be available for download as of **September 5, 2017** on the Government of Jamaica Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm). To obtain the Tender documents via the Government Procurement Portal, you must first be registered in the portal. To register on the e-GP System, Select the link, **Register as a Supplier** from the Home page. System User Manual can also be accessed by selecting the **User Manual** option. For assistance, in registration or to receive training, please contact the support desk at: **(876) 932-5220** or select the **Contact us** link from the Home page to send an e-mail.

#### Deadline for Submission:

Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than:

1. **LCB-OPM-2017-09-01A: Wednesday, September 27, 2107 at 1:00 p.m.;** and
2. **LCB-OPM-2017-01B: Wednesday, September 27, 2017 at 3:00 p.m.**

#### Bid Opening:

Online Bid Opening takes place on via [www.gojep.gov.jm](http://www.gojep.gov.jm) as follows:

1. **LCB-OPM-2017-09-01A: Wednesday, September 27, 2017 at 1:15 p.m.;** and
2. **LCB-OPM-2017-09-01B: Wednesday, September 27, 2017 at 3:15 p.m.**

An online bid opening report will be forwarded to all suppliers who submitted a proposal.

The GoJ is not obliged to accept the lowest or any bid and reserves the right to terminate the bid process at any point prior to the award of contract without incurring any liability to any bidder.

For further information, please contact:

#### Procurement Manager

Office of the Prime Minister

Tel: **876 927-9941-3**; Ext. **2046**

Email: [procurement@opm.gov.jm](mailto:procurement@opm.gov.jm)