



Government of Jamaica

e-GP SYSTEM: QUICK GUIDE FOR SUPPLIERS

The Ministry of Finance & Planning
30 National Heroes Circle
P.O. Box 512,
Kingston 4, Jamaica
Tel: 876- 922-8600

Modification History

Date	Version	Author	Comments
22/07/2015	1.0	J.M. Thompson	Initial version
24/07/2015	2.0	Richard Panton	Revised
31/08/2015	2.0	John M. Thompson	Revised
19/10/2017	3.0	Paul D. Taylor	Revised
20/10/2017	3.0	John M. Thompson	Revised

Table of Contents:

1. Introduction	4
2. Registration Procedure	5
2.1. Activation of Supplier Accounts.....	5
3. Tender Participation	6
3.1. Subscribing to a Tender Competition	6
3.2. Submission of Bid Clarifications.....	6
3.3. Electronic Submission of Bids	6
4. The Common Procurement Vocabulary (CPV):.....	7
5. Jamaican Taxation Registration Number Rules:	8
6. Submission of Electronic Bids	9

1. Introduction

The electronic Government Procurement (e-GP) System is operated by the Ministry of Finance and Public Service (MOFP) of the Government of Jamaica (GOJ), and is accessed at the web site www.gojep.gov.jm.

The system offers functionality for the electronic management of GOJ Tenders and provides specific features for:

- Supplier registration and authorization
 - Creation and publishing of tenders for goods, services, and works procurements
 - Supplier submission of electronic bids for tenders opportunities
- Electronic opening of tenders
 - Tender evaluation and award functionality
 - Limited contract management functionality

The system is managed and supported by the Procurement and Asset Policy Unit (PAPU) of the MOFP while also providing access to the GOJ's National Contracts Commission (NCC) for the authorization of Suppliers who wish to participate in National Competitive Bidding (NCB) tender competitions. The System also makes use of the European based Common Procurement Vocabulary procurement classification system for the tracking and analysis of procurement transactions.

The system supports the procurement methods and techniques prescribed in the GOJ's Public Procurement Law (PPL) 2015 and was piloted on a limited basis during the period July 2015 through December 2016 with full rollout to all GOJ expected by the end of calendar year 2017.

General information on procurement tender competitions and the GOJ procurement legislation etc. is available by accessing the appropriate link in the 'Information' section of the web site. All suppliers wishing to participate in GOJ tender competitions or desirous of receiving notification of tender opportunities by email are required to register as a Supplier in the system.

This document is 'Quick Guide' offering brief information to Suppliers on system registration and tender competition participation.

SPECIFIC INFORMATION ON HOW TO USE THE E-GP SYSTEM, CAN BE HAD BY DOWNLOADING AND READING THE 'END-USER SUPPLIER MANUAL'.

2. Registration Procedure

All suppliers MUST register in the system, by clicking on the 'Register as a Supplier' link from the site home page at www.gojep.gov.jm.

Users will be required to provide basic organization information as well as to define a user (Supplier Admin) for management of the supplier's account in the system.

All Jamaica based Suppliers (Including Consultants), as well as Foreign Suppliers that have attained a registration in Jamaica, are required to enter their Jamaican tax information. This includes a valid Taxation Registration Number (TRN) which is mandatory, and the latest issued Taxation Compliance Reference number if in possession of one. The entered TRN is validated upon completion of entry of the form information. Rules governing Jamaican TRN format and usage are detailed in Section five (5) of this document.

Note that for Foreign Suppliers without a Jamaican Registration it is recommended that any relevant registration information should be provided, including Company Registration Number, Tax Registration Numbers, DUNS Number or their equivalents.

Jamaican based Suppliers are encouraged to enter their latest Taxation Compliance Reference number and doing so will allow for printing of up-to date tax compliance eligibility information on the system generated Tender Opening Report and the system will also send a pending expiration alert e-mail to the Supplier Administrator, fourteen (14) days before expiration.

During the registration process, the Supplier is given the option of selecting and adding relevant sets of Common Procurement Vocabulary (CPV) codes related to their industry or nature of business. In so doing, the system will send an e-mail alert to the Supplier Administrator once a tender has been published using CPV code from the family of code subscribed to. See Section four (4) for details on the CPV.

Supplier Account Administrator can also add additional User accounts for persons (Bid / Sales Managers etc.) within their organization upon activation of the Supplier account by the MOFP.

2.1. Activation of Supplier Accounts

Upon completion and submission of registration details, the Supplier Administration User will be emailed (using the email address provided during registration) a system transaction number which will have to be entered on the first attempt at logging into to the system, using the Username and Password supplied at account creation.

The User will then be presented with a 'User Agreement' which must be read and accepted.

On initial registration, a Supplier's e-GP system account will be in an 'Inactive' status, pending the MOFP's review and confirmation of the information provided. Please note that Supplier's with a Jamaican Registration will require a valid Tax Registration Number before the account is activated. The Supplier Admin User will receive an email, once the account has been activated.

3. Tender Participation

Suppliers can find a list of new and open tender competitions by clicking on the 'Current Competitions' link from the site Home page. Suppliers duly registered in the system would have been notified by email of a tender competition opportunity based on the CPV code used in the creation of the competition and the Supplier's subscribed CPV codes. Suppliers are free to browse the list of 'Current Competition' section to see what tender opportunities are available and for which they may not be alerted.

3.1. Subscribing to a Tender Competition

To participate in a Tender competition, the Supplier user should select the competition from the list provided either by using the Search functionality or from the email notification received. Competitions listed with Status = 'Bid Submission' are still open for Bid submission).

The User will be presented with a Summary page of the competition details and to see specific documents related to the competition, the user should click on the 'Show Menu' button then click on the 'Competition documents' link. This will present a window with two Tabs; one for the Tender '**Notice**' document and one for the '**Contract documents**' and which contains all relevant tender BID / RFP documents etc..

To participate in the Tender, the Supplier User **MUST** select the '**Contract Documents**' tab, and download the displayed Bid documents (or alternatively download the zipped file containing all the tender documents). On initial download of the bid documents, the first User from the Supplier downloading the document, will be given a choice of associating the Bid to only him / her or to all registered Users from their organization. Once the Tender documents have been downloaded, the Supplier User (S) will have the opportunity to review the documents and then prepare their Bid response if so intended.

3.2. Submission of Bid Clarifications

In the event the Supplier wishes to submit a Clarification request or to see list of clarification questions related to the competition, the Supplier should click on the above-mentioned 'Show Menu' button and then clicking on the 'Clarifications' option.

The tender Co-ordinator will be notified of the clarification request and will respond accordingly, in the system.

Clarifications during the evaluation phase of the tender cycle are also managed likewise.

3.3. Electronic Submission of Bids

Bids are to be submitted (uploaded) electronically by clicking on the 'Bid Submission' option from the 'Show Menu' list. Specific instructions on how to use the Electronic Bid Submission tool is detailed in Section 6 of this document.

4. The Common Procurement Vocabulary (CPV):

The Common Procurement Vocabulary (CPV) establishes a single classification system for public procurement aimed at standardizing the references used by procuring entities to describe the subject of procurement contracts.

The vocabulary is based on a tree structure comprising eight (8) digit codes associated with wording that describes the type of Goods, Works or Services forming the subject of the contract. The CPV is maintained by the European Commission of the European Union.

It is recommended that Suppliers select the CPV code at the highest (parent' level) for an industry / section for which they want to receive notification. In so doing, where the Procuring Entity publishes a Tender with a related child code for that industry / section, the Supplier will receive an e-mail alert.

The CPV codes of interest are optional for the registration of a Supplier. When an open public procurement competition is published, the system will automatically notify via email all Suppliers whose CPV of interest match the CPV codes of the competition itself.

The CPV codes will also be used to describe the intended items of procurement published in the GOJ's Annual Procurement Plans.

5. Jamaican Taxation Registration Number Rules:

Suppliers with a Jamaican Registration are required to enter their relevant tax information. This can be entered during the Supplier's initial registration or can be modified by editing the Supplier's Organization Profile. The Supplier's Jamaican Tax Registration Number should include both the main nine (9) digit portion, as well as, the relevant four (4) digit branch portion.

Edit organisation profile

View organisation

	Organization Type	Format	Rules
1	Limited Liability Incorporated	000009999	TRN must begin with digit 0 (Zero) and must be nine digits. No '-' or space shall be entered
2	Partnership	000009999	TRN must begin with Zero and must be nine digits. No '-' or space shall be entered
3	Sole Trader or Trading As Entity	100009999/0001	TRN must begin with the digit 1 and must be nine digits. A sub 4 digit number must be entered, usually like 0001 or 0002 or 0003 etc. No '-' or space shall be entered
4	Individual Consultant	100009999	TRN must begin with the digit 1 and must be nine digits. No sub 4 digit number must be entered, No '-' or space shall be entered
5	Government		

6. Submission of Electronic Bids

Suppliers must complete the upload of their Bid before the defined, 'Tender deadline for Bid Submission' otherwise the system will terminate the upload process once the tender deadline has been reached.. As upload of a Bid may take some time (30 minutes for a 50 MB bid document, depending on bandwidth), it is strongly recommended that the Bid upload process be conducted at least two hours before the defined deadline.

Also first time User of the system should ensure that their Desktop Computer / Laptop is prepared for Bid Submission (As per instructions below) well in advance of the bid deadline. A Supplier can also conduct a test upload in advance, as the system allows for a bid to be uploaded multiple times.

PREPARING YOUR COMPUTER FOR BID SUBMISSION:

1. Browser compatibility:

- a. Only Internet Explorer and Mozilla Firefox Browsers are supported by the Bid submission tool. **Google Chrome browser and Microsoft Edge browser will NOT work.**

2. Java software installation and activation:

- a. Java software must be downloaded and installed on the computer / laptop which will be used to submit the bid. Visit the website: <https://www.java.com/download/> to download the Java software.
- b. Next, you must **ACTIVATE** the java software. To know how to do so, please Google **'How to activate Java software'** for the browser you are using.

SUBMISSION (UPLOAD) OF YOUR BID:

1. Bid documents(s) preparation:

- a. Bids setup by a Procuring entity to use the 'Off-Line Evaluation' functionality of the system will necessitate that the Supplier Submit (Upload) their Bid proposal document as a single electronic document (**preferably PDF format**) consisting of **all** the various sheets and documents of your proposal (technical specs, price sheet, copy of certificates etc.). It is advisable to try and limit the size of this single bid document, so as to facilitate easier upload. The System has a bid maximum size of 99Mb , but it is recommended to try and keep the Bid proposal document below 50MB size. Options for combining the multiple documents into one bid document are:
 - i. Use of Acrobat PRO or Acrobat Writer software (you will have to purchase this); or
 - ii. You can Google to find a free software that can combine multiple PDF documents into one PDF file; for example the one available from www.pdfmerge.com, or
 - iii. You can arrange and scan the pages of the documents using a Multi-function printer, e-mail it to yourself (it should be in PDF form) and then download it from your e-mail. If using this option, make sure to use the 'low resolution' scan option of the machine, to limit the size of the file generated by the machine; or
 - iv. As a last resort you can Zip the files into one zip file bit this option is **STRONGLY discouraged.**
 - v. **After your Bid Document has been prepared, please ensure that it is valid (i.e. not corrupted) and can be opened by the relevant program you had used to create it (e.g. if 'PDF' format, ensure it can be opened by Acrobat Reader. Page through the entire document to ensure everything is intact and in order.**

2. Login to the e-GP System at: www.gojep.gov.jm
3. Select **List of my CFTs** from the Competition Management section of the page and from the list of tender(s) displayed. Select the tender for which you intend to submit a bid.
4. Select the **Show Menu** tab then Select **Bid Submission** from the drop down list, which will open the View bids form /page.
5. In this View bids form, Select **Accept & confirm all of the above** prompt.
6. **Select Launch Tender Preparation link** (in the centre left of the form / page). This action will run Java software and you will receive a series of Security prompts. Select the options to **Open, Allow, Continue, Run, Accept** etc. as they appear. You will then see a notice saying '**Downloading application**'.
7. The Tender Preparation Tool application will appear on your desktop, you will have to login again (using your e-GP system credentials which was created on initial registration (your Username and Password).
8. After logging in, a screen with a prompt button **attach file will appear**. Click this button and browse to where you have your single bid proposal document saved on your computer / laptop and then click **attach**.
9. Once your Bid document has been attached, you will see a prompt **Pack and submit** highlighted in yellow at the top of the tool. **Select this Pack and submit, thereafter a message 'Uploading tender' will display.**
10. **Once the Tender upload has been completed**, a message '*Tender submission 'Your tender was submitted..'*' will be displayed and an e-mail confirmation will be sent to you.. **Depending of the Size of your Bid document, this upload could take up to 60 Minutes (for a 99MB file), so you will have to wait for the process to complete.** This is why it is also important to start the upload way in advance of the Tender closure. You can now close the Tender tool and logout of the e-GP system.
11. **If there was an interruption in the Tender upload the process will have to be restarted.**