Government of Jamaica

e-GP SYSTEM:
QUICK GUIDE FOR SUPPLIERS

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Modification History

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1. Introduction

The electronic Government Procurement (e-GP) System is operated by the Ministry of Finance and Planning (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 will be piloted on a limited basis during the period July through December 2015 before full rollout to all GOJ entities during calendar years 2016 through 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.

Additionally, the Supplier organization is also asked to subscribe to a set of Common Procurement Vocabulary (CPV) codes which will facilitate the automatic notification (by e-mail) of Tender opportunity when Tender competitions using these CPV codes are published. See Section 4 for details on the CPV.

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 then 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. The Supplier Admin User will receive an email, once the account has been activated.

2.2. NCC Account Authorization

The system provides functionality for the National Contracts Commission (soon to be re-named the 'Public Procurement Commission') to update a Suppliers account in respect of the Organizations registration status with the NCC.

On completion of the Suppliers registration process in the e-GP system, the NCC will receive and email notification to update the Suppliers NCC account status. Suppliers in possession of a valid registration with the NCC will have their account authorized by the NCC, thus enabling them to participate in tender competitions for the respective Goods, Services or Works they were previously authorized for by the NCC.

Suppliers not having an active NCC status or that have not previously registered with the NCC will be required to pursue NCC registration through the offices of the NCC.

NOTE: THERE WILL BE THREE (3) BUSINESS DAYS PROCESSING TIME FOR UPDATE OF THE NCC ACCOUNT AUTHORIZATION IN THE SYSTEM.

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.

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).

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 Tabs for the **'Contract Notice'** document and for the **'Contract documents'** which will contain all tender documents.

Clicking on the document name listed under the **'File'** column, will allow for download of the document. Also, under the 'Contract Documents' tab, the user will be able to download the zipped file containing all the tender documents. Once the Tender documents have been downloaded, the Supplier organization 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.

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 available by in Section 5 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 CPV establishes a single classification system for public procurement aimed at standardising the references used by procuring entities to describe the subject of procurement contracts.

The main 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.

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. Submission of Electronic Bids

The e-GPS provides two methods for a Supplier to submit its bid response document in the system. Both methods require that the Supplier's bid response document is first **'Prepared'** (Encrypted and Packed) before being '**Uploaded**'.

The **Preparation** and **Upload** methods are as follows:

I.   **Bid submission <u>Prepared On-Line</u> by the Supplier:**

   a.   Supplier prepares its bid response document using the 'on-line' e-GPS preparation feature.

   b.   Depending on how the Procuring Entity had configured the Tender, the Supplier will:

      i.   Respond to questions in the system and attached supporting documents, for Tenders that were defined for On-line (System) evaluation <u>**or:**</u>

      ii.   Have its response in a file attachment ONLY and does not answer any questions on-line, for Tenders that were defined for Off-Line evaluation.

   c.   Save, Validate and Pack the response, saving this prepared file on the user's computer. The prepared 'zip' file will have the word 'TENDER' appended to it.

   d.   Upload the 'Prepared' zip file from its computer to the e-GPS.

II.   **Bid submission <u>Prepared Off-Line</u> by the Supplier:**

   a.   Supplier prepares its bid response document 'off-line' using the Tender Preparation Tool (TPT), which has to first be downloaded.

   b.   Depending on how the Procuring Entity had configured the Tender, the Supplier will:

      i.   Respond to questions in the TPT and attach support documents, for Tenders that were defined for On-line (System) evaluation **or:**

      ii.   Have its response in a file attachment ONLY and does not answer any questions on-line, for Tenders that were defined for Off-line evaluation.

   c.   Save, Validate and Pack the response, saving this 'Prepared' file on the user's computer. The prepared 'zip' file will have the word 'TENDER' appended to it.

   d.   Upload the 'Prepared' zip file from its computer to the e-GPS.

The MOFP is recommending that Suppliers use method I (detailed in Section 5.1 below) as the preferred method it is easier to understand and work with.

Following, we provide detail steps on both methods.

5.1. Bid submission prepared On-Line by the Supplier:

5.1.1 Select the Tender Competition for Bid Submission

- In the 'Current Competition' page, select the competition for which you want to submit a Bid from the list of displayed competitions (You must have previously downloaded the Bid documents, created your Bid response document and now at the point where you want to Submit your response). Select the 'Show Menu' button on the page, then select the 'Bid submission' link.

- You will now be presented with a 'View bid' page as follows:

**Select the "Answer questions online" button (As shown in the screen above).**

5.1.2 Access Online bid preparation tool

- Your computer will download the on-line bid preparation tool within the browser. It is possible (depending on the status and version of your browser configuration) that before the download commences, your browser Java software may prompt you for updating the version of Java in use. Please proceed to do this. It must also be noted that Firefox and Internet Explorer are the supported browsers for this applet. Be patient as the applet may take a while to load depending on your Internet connection speed.

5.1.3 Respond to bid:

### 5.1.3.1 Respond to bid configured for On-Line evaluation:

If the Tender was configured by the Procuring Entity for On-line evaluation (meaning the e-GPS will do scoring of some aspects of the bids), you will see a screen displayed as follows:
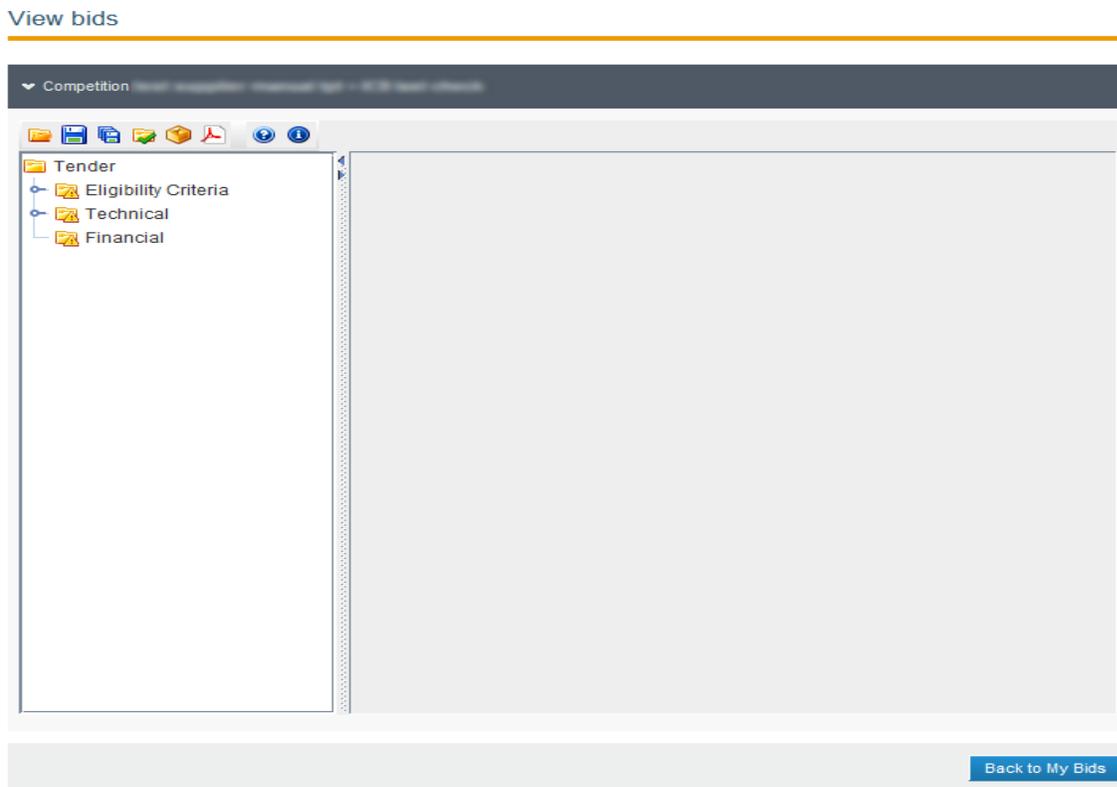
- In this Form, the Supplier will be required to Select the various envelopes ('Eligibility Criteria', 'Technical' and 'Financial') and answer questions accordingly. The Supplier may also be presented with options for attaching their Bid Response documents.

OR:

5.1.3.2 Respond to bid configured for Off-Line evaluation:
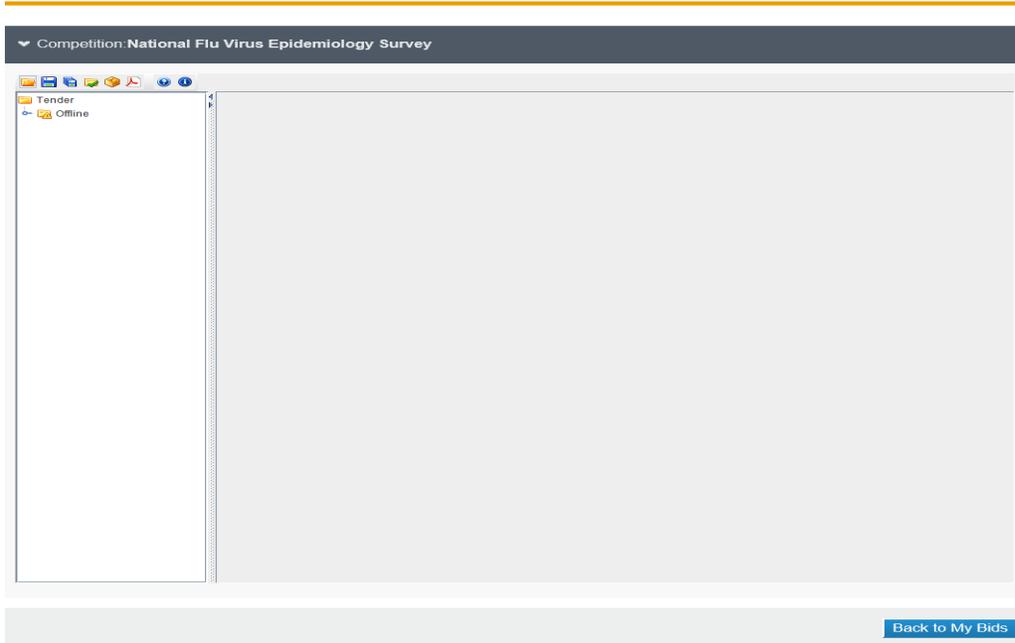
- In this form, Select the **Offline** 'envelope' option and then Select the coloured (yellow) 'Complete Bid' option. You will then be prompted to attach your Bid response document.

- Please proceed to attaching the appropriate Bid response document.

5.1.4 Save Bid document

- Once the User has opened and answered the questions in the envelopes or attached it bid response document, the User should save the bid using the "Save" or "Save As" options (see diagram below). The bid should be saved at a local directory of the user's computer since at this stage the bid is not encrypted (i.e. only encrypted bids are uploaded into the e-GPS).
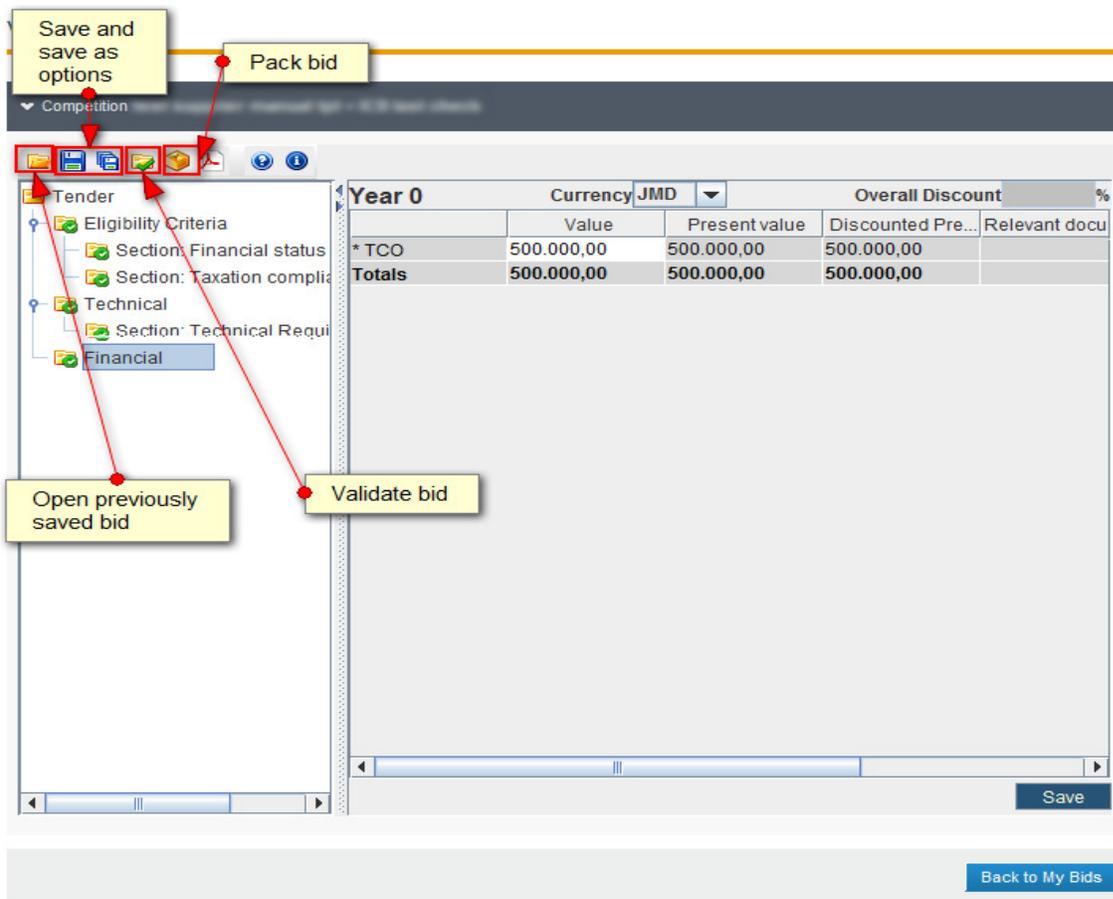
Upon a successful saving action, the system will report "Bid saved successfully".

5.1.5 Validate Bid document

- The User should validate its Bid response by clicking on the 'Validate Bid' icon (as shown in the screen above). This is to ensure that all the questions have been answered. You will receive a message saying 'Tender validate successfully' message if your bid is valid.

5.1.6 Pack a Bid

- Once the user has completed its bid to its totality, the user should click the option to Pack the Bid (See Pack icon in the afore-mentioned diagram).

- Through this action (Packing) the bid will be encrypted and saved under a new name post-fixed with the word "_TENDER". This file cannot be unlocked and / or viewed by anyone. It will be unlocked only when the Opening Staff (OP/OS) authorises the unlocking of all bids at the end of the bid submission period.

- Upon a successful packaging action, the system will report "Packing successful".

5.1.7 Upload a Bid

- Once a bid package is created, the user may click on the 'Back to my Bids" link.

- This will direct the user to the bids page, where if the bid was created in an online manner, a new entry will appear under the "list of draft bids" menu (see diagram below).

- To upload a bid, the user needs to click on the option "Upload bid package".

- Following two successful confirmation (one being for NCC status) or verification screens (user account, user agreement), the user will need to browse and locate the file to upload (ending with the post-fix "_TENDER.zip") and then click on the upload button.

- Upon successful uploading, the user will receive a unique Bid Package Receipt ID via a popup message (You must have popup blocker turned off in your browser to get this popup message) and the user will also receive an e-mail notification.

- Your 'View Bids' page (See diagram below) should now show your uploaded Bid document under the 'List of submitted bids' section.


5.1.8 Management of a bid

- Until the bid submission deadline, a supplier has the right to remove an already submitted bid.

- If a submitted bid is removed, and until the bid submission deadline ,the supplier has the right to upload a new bid, by following the previously described steps.

- Under no circumstances can the supplier download from the system a submitted bid and then open it in order to see the files uploaded. As aforementioned, a submitted bid is an encrypted file that the system is not authorized to decrypt.

5.2. Bid Submission prepared Off-Line by the Supplier:

5.2.1 Select the Tender Competition for Bid Submission

• In the 'Current Competition' page, select the competition for which you want to submit a Bid from the list of displayed competitions (You must have previously downloaded the Bid documents, created your Bid response document and now at the point where you want to Submit your response). Select the 'Show Menu' button on the page, then select the 'Bid submission' link.

• You will now be presented with a 'View bid' page as follows:
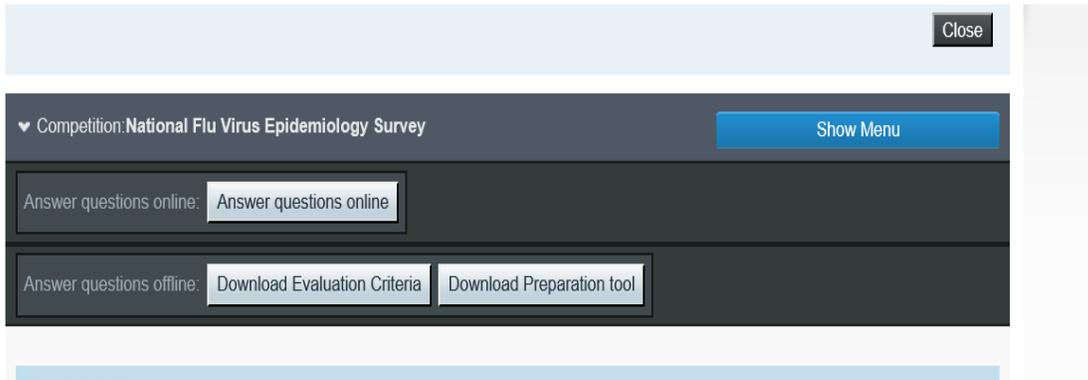
You will now have to Select the "Download Evaluation Criteria" button and 'Download Preparation Tool' buttons (Seen in diagram above).
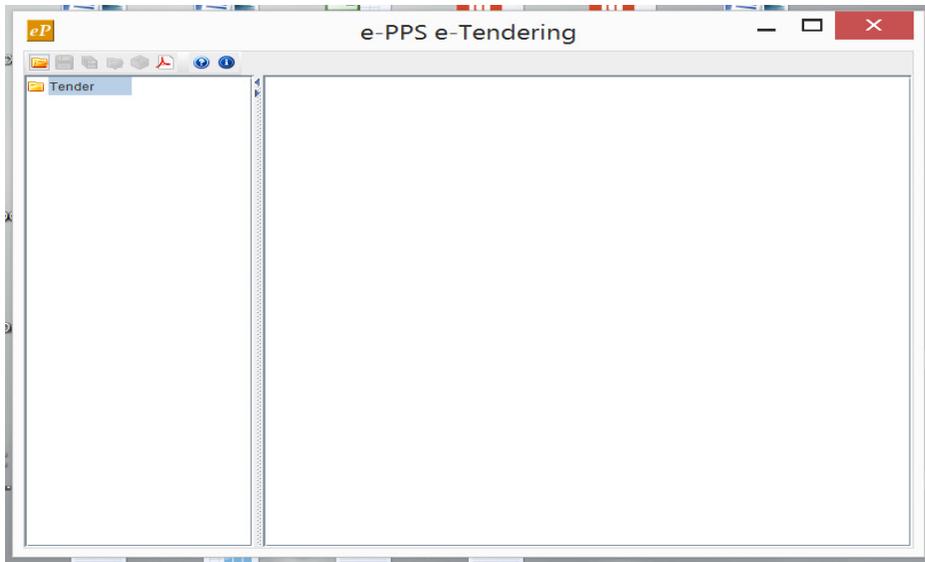
5.2.2 Download the Evaluation Criteria

• Select the 'Download Evaluation Criteria" button. This will prompt you for saving a file (with an 'xml' name extension) on your computer and it is this file (which contains the tender structure) which will be read by the Tender Preparation Tool (TPT). Save the file at location/ directory on your computer where you will be able to find it .

5.2.3 Download Preparation Tool

- Select the 'Download Preparation Tool' button. This will prompt you for saving a zipped file on your computer. Once the download is completed, unzip the file to a Directory and then once this is done, Select the file:

  ☑ *eP* TenderPreparationTool.exe
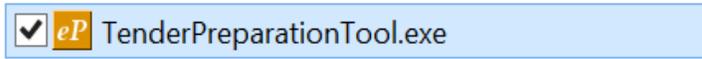
- This will Open the TPT (As per diagram below).

5.2.4 Open the Tender File

- Open the Tender file (which was down loaded by selecting the Evaluation Criteria button) by Selecting the Open Icon and finding the 'xml' file in the directory in which it was saved.

- Follow the instructions for completing the submission as detailed previously ion this document by (a) Responding (See section 5.1.3), (b) Saving (Section 5.1.4), (c) Validating (Section 5..1.5), (d) Packing (Section 5.1.6), (e) Uploading (Section 5.1.7) and (f) Managing (Section 5.1.8) your bid.

- When you are finished, exit from / close the TPT.