



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

OFFICE OF PUBLIC PROCUREMENT POLICY

GOJEP QUICK GUIDE FOR SUPPLIERS

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1. Introduction

The *GOJEP System Quick Guide for Suppliers* offers concise information on system registration and other functionalities to aid interested parties to participate in GOJ tender opportunities through the GOJEP portal.

The Government of Jamaica Electronic Procurement (GOJEP) System is administered by the Ministry of Finance and the Public Service (MOFPS) through the Office of Public Procurement Policy (OPPP), and is accessed via the URL www.gojep.gov.jm.

The system is designed for the electronic management of procurement opportunities and has functionalities to facilitate:

- Supplier registration and authorization;
- Creation and publishing of tenders for goods, services, and works procurements;
- Electronic collaboration;
- Supplier submission of electronic bids;
- Electronic opening of tenders;
- Tender evaluation and award of contract; and
- Contract management.

The system is managed and supported by the Office of Public Procurement Policy Branch (OPPPB) e-Services Team; while also providing access to the GOJ's Public Procurement Commission (PPC), for the authorization of Suppliers who wish to participate in Government procurement activities. The System also makes use of the European based Common Procurement Vocabulary (CPV) 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 Act (PPA) 2015 and Public Procurement Regulations (PPR) 2018.

Users can view general information on procurement tender competitions, the GOJ procurement legislation and other publications by accessing the appropriate link in the 'Information' section of the web site. All suppliers wishing to participate in, or receive notifications of GOJ tender opportunities by email are required to 'Register as a Supplier' in GOJEP.

2. Supplier Registration Process

To participate in government tenders, suppliers **MUST** first be registered in GOJEP. To do this, click on the link **“Register as a Supplier”** from the homepage of the site (www.gojep.gov.jm).

→ Register as a Supplier

There are three steps to the registration process, which requires users to provide information regarding the details of their organization, select CPV codes of interest, and to create login credential for the user (Supplier Admin). Supplier Admins will be responsible for the management of the supplier's account in the system as well as to add other users, if required, for the organization. **The steps are as follows:**

Step 1:

Populate the required information in the below fields (fields tagged with an asterisk are mandatory)

The screenshot shows the 'Register Supplier' form, Step 1: Organization Details. The form includes the following fields and options:

- * Organization Name: [Text input]
- * Supplier Abbreviation: [Text input]
- * Organization Type: [Select Organization Type dropdown]
- Country of Registration: [Select dropdown]
- Company Registration Number: [Text input]
- Organization has Jamaica Registration: [No dropdown]
- Supplier Registration Number (SRN): [Text input]
- Taxation Compliance Reference (TCR): [Text input]
- Taxation Compliance Expiration Date: [Text input]
- DUNS number: [Text input]
- * Address: [Text input]
- Postal Code: [Text input]
- * City: [Text input]
- * Country: [Select dropdown]
- * Email: [Text input]
- Phone Number: [Text input]
- Fax: [Text input]
- Year of Incorporation: [Text input]
- MSME Qualification Status: [Not Defined dropdown]
- MSME Last Update Date: [Text input]
- I'm not a robot: [CAPTCHA verification]

Buttons at the bottom: **Validate & Continue**, **Home**, **Cancel**

Select the "Validate & Continue" button to proceed to the next page.

Step 2:

The Supplier must subscribe to a set of Common Procurement Vocabulary (CPV) codes relating to their business offerings, which will facilitate the automatic notification (by e-mail) when Tender opportunities of similar category codes are published by GOJ procuring entities.

i The Common Procurement Vocabulary (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 8 digit codes associated with wording that describes the type of supplies, 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 CPVs of interest match the CPV codes of the competition itself. Close

Step 2: Register CPV Codes

CPV Codes of interest:  

[Next](#) [Back](#) [Cancel](#)

Click on the search icon (red highlight) and select all related codes of interest. Click on the "Next" button to proceed to the next page.

Step 3:

Step 3: Create Administrator Account

*First Name:

*Last Name:

*Username:

*Password: [Password Rules](#)

*Re-enter Password:

*Email:

Address:

Postal Code:

City:

*Country:

Phone Number:

Mobile Phone Number:

Fax:

* Secret question:

*Secret answer:

[Finish](#) [Reset](#) [Back](#) [Cancel](#)

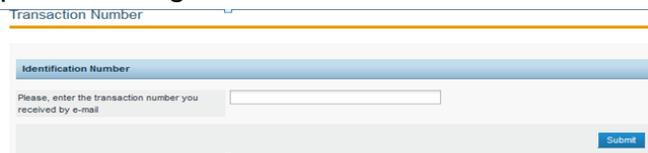
*Fields with asterisk are mandatory

Populate the required field and select the "Finish" tab in the "Register Administrator" page

2.1 Activation of Supplier Accounts

Upon completion and submission of your registration details, an automatic email notification will be sent to the email address provided during the registration process. The Email will contain your registration transaction number that is required to activate your account upon logging in with the username and password you created. Copy and

paste the registration transaction number from your email and select “Submit”.

A screenshot of a web form. At the top, it says "Transaction Number". Below that is a blue header bar with the text "Identification Number". Underneath the header, there is a text input field with the placeholder text "Please, enter the transaction number you received by e-mail". To the right of the input field is a blue button labeled "Submit".

You will then be required to download, read and accept the system user agreement, then select the “Finish Go to my Profile” tab.

Thereafter, the account will be assessed and approved by the Ministry of Finance System Administrators. Supplier Admin User will receive an email, once the account has been approved indicating an activated status.

2.2 Public Procurement Commission (PPC)

In 2021, the processes involved with the application of new and renewal of registration for the PPC certificate was integrated with the GOJEP system under the module, “Supplier Registration System (SRS)”. It is important to note that the full technical support and services remain solely with the PPC.

All new suppliers applying for a PPC certification **MUST** first register as supplier in the GOJEP system (**See registration procedures above**).

For additional information on the application process for PPC certificates, kindly visit the PPC website at www.ppc.gov.jm and navigate to the ‘Manuals’ page or contact the Commission via email at general.ppc.gov.jm or via tele: 876-669-7352/754-3747 or 4515/676-5443/807-3154.

3. Access to Procurement Opportunities

Suppliers can access the list of published procurement opportunities under the 'Current Competitions' link at the top right of the Home page. Additionally, registered suppliers will receive an email notification informing of the procurement opportunity in alignment with the CPV code/s subscribed to, at the registration stage.

3.1 Subscribing to a Tender Competition

To participate in a Tender competition, the Supplier user should select the competition from the list provided using the Search functionality or from the email notification received.

Upon selection of the tender, the user will be presented with a summary of the competition details. The user should then click on the 'Show Menu' button (top right) and from the drop down, select 'competition documents', then select the contract document tab to view the respective tender documents. Finally, click the “download zip file” to subscribe to procurement opportunity. Failure to accurately subscribe to the tender will restrict the ability to submit your bid response.

4. Submission of Electronic Bids

For successful Submission (Upload) of your Bid – Proposal, the following instructions must be followed:

Failure to follow all the steps as listed will result in an invalid bid submission

4.1 Pre-requisites:

Submission (Upload) of Bids in the e-Tendering System is done through specialized Tender Preparation Tool (TPT) software which validates and encrypts the bid response prior to upload to the platform.

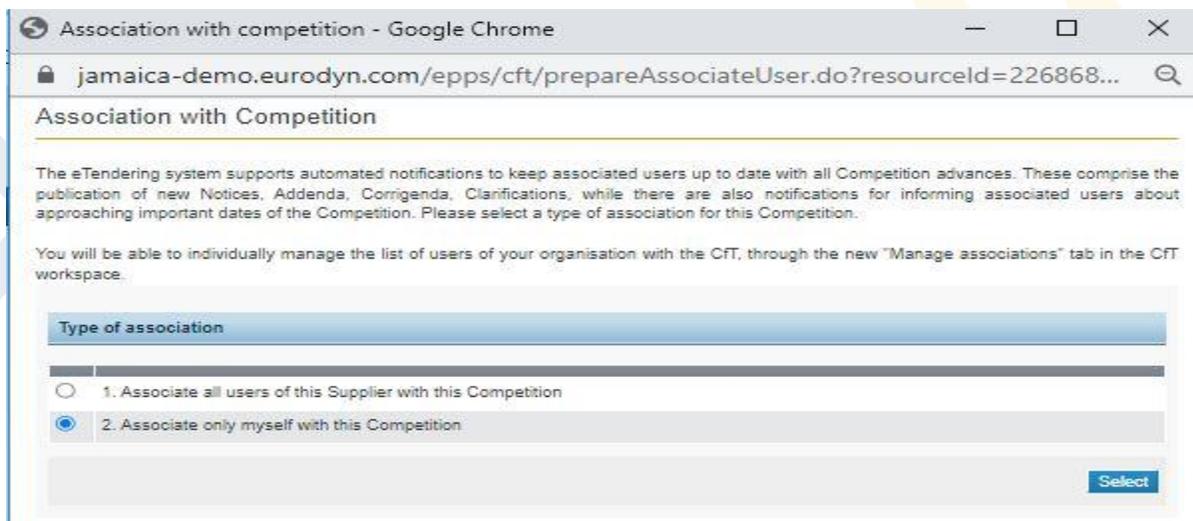
Note: For details on how to 'Install and Activate' Java in your Browser, please refer to: The GOJEP JAVA Installation Guide may be accessed by clicking [here](#).

4.2 Submission Steps:

- I. Select the **List of my CFTs** option from the **Competition Management** panel of the Home Page, and from the list of **My Competitions** displayed, Select the Tender for which you intend to submit (Upload) a Bid Proposal;
- II. Select the **Show Menu** option on the View competition details form, which is now displayed and then select the **Bid submission** option from the dropdown list;
- III. You will now be presented with a **View Bids** form as shown below. **Select the “Accept & Confirm all of the above” tab; as shown in the below figure 1 - 2 respectively.**

Government of Jamaica – e-GP System

To participate in any competition via the electronic platform, the ‘Admin user’ must be associated to it; and is therefore required to select one of two options seen in Table 1 below:



Association with Competition - Google Chrome

jamaica-demo.eurodyn.com/epps/cft/prepareAssociateUser.do?resourceId=226868...

Association with Competition

The eTendering system supports automated notifications to keep associated users up to date with all Competition advances. These comprise the publication of new Notices, Addenda, Corrigenda, Clarifications, while there are also notifications for informing associated users about approaching important dates of the Competition. Please select a type of association for this Competition.

You will be able to individually manage the list of users of your organisation with the CFT, through the new "Manage associations" tab in the CFT workspace.

Type of association

1. Associate all users of this Supplier with this Competition

2. Associate only myself with this Competition

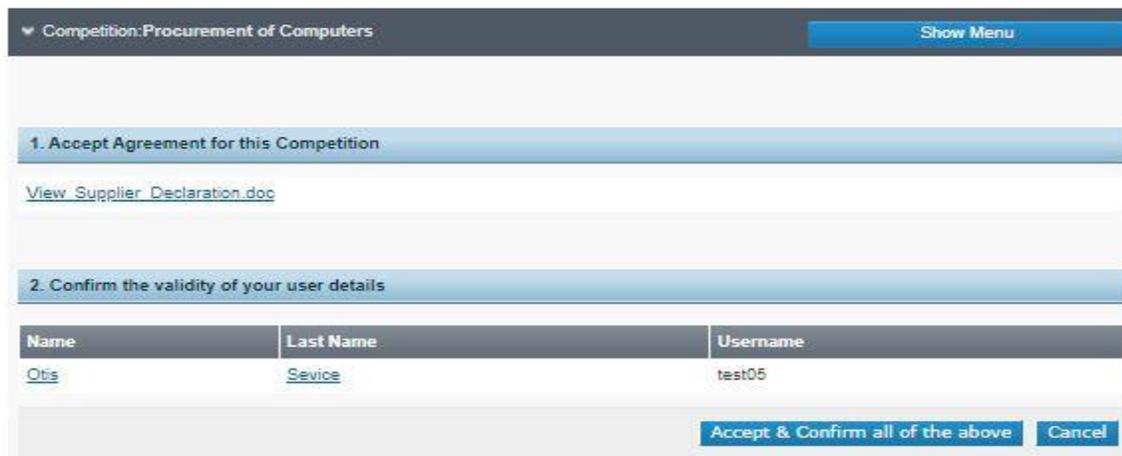
Select

Figure 1

In order to proceed to the next screen, the user must click on the tab to **‘Accept & Confirm all of the above’**, as seen in figure 2 below:



View bids



Competition: Procurement of Computers Show Menu

1. Accept Agreement for this Competition

[View_Supplier_Declaration.doc](#)

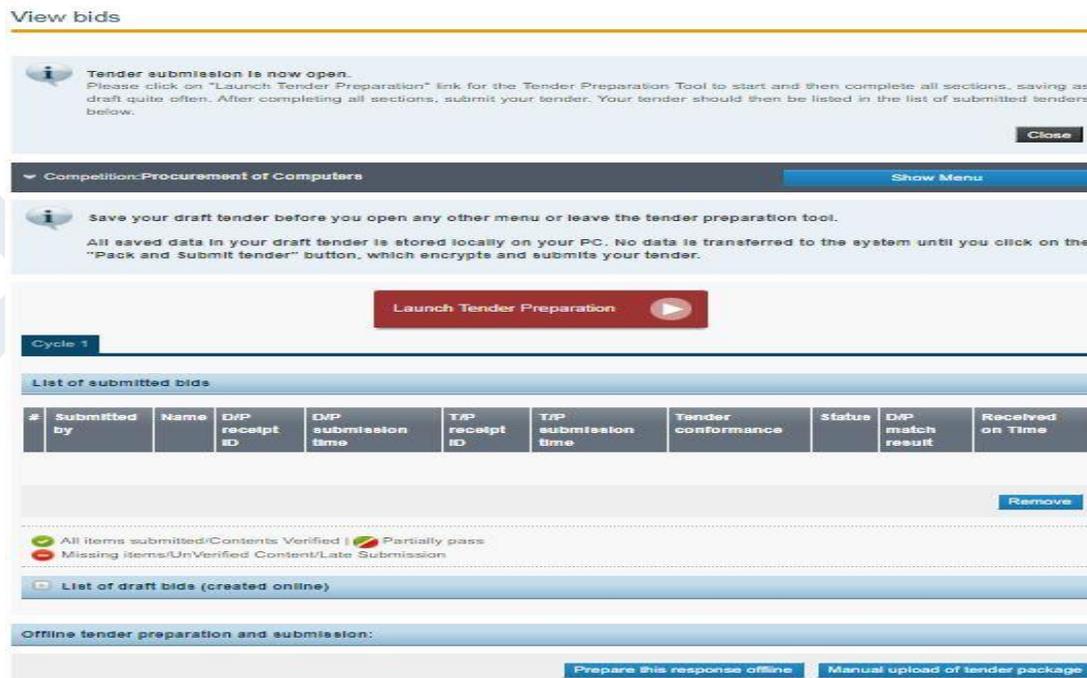
2. Confirm the validity of your user details

Name	Last Name	Username
Otis	Sevice	test05

Accept & Confirm all of the above Cancel

Figure 2

IV. Next, Select the **Launch Tender Preparation** button on the View Bids Form in *Figure 3* below. (This action will prompt the Java Software launch). Select the option ‘Keep’ as it appears, then ‘Open’ the file.



View bids

Tender submission is now open. Please click on "Launch Tender Preparation" link for the Tender Preparation Tool to start and then complete all sections, saving as draft quite often. After completing all sections, submit your tender. Your tender should then be listed in the list of submitted tenders below. Close

Competition: Procurement of Computers Show Menu

Save your draft tender before you open any other menu or leave the tender preparation tool. All saved data in your draft tender is stored locally on your PC. No data is transferred to the system until you click on the "Pack and Submit tender" button, which encrypts and submits your tender.

Launch Tender Preparation

Cycle 1

List of submitted bids

#	Submitted by	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	Tender conformance	Status	D/P match result	Received on Time
Remove										

All items submitted/Contents Verified | Partially pass
Missing items/UnVerified Content/Late Submission

List of draft bids (created online)

Offline tender preparation and submission:

Prepare this response offline Manual upload of tender package

Figure 3

V. You will receive a message asking, **“Do you want to run this Application?”** Select the option **“Run”** as seen in Figure 4 below:



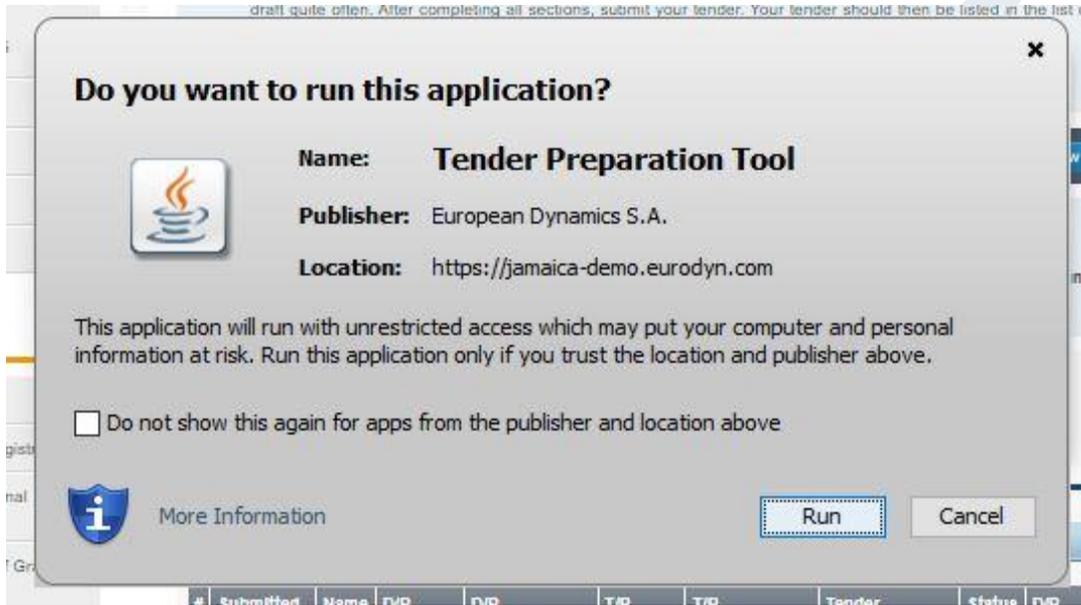


Figure 4

VI. The TPT will now be opened on your desktop (see Figure 5 below). Enter your login Credentials and click 'OK' to confirm.

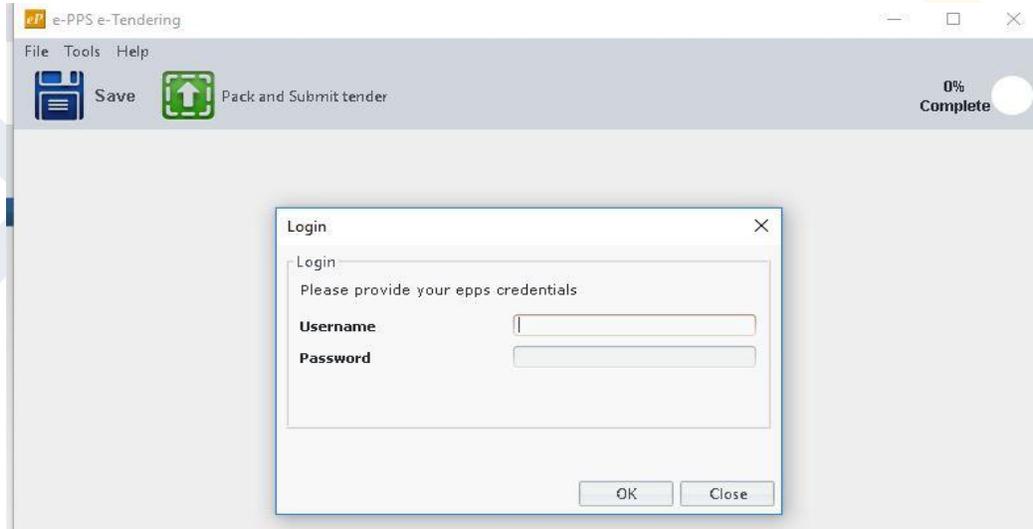


Figure 5



5. Types of Configuration/Submissions Options

At this point, the TPT will be displayed as either an 'Offline' or 'Online' Evaluation Submission option; depending on how the Tender was configured by the Procuring Entity. The options are as follows:

5.1 Offline Evaluation Submission Option

Offline Evaluation configured Tenders will be displayed with a Section/Envelope labelled 'Offline'. Tenders configured as such, simply requires that you to select the **"Attach File"** option (as shown in Figure 6); then Navigate/Search (on your computer) to find and *attach* your single Bid proposal document (containing your technical and financial proposals). Refer to figure 7-9 thereafter, then selecting the **"Pack and Submit"** option.



Figure 6

See Bid file now attached in figure 7 below:



Figure 7



Once you have attached your proposal document, a progress prompt/button on the top right of the TPT, will indicate the percentage status of the upload process. **You MUST WAIT until a message is displayed indicating that the upload is 100% Complete**. Thereafter, select the **“Pack and Submit tender”** button as shown in figure 8.

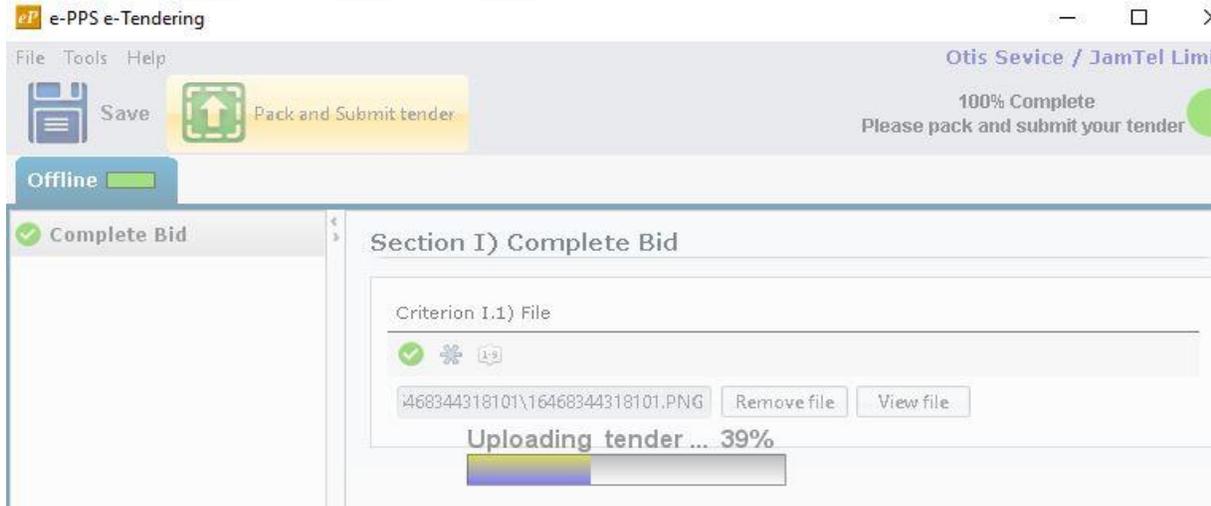


Figure 8

Table 9 below, shows the percentage of the tender uploaded during the process.

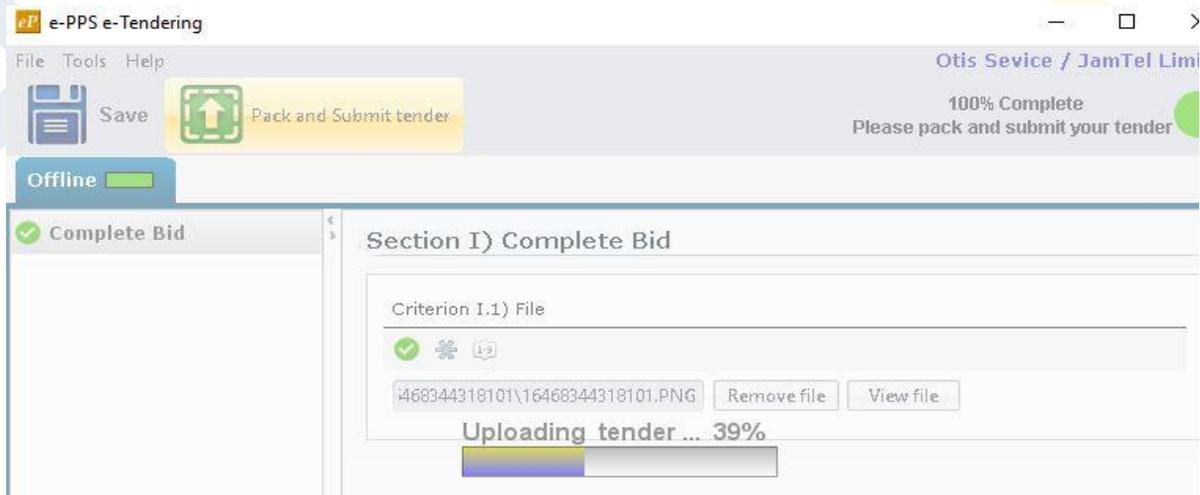


Figure 9



After successful (100%) upload of the Bid, a Message will be displayed indicating **“Your bid was submitted”**. An automatic Tender Receipt ID will be submitted to your email.

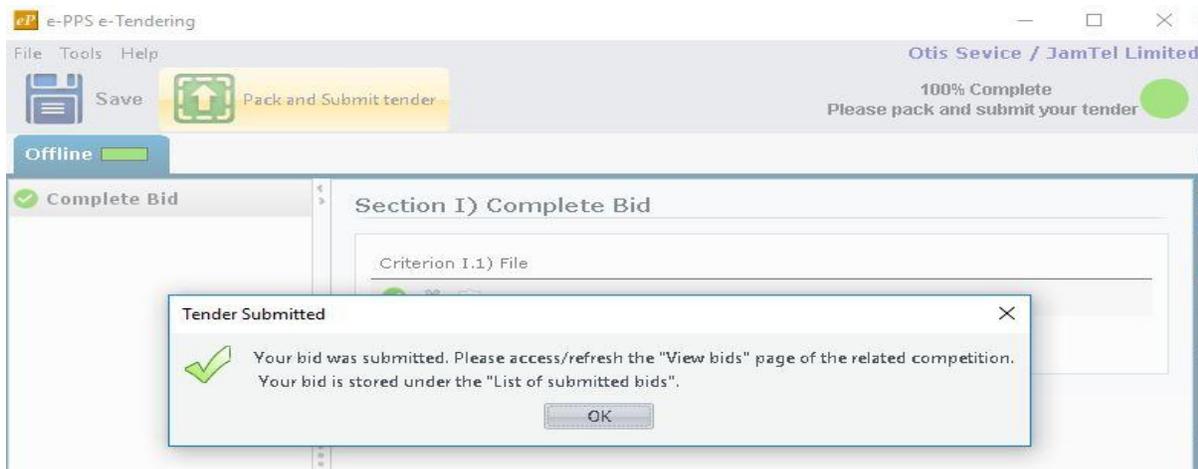


Figure 10

5.2 Online Evaluation Submission Option

Online Evaluation configured Tenders will be displayed with three Sections, Eligibility, Technical and Financial as seen in table 10 below:

Tenders configured as such, requires that you *answer* one or a series of questions in three Sections (Eligibility, Technical and Financial) in the TPT. Refer to figure 11-16 thereafter, then selecting the **“Pack and Submit tender”** option.



Figure 11



5.2.1 Eligibility Criteria

The prospective bidder clicks on the “**Eligibility Criteria**” tab and answer the relevant questions and/or instructions as they appear in the respective envelopes. Refer to Figure 12.

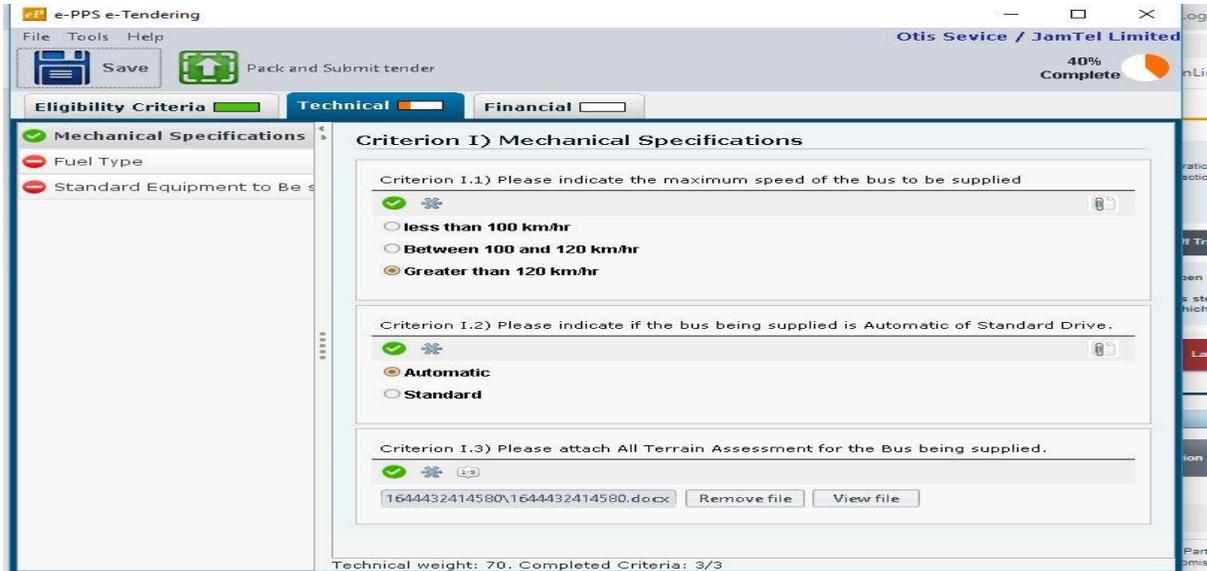


Figure 12

5.2.2 Technical Proposal

The prospective bidder clicks on the “**Technical**” tab and answer the relevant questions and/or instructions as they appear in the respective envelopes. Refer to Figures 13 – 14.



Figure 13



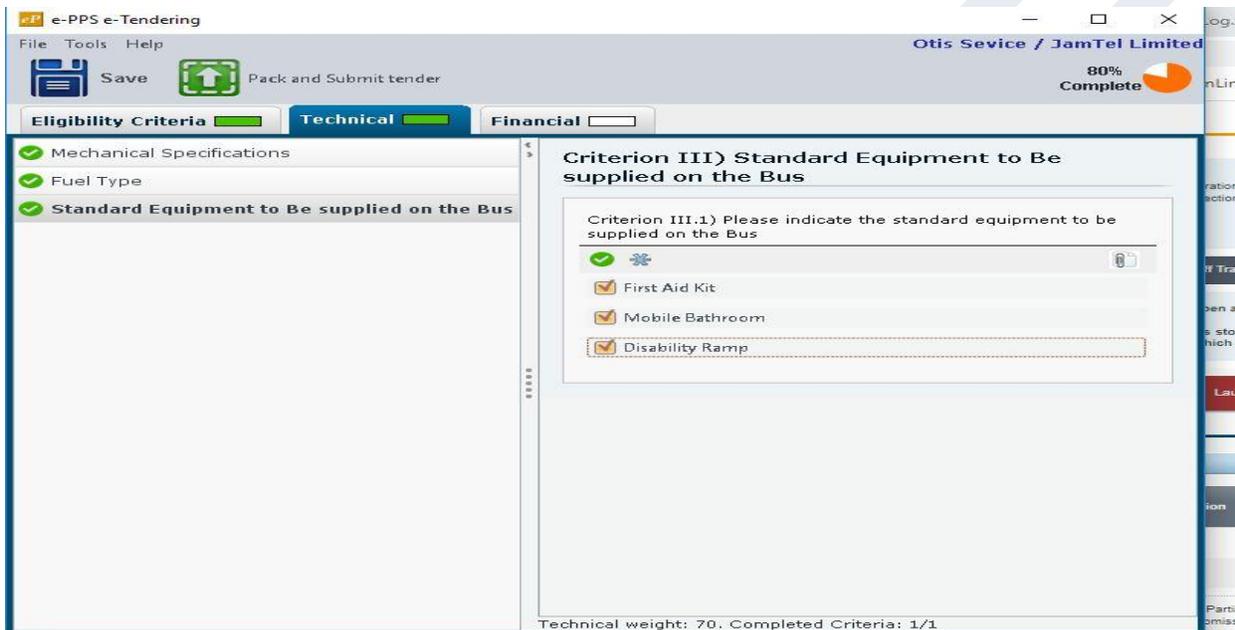


Figure 14

5.2.3 Financial Proposal

The prospective bidder selects the “**Financial**” tab and inserts value and upload proposed for the award of contract, as they appear in the respective envelopes. Refer to Figures 15 – 16.

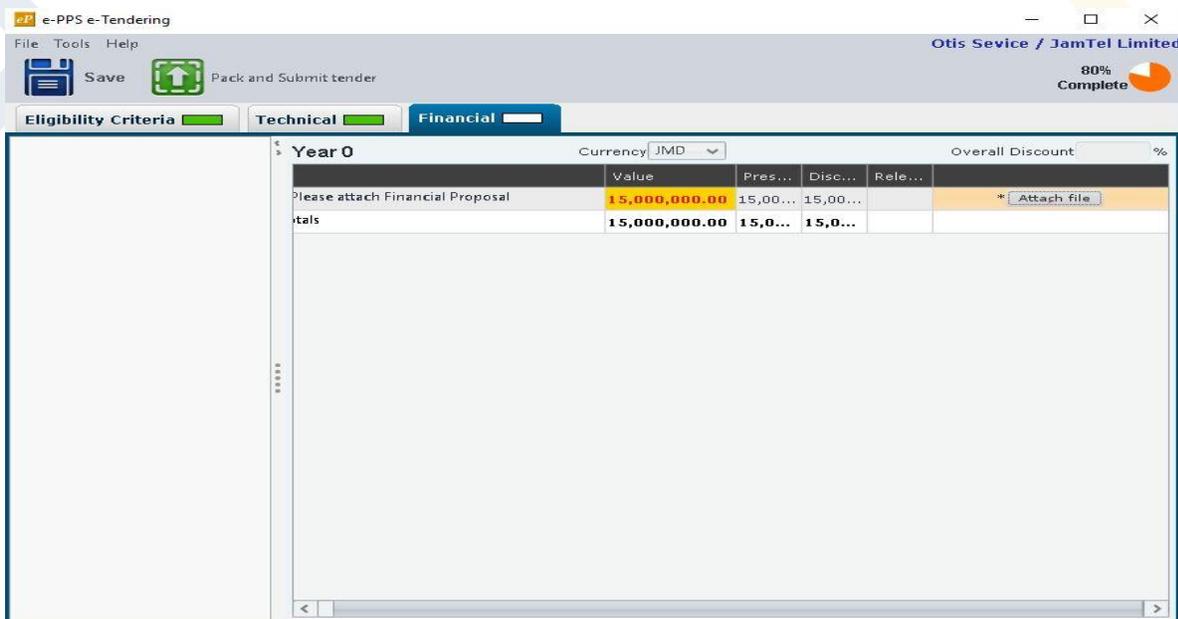


Figure 15

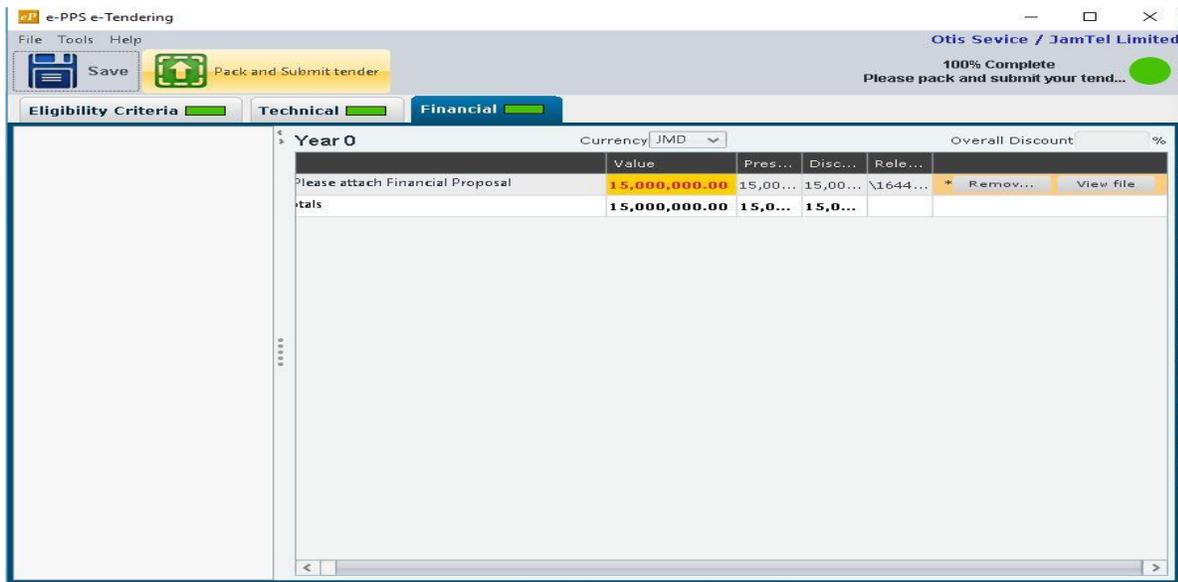


Figure 16

Once you have answered all the questions and followed all instructions in the three envelopes and uploaded the relevant attachments, the TPT will now display the progress tracker in green indication 100% complete. Thereafter, select the **Pack and Submit Tender** button

You MUST WAIT for the display message indicating 100% complete for full upload of the Bid. Thereafter you will receive a message indicating that your bid was submitted successfully.



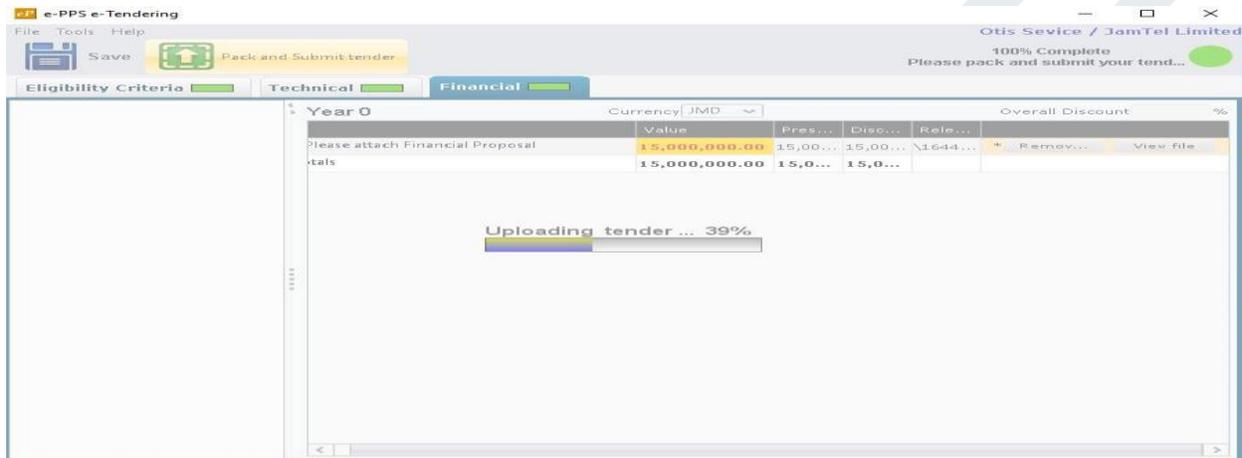


Figure 17

6. Management of a bid

- A bidder has the right to remove an already submitted bid and replace with a revised/amended proposal prior to the stipulated submission deadline;
- A bidder has a responsibility to ensure all documents prepared for submission are duly updated and reflected on the system;
- A bidder has a responsibility to ensure all requirements for participation in GOJ tender opportunities are met, prior to submitting bid responses;
- A bidder has a responsibility to ensure its bid proposal is completed and submitted on time;
- A bidder has the responsibility to ensure that the latest version of Java software is downloaded, installed and activated on the respective computer device prior to the commencement of its submission.

In the event that a bidder is experiencing technical difficulties, contact must be made with the **Office of Public Procurement Policy (OPPP)** in the **Ministry of Finance and the Public Service** via telephone at: (876)932-5220/932-5246/932-5251/932-5253/932-5205/932-5244 or via email at: oppccustomer@mf.gov.jm immediately or at least two (2) hours before the stipulated deadline for bid submission. Once the stipulated deadline for bid submission is reached, the system will automatically **Reject** any further submissions.

