



## OFFICE OF PUBLIC PROCUREMENT POLICY

# ePPS Supplier Manual

---

This document contains a step-by-step guide, to government suppliers, on the use of the Government of Jamaica Electronic Procurement (GOJEP) portal.

## Table of Contents

1	Introduction to the Government of Jamaica's Electronic Pro-curement System : .....	4
2	Key Features and Navigation .....	6
2.1.1	The Main Page .....	7
2.1.1	The Tender Competition Cycle .....	9
2.1.2	Commonly used terms:.....	10
2.1.3	System Navigation guidelines:.....	11
2.1.4	Search Features .....	13
2.1.1	Supplier User Credentials.....	14
2.1.1	Supplier User Homepage .....	16
2.1.2	The Competition Menu .....	17
2.2	Process .....	18
2.2.1	Login in the system.....	19
2.2.1	Login to the system for the first time .....	21
2.2.1	Recover Password .....	23
2.2.1	Logout from the system .....	25
2.2.1	Conduct Simple search.....	26
2.2.1	Conduct Advanced search.....	27
2.2.1	Conduct Current Competition search .....	29
2.2.1	View List of Tender Competitions (Call for Tenders(CfTs)).....	30
2.2.1	View Tender Competition details .....	31
3	Supplier Registration and Administration.....	34
3.1.1	Supplier Organization and User Administration overview .....	35
3.1.1	The Common Procurement Vocabulary (CPV) Classification System.....	38
3.2	Process .....	39
3.2.1	Register Supplier Organization .....	40
3.2.1	Edit Supplier Organization details.....	43
3.2.1	Create Supplier user account .....	44
3.2.1	View, Edit Supplier users account .....	45

3.2.1	Update Organisation CPV code registrations .....	46
3.2.1	Create Auditing Report .....	48
4	Tender Competition participation.....	49
4.1.1	Download Tender Competition Documents .....	50
4.1.1	View List of Tender Competitions .....	52
4.1.1	View Tender competition details .....	53
4.1.2	Create a Clarification Request.....	54
4.1.1	View Clarification Responses .....	56
4.1.1	Issue Standstill Feedback.....	57
4.1.1	Respond to Contract Award Offer.....	58
4.1.1	Set Tender Alerts Settings .....	59
4.1.1	Manage User Competition Association.....	60
5	Bid Submission.....	62
5.1.1	Bid Submission Overview .....	63
5.1.1	Submit Bid Online .....	67
5.1.1	Submit Bid using Manual Upload Feature .....	72
5.1.1	View or Remove Bid .....	76
5.1.1	Download Bid Opening Report .....	77
6	Reporting and other features.....	78
6.1.1	View Business Intelligence Reports.....	79
6.1.1	View Contract Award Notices .....	80
6.1.1	Download User Manual .....	81
6.1.1	Access Public Procurement Legislation.....	82



## 1 Introduction to the Government of Jamaica's Electronic Pro-curement System :

The Government of Jamaica's Electronic Public Procurement System (ePPS) is configured to support the procurement procedures prescribed by the Government of Jamaica (GOJ) and allows for the management of tenders by Ministries, Departments and Agencies (MDAs).

The system is accessible via the Internet website [www.gojep.gov.jm](http://www.gojep.gov.jm) and provides functionalities for:

1. Management of Tender competitions by Procuring Entities:
  - Competition workspace creation
  - Assignment of users and committees
  - Advertisement and tender document publication
  - Questions and Answers management
  - Tender opening
  - Management of the evaluation process
  - Contract award and management
2. Supplier participation in the procurement process:
  - Access to procurement opportunities and contract documents
  - Submission of clarifications requests and receipt of responses
  - Response to (Accept or Decline) contract offers.

The Government of Jamaica's (GOJ's) implementation of the ePPS System, also referred to as GOJEP, has been configured to support and conform with the procedures and regulations as prescribed by the GOJ's Public Procurement Act, 2015,

Amendment 2018 and attendant Regulations, and allows for full electronic management of procurement transactions and collaboration between the Procuring Entities (PEs) and Suppliers.

The platform also supports all required user administration and security requirements for both the Procuring Entity and Supplier users of the system. User authorization is utilized in conjunction with user authentication to allow access to services and data.

Additionally, the system provides central System Administration functionality which is carried out by designated personnel within the Office of Public Procurement Policy (OPPP) within the Ministry of Finance and the Public Service (MoFPS), which has responsibility for the oversight, administration for the GOJEP.

This collaboration between Procuring Entity and Supplier users during the life cycle stages of tender management is as depicted in the below Tender Management Cycle.

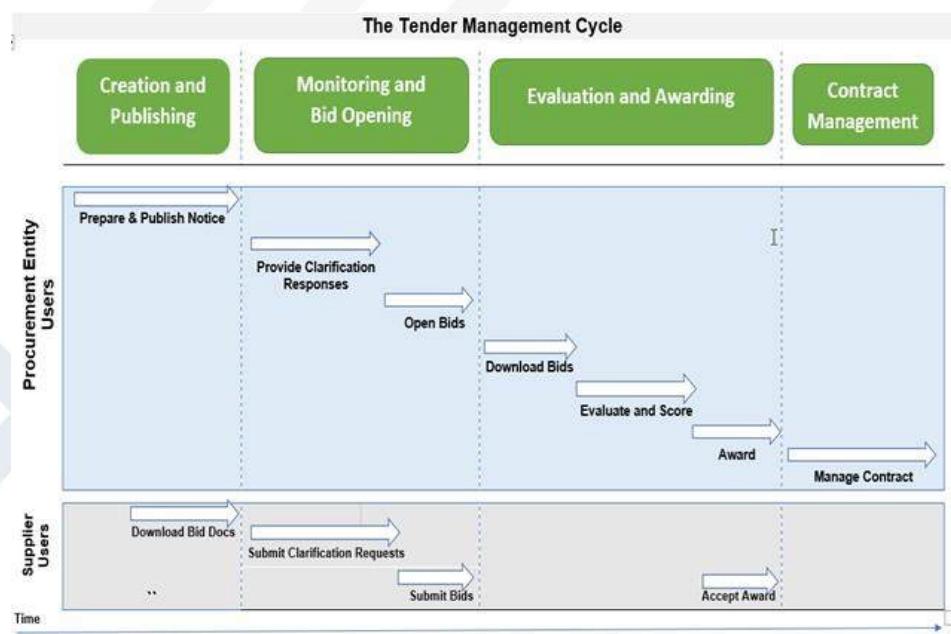


FIGURE 1-1: The Tender Management Cycle

## 2 Key Features and Navigation

### 2.1 General Information

The electronic Procurement System provides a consistent user interface to multiple functionalities which are accessed from the Main page at [www.gojep.gov.jm](http://www.gojep.gov.jm)

The General Information section of this chapter covers the following topics:

---

2.1.1 The Main Page.....	9
2.1.1 The Tender Competition Cycle.....	11
2.1.2 Commonly used terms:.....	12
2.1.3 System Navigation guidelines:.....	13
2.1.4 Search Features.....	15
2.1.1 Supplier User Credentials.....	16
2.1.1 Supplier User Homepage.....	18
2.1.2 The Competition Menu.....	19



## 2.1.1 The Main Page

The Main Page of the system serves as the portal or access point to features provided by the system.

Test Site 20/04/2022 09:49 Rev. No.2324, base: 9232

Government of Jamaica Electronic Procurement (GOJEP)

08:49:54 EST

Homepage | About | USER MANUAL | Help | Current competitions

**Log in**

- Log in
- Forgot your password?
- Register as a Supplier
- e-Catalogues

**Reporting (BI) Module**

- View Reports

**Information**

- Annual Procurement Plan Publication
- Current competitions
- Bidding advertisements
- Opened bid details
- Contract Award Notices
- News
- USER MANUAL
- Electronic public procurement
- Procurement legislation
- Statistics
- Relevant links
- Calendar
- PPC Supplier Registration Report
- PPC Forms
- Instructions

**eTendering System**

e-PPS is a web-based, collaborative system to facilitate the full lifecycle of a tendering process, for both buyers and suppliers. It offers a secure, interactive, dynamic environment for procurements of any nature, complexity or value, enforcing (where appropriate) and encouraging recognised best practices.

e-PPS supports the process of procuring works, services and supplies electronically. Different public procurement procedures are supported for both one-off or repetitive purchases through several dedicated sub-modules providing facilities for user registration, competition notification, bid preparation and submission, online bid evaluation, contract awarding, creation and management of catalogue-based information, placement of electronic purchase orders, electronic invoicing and order tracking.

**Assistance**

- Register yourself and your organisation in the system
- Obtain access to the [user manuals](#)
- Help Desk Contact: 876-932-5220
- View the [latest competition](#) publications
- Find a specific competition by [searching](#) the competition registry
- [View Contract Award Notices](#)

**The Public Procurement Commission**

- [List of PPC Registered Goods and Services Suppliers](#)
- [List of PPC Registered Works \(1-4\) Suppliers](#)
- [List of PPC Registered Works \(5\) Suppliers](#)
- [PPC Registration User Manual](#)
- [List of Works Categories \(Grades 1-4\)](#)
- [List of Works Categories \(Grade 5\)](#)
- [List of Goods and Services Categories](#)

**Latest news**

- 31/07/2020 [News test doc 1713](#)
- 11/08/2017 [Procuring Entities Trained](#)
- 11/08/2017 [Suppliers Trained](#)
- [View all](#)

**Report and Statistics**



Last update : 06 May 2022

© 2022 European Dynamics

Funded under the European Union

FIGURE 2-1: The Main Page

This Main page is structured into multiple sections as follows:

- Login section -In this section, functionality is provided to enable all users (Procuring Entity, Suppliers and Administrators) to login in the system providing they use the correct credentials (username and password). Functionality to recover user's password is also provided. Finally, Functionality for the registration of Suppliers within the system is provided.
- Reporting (BI) Module section - This section provides access to a list of designed procurement reports based on transactions carried out and completed in the system. The reports are available to both the general public and Procuring Entity users.
- Information section - Contains links to miscellaneous system functionalities, news items manuals and so on.
- Central section - Contains links to procurement related news items or articles composed by the Office of Public Procurement Policy within the Ministry of Finance and the Public Service.



## 2.1.1 The Tender Competition Cycle

The system supports the complete procurement cycle including contract management of each tender competition with discrete stages of activities over the competition's duration. The competition cycle are as follows;

1. Tender Creation and Publishing - Completion of tasks to define the competition rules, association of officers, uploading request documents and publication of the Procurement Notice.
2. Management of Clarification requests - Functionality for review of requests and creation and publishing of responses.
3. Bid Submission - The period during which interested Suppliers will have access to competition documents, management of clarifications and submission of bids.
4. Bid Opening - The phase where tasks related to the Bid opening and tender opening report is generated.
5. Evaluation - The phase during in which bids are downloaded, evaluated, clarifications requests made, evaluation results entered, finalised and results published.
6. Awarding - In this phase preferred bidders are made an offer of award and contract award published.
7. Contract Management - In this phase, a Contract Manager is assigned and performance / results related to the contract execution are updated in the system.
8. Archiving of competition - Final step for archival and compression of the tender competition artifacts with functionality for downloading same.



## 2.1.2 Commonly used terms:

The following terms are widely used within the system:

- Associated officers – Refers to PE users who have been assigned to play a role in the management of a tender competition.
- Bid – Refers to a submission (offer) by a Supplier.
- Captcha – This is a type of challenge- response test used to ensure that the response being provided to a system prompt is not generated by a computer but is being done by a person.
- Call for Tender (CfT) – Is the terminology used in the system for all tenders which have been issued or published by a Procuring Entity.
- Competition - This refers to a published or restricted tender.
- Common Procurement Vocabulary (CPV) – This is the classification scheme used by GOJ Procuring Entities and aimed at standardizing the references used by both the PE and Suppliers.
- Contracting Authority (CA) - Used interchangeably with and refers to Procuring Entity, which is a Government of Jamaica Ministry, Department or Agency (MDA).
- Contract document – Refers to any document which is associated with a tender competition.
- ePPS – Electronic Public Procurement System
- Time limit for receipt of tenders or request to participate – Deadline for suppliers (bidders) to upload their bids / offer.



## 2.1.3 System Navigation guidelines:

The system provides the following common navigation functionality:

### 1. Navigation themes and aids:

#### a. Tabular display of data:

Any data displayed in tabular format will have the following header which helps the user to navigate:

#	Title	CA	Info	Tenders submission deadline	Procedure	Status	Notice PDF	Award date	Estimated total contract value	grid
---	-------	----	------	-----------------------------	-----------	--------	------------	------------	--------------------------------	------

The arrows  are used for sorting ( ascending / descending order) the results by the corresponding field.

The Button  is used to hide/ show several fields in the table

#### b. Search page navigation buttons:

Any search query or list with more than a page of results, will include the following navigation buttons:



First page



Last page



Previous page



Next page

#### c. Additional Options



Calendar Button. Selecting this button opens a calendar enabling the user to select a date





Search Button. Selecting this button opens a searching window enabling the user to search for various codes (e.g. CPV codes)



Clear Button. This button clears the selection of the user

## 2. List of Tender Competitions:

The "Competitions Management" section of the user's Homepage, provides access to:

- List of Tender Competitions for the user.
- List of Tender Competitions for the Procuring Entity
- List of Framework Agreements and
- List of Archived Competitions.

## 3. Tender Competition Menu:

The tender details page, provides a Menu option ,the" Tender Competition Menu" which can be hidden or expanded by the user at anytime to allow for access to other key functionalities in the management of the tender competition.



## 2.1.4 Search Features

The system provides functionalities for conducting both "Simple" and "Advanced" searches for details related to Competitions, Organisations and Users.

The Search functionality is displayed in the top ribbon of the page when user logins the system.

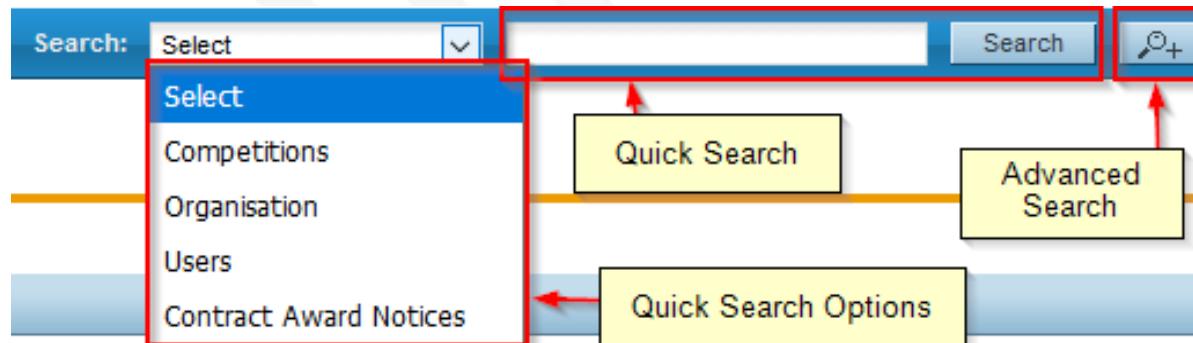


FIGURE 2-1: Search panel

The "Simple" (Quick search) search functionality covers searching for available competitions, registered organisations, registered users, and published contract award notices without specifying any data retrieval criteria. If the user is not logged in at the time of selecting the "Current competition" link, the user will be presented with a, "Simple search" page, and will have to enter the system generated code displayed in the "Simple search" page and then Select the "Search" button.

The "Advanced " search functionality enables searching for competitions, organisations and users based on specific criteria or profile defined by the user.



## 2.1.1 Supplier User Credentials

All users of the system must have an appropriate username and password. In order for a user to login, he or she must provide credentials in the login section of the main page.

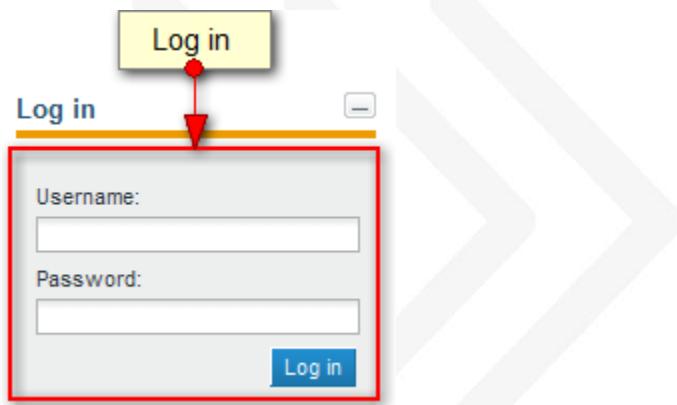


FIGURE 2-1: Main page Log in section

Functionality to recover user's password is also provided.

User credentials are usually provided at the time of account creation by the head of the Organization.

The password adopted by a user must conform with the Password rules defined by the System administrator. Some of the rule factors include:

- Letters (upper case / lower case) allowed to be used
- Numbers allowed to be used
- Characters allowed to be used
- Allowed login failures
- Password lifetime



- Password length (min / max)
- Password history

After creation, the user's account status will be set as "Inactive" by the system and the user will be required to log in and complete a number of steps for the account to be activated. The user can also update his or her account profile (including changing password) at the initial login.

Login to the system for the first time after account creation requires the user to complete some additional steps compared to regular login as the user will have to provide a system generated transaction number and to also accept the system terms and conditions. After completion of these steps, the account status will be updated to "Active".

If the user provides an incorrect password for a username more than nine (9) times, the user account will automatically be deactivated. In this case the user may contact the System Administrator to have the account reactivated.



## 2.1.1 Supplier User Homepage

Upon logging in the system, users are landed at what is referred to as their "Homepage", which is the gateway to the key system functionalities including the list of tasks assigned to the user. In keeping with the role based nature of the system, functionalities enabled for a user will be dependent on the role assigned to the user at the account creation stage.

The Homepage is structured in sections as follows:

1. Links - Positioned at the top of the page and provides access to user manual, help and contact information.
2. Search - Provides access to search functionality.
3. Log in - Provides access to log in / out functionality.
4. Task list- Displays the List of tasks pending for the user.
5. PPC Registration - Provides access to a List of Public Procurement Commission registered suppliers.
6. Competition management - Provides access to list of tender competitions for users and the organization.
7. Supplier administration - Provides access to various Supplier organization administration functions.
8. Reporting (BI) Module - Provides access to the Business Intelligence reporting module.
9. Information - Provides access to various reports and information sources.



## 2.1.2 The Competition Menu

During the participation of a tender competition, the Competition Menu (Also referred to as CfT Menu) contains all available functionality choices to the user. The Competition Menu is displayed at the top right of a competition details page and is collapsed by default.

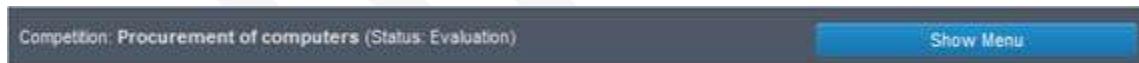


FIGURE 2-1: Competition Menu (Collapsed)

If the user selects the "Show Menu" button, it will be expanded to show all available functionalities that can be performed.

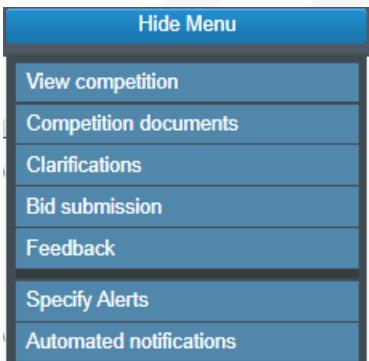


FIGURE 2-2: Competition Menu (Expanded)

Selecting the "Hide Menu" button will collapse the Menu.



## 2.2 Process

The Process section of this chapter provides instructions on how to execute the following tasks or procedures.

---

2.2.1 Login in the system .....	21
2.2.1 Login to the system for the first time .....	23
2.2.1 Recover Password .....	25
2.2.1 Logout from the system .....	27
2.2.1 Conduct Simple search .....	28
2.2.1 Conduct Advanced search .....	29
2.2.1 Conduct Current Competition search .....	31
2.2.1 View List of Tender Competitions (Call for Tenders(CfTs) .....	32
2.2.1 View Tender Competition details .....	33



## 2.2.1 Login in the system

1. Select the "Log in" link from the Log In section of the Main Page.

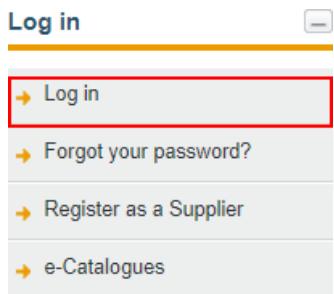


FIGURE 2-1: Main page Login link

2. Enter the "username" and "password" in the login sections of the login page.

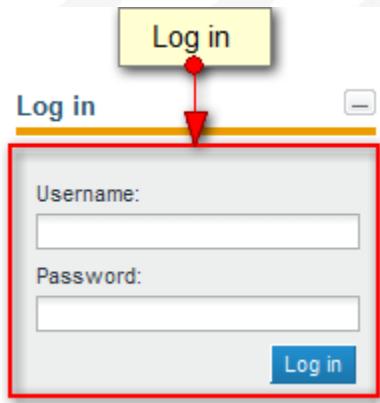


FIGURE 2-2: Main page Login section

If the user provides incorrect credentials (either username or password) an error message will be displayed.





FIGURE 2-3: Incorrect Login error message

If the user provides an incorrect password for a username more than nine (9) times, the user account will automatically be deactivated. In this case the user may contact the System Administrator to have the account reactivated.

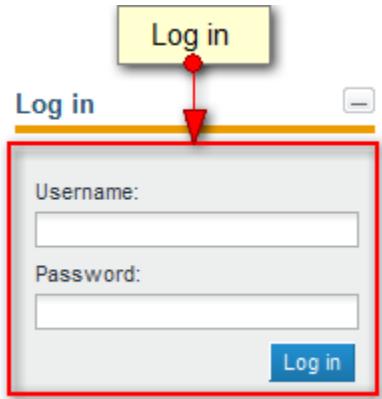
Users who are making a Login for the first time, will have to complete some additional steps, as detailed in the ["Login to the system for the first time" on the next page](#) section.

After successful login, the Task List section of the Homepage will display outstanding tasks (if any) to be actioned by the user, as detailed in the [Homepage task List](#) section



## 2.2.1 Login to the system for the first time

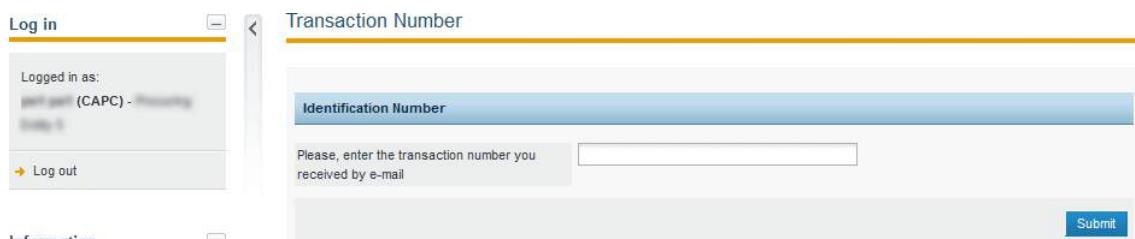
1. Enter the username and password in the login section of the Main page.



The image shows a login form with a red box around the 'Username:' and 'Password:' fields. A red arrow points from the 'Log in' button at the top to this red box.

FIGURE 2-1: Login section

2. Provide the transaction number received in user's email account (The subject of the e-mail is "Welcome to the ePPS") and click the "Submit" button.



The image shows a transaction number page. On the left, there is a sidebar with 'Logged in as: (CAPC) - Ministry of Finance' and a 'Log out' button. The main area has a 'Transaction Number' header, an 'Identification Number' input field with placeholder text 'Please, enter the transaction number you received by e-mail', and a 'Submit' button.

FIGURE 2-2: Transaction number page

If the user has not received a transaction number in his or her e-mail, an incorrect e-mail address may have been defined at the time of account creation. In this event, contact the System Support Team at 876-932-5200 to have a new number generated.

3. Download, Read and Accept the "System Terms of use " Agreement:



Accept agreement

Please read below User Agreement ("license") carefully before using the system. 

By using the system, you are agreeing to be bound by the terms of this license.

If you do not agree to the terms of this license, do not use the software. If you do not agree to the terms of the license, please decline the agreement.

[PAPU/MoF TermsOfUse v1.0.pdf](#)

FIGURE 2-3: Accept Agreement page

4. Select the "Finish and go to my profile" button displayed at the bottom of the "System requirements" page.
5. Review and make any required changes (password change etc.) in the 'User profile" page and Logout if finished.

On completion, the users accounts status will be changed to "Active".



## 2.2.1 Recover Password

The user can recover his / her password using the “Forgot your password” functionality as follows:

1. Select the "Forget your password" link from the "Log in" section at the top left of the Homepage.
2. Enter the user's username in the "Forgot your password" page:

Forgot your password?

Insert your username and instructions will be sent to your email provided to the system.

\* Username:

**Send**

**Cancel**

\*Fields with asterisk are mandatory

FIGURE 2-1: Forget your password page

The system will send an email to the email address associated with this user, provided a valid email address was specified. The subject of the email is "New Password link for ePPS".

Note: A system generated Transaction Number is also specified in the body of the email.

3. Open your email account and Click on the password reset link specified in the body of the email with subject "New Password link for ePPS". This action will open the system "Reset password" page.



### Reset password



The screenshot shows a 'Reset password' form with the following fields:

- \* Password:
- \* Re-enter Password:
- \* Please, enter the transaction number you received by e-mail:
- \* Secret question:
- \* Secret answer:

On the right side of the form, there is a 'Password Rules' link and an information icon (i). At the bottom right are 'Finish' and 'Reset' buttons. A note at the bottom left states: \*Fields with asterisk are mandatory.

FIGURE 2-2: Reset password page

4. Provide responses to questions displayed in the "Reset password" page and then Select the "Finish" button.
  - Password - Enter a new password
  - Re-enter Password - Re-enter the new password
  - Transaction number - Enter the transaction number specified in the reset mail (User can copy and paste in this number from the email contents).
  - Secret question - The "Secret question" option selected at the time of user account creation will be displayed.
  - Secret answer - Enter the response provided to the "Secret question" asked at the time of account creation. The response must be an exact match otherwise the password recovery process will be aborted.

The system will provide a response indicating the password was successfully changed.

## 2.2.1 Logout from the system

A logged in user can exit the e-GP System by completing the step below.

1. Select the "Log out" link from the "Log in" section of the Homepage.

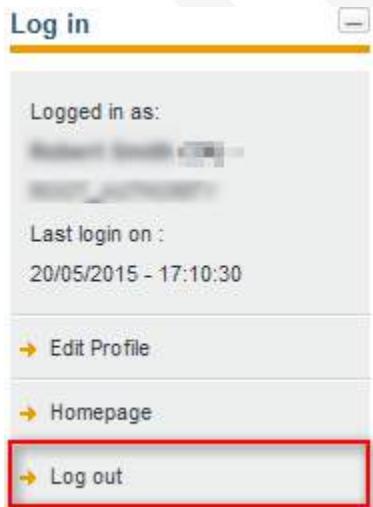


FIGURE 2-1: Log out link



## 2.2.1 Conduct Simple search

To conduct a simple search:

1. Select the type of search (Competitions, Organizations, Users or Contract Award Notices) from the selection list of the Search ribbon.

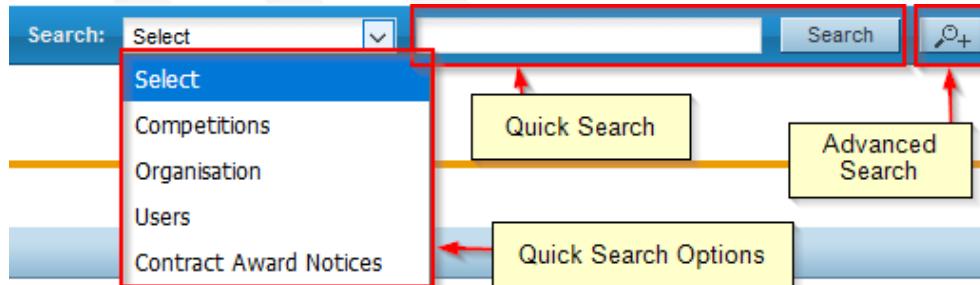


FIGURE 2-1: Search ribbon

2. Enter the full name of the required record or part of it in the search box.
3. Select the "Search" button The results, if any are presented in a tabular form.
4. To export the results, Select the **"Export results as CSV"** button and Save the downloaded results on your computer.

The exported file includes the full details of the organization or user accounts exported eg. name, username, department, and organization they belong to, status of system registration, system role, phone and fax numbers including mobile, full postal address, email address, and registration validity period.



## 2.2.1 Conduct Advanced search

1. Select the "Advanced search" button in the Search ribbon.

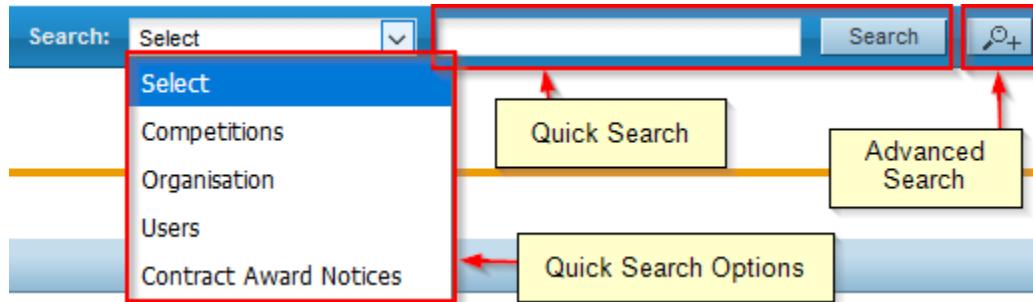
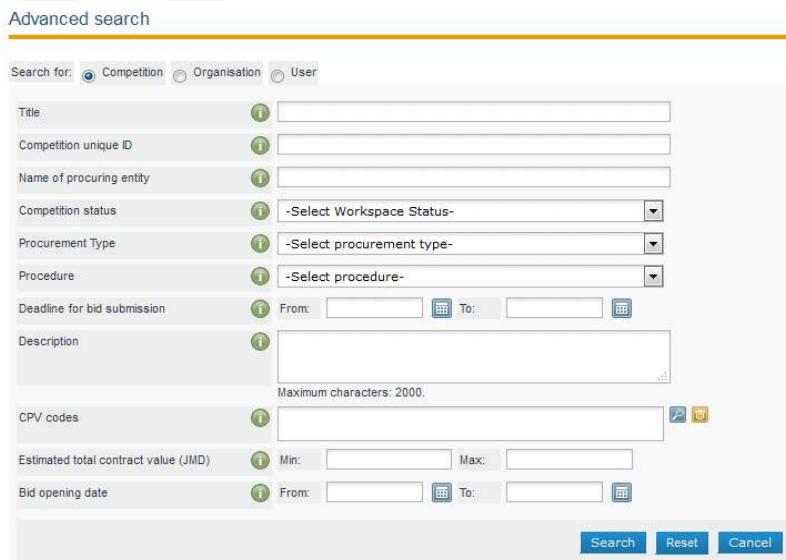


FIGURE 2-1: Search ribbon

2. Provide the search criteria information in one or more fields of the "Advanced search" page.



The image shows the 'Advanced search' page. At the top, there is a 'Search for:' dropdown with radio buttons for 'Competition', 'Organisation', and 'User'. Below the dropdown are several search fields: 'Title', 'Competition unique ID', 'Name of procuring entity', 'Competition status' (with a dropdown menu '-Select Workspace Status-'), 'Procurement Type' (with a dropdown menu '-Select procurement type-'), 'Procedure' (with a dropdown menu '-Select procedure-'), 'Deadline for bid submission' (with 'From:' and 'To:' date pickers), 'Description' (with a text area and character limit 'Maximum characters: 2000'), 'CPV codes' (with a text input and a small icon), 'Estimated total contract value (JMD)' (with 'Min:' and 'Max:' text inputs), and 'Bid opening date' (with 'From:' and 'To:' date pickers). At the bottom right are 'Search', 'Reset', and 'Cancel' buttons.

search" page.

FIGURE 2-2: Advanced search page

Note: - Fields displayed in the "Advanced search" page, are dependent on whether the search is being conducted for Competitions, Organizations, Users or Contracts.

3. Select the “Search” button

For further information on each criterion select the respective info icon . The results, if any will be presented in a tabular format in the Simple search results page.

Search: Competitions ▾  Search  Current competitions

Simple search

Search results

#	Title	PE	Info	Bids submission deadline	Procedure	Status	Estimated total contract value	grid
1	[REDACTED]	[REDACTED]		29/05/2015 00:00:00	Open - ICB	Awarded		
2	[REDACTED]	[REDACTED]		30/05/2015 00:00:00	Open - ICB	Evaluation		
3	[REDACTED]	[REDACTED]		30/05/2015 00:00:00	Single Source	Cancelled (SS)		
4	[REDACTED]	[REDACTED]		23/05/2015 00:00:00	Specific Contract	Awarded		
5	[REDACTED]	[REDACTED]		28/05/2015 00:00:00	Specific Contract	Bid submission		
6	[REDACTED]	[REDACTED]		29/05/2015 00:00:00	Specific Contract	Bid submission		
7	[REDACTED]	[REDACTED]		29/05/2015 00:00:00	Single Source	Established (SS)		
8	[REDACTED]	[REDACTED]		29/05/2015 00:00:00	Open - ICB	Bid submission		
9	[REDACTED]	[REDACTED]		30/05/2015 00:00:00	Open - ICB	Bid submission		
10	[REDACTED]	[REDACTED]		30/05/2015 00:00:00	Open - ICB	Bid submission		

112 results in total. Displaying: 1-10

Page 1 of 12 

FIGURE 2-3: Simple search results page

## 2.2.1 Conduct Current Competition search

To view the latest competitions published within the service

1. Click on the "Current competitions" link at the top right of the Homepage.



FIGURE 2-1: Current competition link

2. The system will list the latest published tender competitions that are available for the public's attention.

If the user is not logged in at the time of selecting the "Current competition" link, the user will be presented with a "Simple search" page, and will have to enter the system generated code displayed on the page and then Select the "Search" button.

3. To see additional details on any of the listed competitions, Select the "Title" of the competition which will present the "View competition page" where additional details can be viewed.



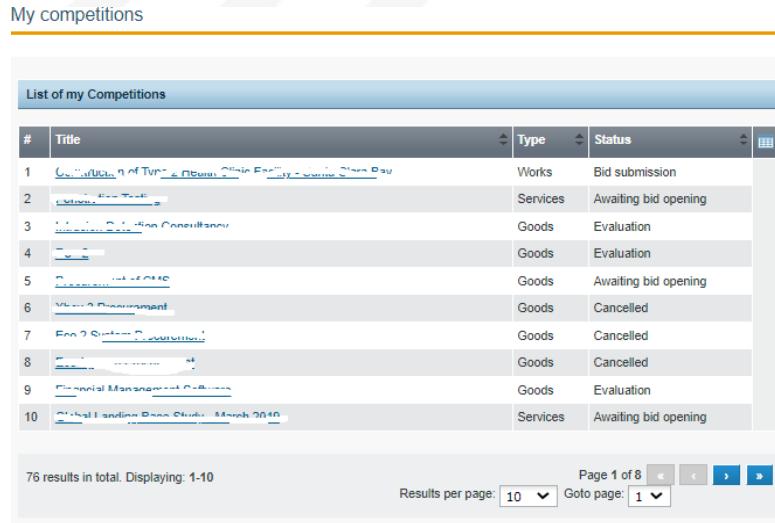
## 2.2.1 View List of Tender Competitions (Call for Tenders(CfTs))

1. Select the "List of My CfT" link from the "Competition management" section: of the Homepage.



FIGURE 2-1: List of my CfT link

2. The "My competitions" page displays a list of procurement opportunities for which the user has been associated.



#	Title	Type	Status
1	Construction of Turnaround Facility - Works Phase 04	Works	Bid submission
2	Electrical Works	Services	Awaiting bid opening
3	Medical Education Consultant	Goods	Evaluation
4	Tele	Goods	Evaluation
5	Procurement of OMC	Goods	Awaiting bid opening
6	WMO 2 Development	Goods	Cancelled
7	Procurement of Consultant	Goods	Cancelled
8	Procurement of	Goods	Cancelled
9	Financial Management Software	Goods	Evaluation
10	Official Landing Page Study - March 2010	Services	Awaiting bid opening

76 results in total. Displaying: 1-10

Page 1 of 8 [«](#) [»](#) [»»](#)

Results per page:  Goto page:

FIGURE 2-2: List of Competitions page

3. Select the title of a competition of interest and the details will be displayed on the "View competition details" page.

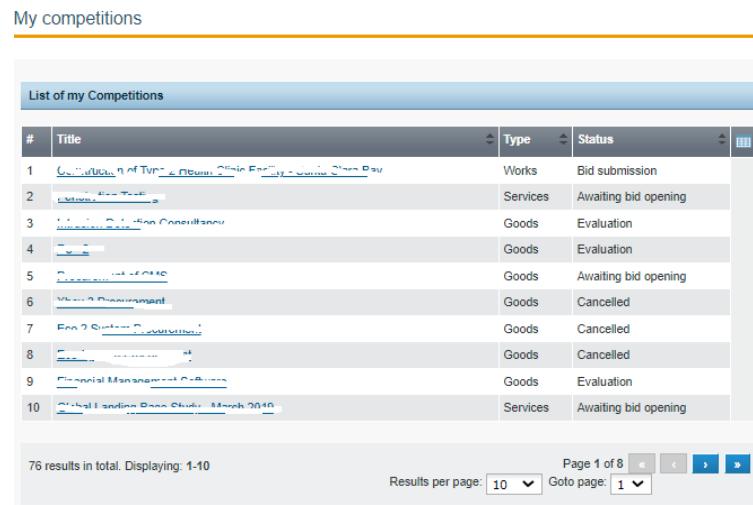
## 2.2.1 View Tender Competition details

1. Select the "List of my CfTs" or the "List of PE CfTs" link from the "Competition management" section of the Homepage.



FIGURE 2-1: Competition management section

2. In the "My competitions" page, Select the Title of the competition of interest.



#	Title	Type	Status
1	Construction of Type 2 General Clinic Facility - 2nd Phase	Works	Bid submission
2	...	Services	Awaiting bid opening
3	...	Goods	Evaluation
4	...	Goods	Evaluation
5	...	Goods	Awaiting bid opening
6	...	Goods	Cancelled
7	...	Goods	Cancelled
8	...	Goods	Cancelled
9	...	Goods	Evaluation
10	Global Landline Phone Study - March 2019	Services	Awaiting bid opening

76 results in total. Displaying: 1-10

Page 1 of 8    Results per page: 10    Goto page: 1

FIGURE 2-2: List of My Competitions page

3. The "View Competition" details page will be opened.

[View Competition details](#)

My role for this competition is: PO/TC+PO/ESR

Competition: Intrusion Detection Consultancy (Status: Evaluation)		<a href="#">Show Menu</a>
Name of procuring entity:	<a href="#">Procurement and Asset Policy Unit</a>	
Status:	Evaluation	
Number of bids submitted:	1	
Title:	Intrusion Detection Consultancy	
Competition unique ID:	1429/88	
Evaluation Mechanism:	LCS	
Description:	Intrusion Detection Consultancy	
Procurement Type:	Goods	
Procurement Method:	Open - NCB	
Re-Tender flag:	Original Tender	
PPC-NCC Categories:	S0130-Consulting Services - General	
Common Procurement Vocabulary (CPV) :	79000000-Business services: law, marketing, consulting, recruitment, printing and security	
Procurement Technique:	ITB	
Number of stages:	1	
Framework Agreement Establishment:	No	
Funding Source:	Government of Jamaica	
Special and Differential Treatment (SDT):	No Special & Differential Treatment	
Estimated total contract value:	5,000,000.00 (JMD)	
Country of contract performance:	Jamaica	
Non-petroleum indicator:	Non-petroleum	
Original deadline for bid submission:	10/03/2022 00:00 UTC-5	
Deadline for bid submission:	10/03/2022 00:00 UTC-5	
End of clarification period:	08/03/2022 00:00 UTC-5	
Bid opening date:	10/03/2022 00:30 UTC-5	
Site Visit - Bidders Conference Date:		
Contract awarded in Lots:	No	
PE audit of competition correspondence:	No	
Date of Publication/Invitation:	22/02/2022 13:11 UTC-5	
<a href="#">Edit competition details</a>		
*Cancelation Reason:	<input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text"/>	
<a href="#">Cancel Competition</a>		
<a href="#">Export Competition</a>		

FIGURE 2-3: View Competitions details page

The user can execute the following actions from this page:

- a. Select the "Show Menu " button to access tender competition management functionalities.
- b. Cancel the competition
- c. Edit details of the competition
- d. Export competition details



## 3 Supplier Registration and Administration

### 3.1 General Information

This section of this chapter provides overview on Supplier organization administration in the system and overview of the Common Procurement Vocabulary (CPV) classification system. The following topics are covered:

---

3.1.1 Supplier Organization and User Administration overview .....	37
3.1.1 The Common Procurement Vocabulary (CPV) Classification System .....	40



### 3.1.1 Supplier Organization and User Administration overview

Supplier and user account administration functionalities provides for:

1. Maintenance and update of the Organizations Name, address and related information.
2. Management of user accounts including the creation of new user accounts.
3. Update / Edit of Common Procurement Vocabulary (CPV) codes registered on the organization's account.
4. Audit reporting of user system activities.

The administration functionalities are accessed through the "Supplier administration" section of the Homepage.



FIGURE 3-1: Supplier administration page section

Suppliers are required to self register their Organization as the first activity in using the system. Following the submission of a registration request, all requests have to be approved by the system administrators at the Ministry of Finance's Office of Public Procurement Policy. Once approved, the Supplier organization becomes active and its users can participate in public procurement opportunities using the system tendering services.

In registering a Supplier Organization, the user completing the registration, will be required to designate an officer as the Administrator for the organization.

The system allows for the creation of multiple user accounts with each user required to have his or her own login credentials (Username and password).

User accounts are defined with a system "Role" that determines the system privileges or functionalities that the user is able to access in the system. The roles and equivalent functionalities provided are as follows:

1. Supplier Admin -

- Modify Suppliers' Organization account details
- Modify own personal details as well as details of other organization account users.
- Search for Supplier and User account details.
- Create and deactivate user accounts for the organization.
- Associate the organization with tender competitions as required.
- Request clarification for a tender competition.
- Download contract documents of published tenders.
- Utilize the tender preparation tool (TPT) to prepare and submit Bids.
- Issue complaints during the Standstill period.
- Accept or Decline a Contract Award

2. Supplier user -

- Modify own user personal details
- Search for Supplier and User account details.
- Associate users to receive specific tender competition notifications.
- Request clarification for a specific tender competition.
- Download contract documents for published tenders.



- Use the tender preparation tool (TPT) to prepare and submit the Bids.
- Issue complaints during the Standstill period.



### 3.1.1 The Common Procurement Vocabulary (CPV) Classification System

The system makes use of the European based Common Procurement Vocabulary (CPV) procurement classification system. CPVs are used by Procuring Entities when creating new tender competitions and by Suppliers when identifying the categories of procurement they are interested in, so as for the system to automatically notify them when new opportunities are published. CPVs are also used in Searches and Reports.

Suppliers are required to indicate or register CPVs of interest during the initial creation of the Supplier organization account. Supplier users will also be able to modify (remove or add) the CPV codes initially registered for the organization using the "PE administration" functionality.

The use of CPV codes is supported through a dedicated CPV selector, as below:

#### Register CPV Codes

**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**

FIGURE 3-1: Register CPV Codes section

NOTE: THE SYSTEM ALSO SUPPORTS THE CLASSIFICATION SYSTEM USED BY THE PUBLIC PROCUREMENT COMMISSION (PPC) IN THE REGISTRATION CLASSIFICATION FOR SUPPLIERS. HOWEVER, THIS CLASSIFICATION IS ONLY USED FOR THE DETERMINATION OF ELIGIBILITY AND CONTRACT AWARD AND NOT FOR NOTIFICATION AS IS DONE BY THE CPV CODE.



## 3.2 Process

This section provides instructions on steps to administer Supplier organization and user accounts and covers the following topics:

---

3.2.1 Register Supplier Organization.....	42
3.2.1 Edit Supplier Organization details.....	45
3.2.1 Create Supplier user account.....	46
3.2.1 View, Edit Supplier users account.....	47
3.2.1 Update Organisation CPV code registrations.....	48
3.2.1 Create Auditing Report.....	50



### 3.2.1 Register Supplier Organization

Suppliers are required to self-register their organization in the system by completing the following steps:

1. Select the "Register as a Supplier" link from the Log in section of the website [www.gojep.gov.jm](http://www.gojep.gov.jm) Main page.

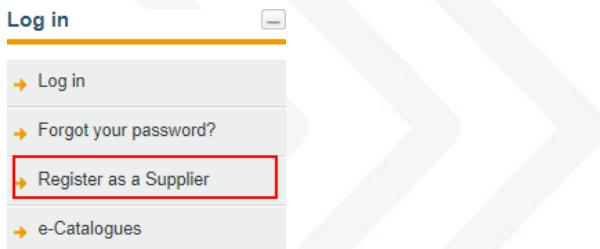
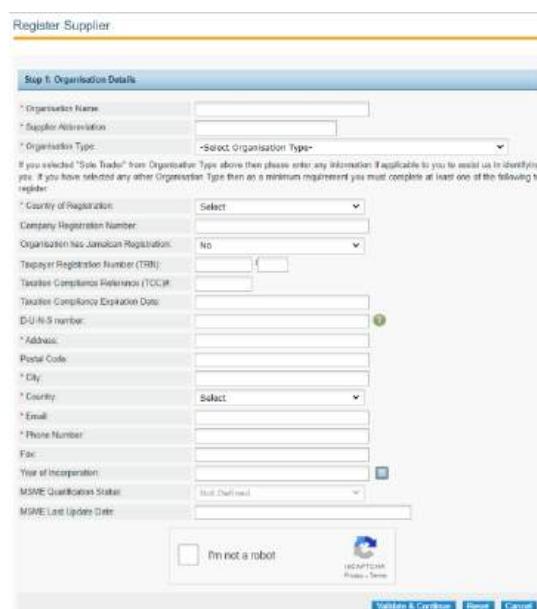


FIGURE 3-1: Register as a Supplier link

2. Populate the required information (fields tagged with an asterisk are mandatory) in the "Register Supplier - Organization details" page,



The screenshot shows the 'Register Supplier' page with the 'Step 1. Organisation Details' tab selected. The page contains various input fields for organization registration, including:

- \* Organisation Name:
- \* Supplier Abbreviation:
- \* Organisation Type:  -Select Organisation Type- (with a note: If you selected "Sole Trader" from Organisation Type above then please enter any information if applicable to you to assist us in identifying you. If you have selected any other Organisation Type then as a minimum requirement you must complete at least one of the following to register.)
- \* Country of Registration:  Select
- Company Registration Number:
- Organisation has Jamaican Registration:  No
- Taxpayer Registration Number (TRN):
- Taxable Compliance Preference (TCP):
- D-U-N-S number:
- \* Address:
- Postal Code:
- \* City:
- \* County:  Select
- \* Email:
- \* Phone Number:
- Fac:
- Year of Incorporation:
- MSME Qualification Status:  Not Defined
- MSME Last Update Date:
- I'm not a robot 

At the bottom are buttons for 'Update & Continue', 'Reset', and 'Cancel'.

FIGURE 3-2: Register Supplier page

- a. A response must be provided to each field marked by an asterisk.
- b. For the "Supplier Abbreviation" field, please provide an abbreviation that is similar to your organization's name
- c. Suppliers with "Country of Registration" as "Jamaica" must provide a valid Taxpayer Registration Number (TRN).
- d. The user is required to provide a "Tick / Select" for the "I'm not a robot" prompt.

3. Select the "Validate & Continue" button to proceed to the next page to register the CPV codes of interest for the organization.
4. In the "Register CPV Codes" page, add the CPV codes of interest or that relates to your organization's business activity

### Register CPV Codes

**Info** 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](#)

FIGURE 3-3: Register CPV Codes page

5. Select the "Next" button to proceed to the page to register an administrator for the organization's account.
6. Populate the required information in the "Register Administrator" page.

Register Administrator

**Step 3: Create Administrator Account**

*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Username:	<input type="text"/>
*Password:	<input type="password"/>
*Re-enter Password:	<input type="password"/>
*Email:	<input type="text"/>
Address:	<input type="text"/>
Postal Code:	<input type="text"/>
City:	<input type="text"/>
*Country:	<input type="text" value="Jamaica"/>
Phone Number:	<input type="text"/>
Mobile Phone Number:	<input type="text"/>
Fax:	<input type="text"/>
* Secret question:	<input type="text" value="Select"/>
*Secret answer:	<input type="text"/>

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

\*Fields with asterisk are mandatory

FIGURE 3-4: Register Administrator page

7. Select the "Finish" button once all the required information has been populated.
8. Login to the system using the credentials provided so as to have the new account activated
  - a. Follow the ["Login to the system for the first time"](#) on page 23 instructions.
9. After completing the first time login steps, Select the "Homepage" link to be directed to the starting "Homepage" of the system.

NOTE: THE ORGANIZATION'S REGISTRATION MUST FIRST BE APPROVED BY THE SYSTEM ADMINISTRATOR OF THE MOFPS'S OFFICE OF PUBLIC PROCUREMENT POLICY (OPPP) BEFORE THE ORGANIZATIONS ADMIN USER WILL BE ABLE TO CREATE ADDITIONAL USER ACCOUNTS AND TO PARTICIPATE IN TENDER COMPETITION ACTIVITIES.



### 3.2.1 Edit Supplier Organization details

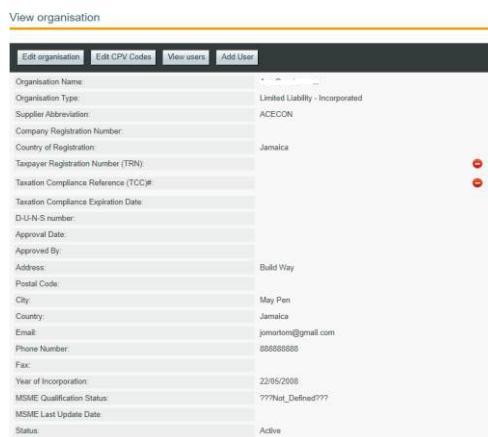
To modify or update the organization details in the system, the Supplier Administrator is required to complete the following steps.

1. Select the "Supplier management" link from the "Supplier administration " section of the Homepage.



FIGURE 3-1: Supplier administrator section

2. In the "View organization" page, Select the "Edit organization" button.



The image shows a "View organization" page. At the top, there are four buttons: "Edit organisation" (highlighted in yellow), "Edit CPV Codes", "View users", and "Add User". Below the buttons, there is a table with organization details:

Organization Name:	ACEON
Organization Type:	Limited Liability - Incorporated
Supplier Abbreviation:	ACEON
Company Registration Number:	
Country of Registration:	Jamaica
Taxpayer Registration Number (TRN):	
Taxation Compliance Reference (TCR):	
Taxation Compliance Expiration Date:	
D-U-N-S number:	
Approval Date:	
Approved By:	
Address:	Build Way
Postal Code:	May Pen
City:	Jamaica
Country:	
Email:	jonathon@gmail.com
Phone Number:	88888888
Fax:	
Year of Incorporation:	22/05/2008
MSMF Qualification Status:	??Not Defined???
MSME Last Update Date:	
Status:	Active

FIGURE 3-2: View organization page

3. Make the necessary changes to the Organizations details in the presented "Edit organisation profile" page.
4. Select the "Save" button to make the changes permanent.

### 3.2.1 Create Supplier user account

To create a user account for a Supplier Organization, the Supplier Administrator shall:

1. Select the "User management" link from the "Supplier administration" section of the Homepage :



FIGURE 3-1: Supplier administration section

2. Select the "Add user" button on the "View users" page:

The image shows a table titled "View users" with columns: #, First Name, Last Name, Organisational role, Country, Status, and Actions. There are two rows of data. At the bottom, there is a button labeled "Add User".

#	First Name	Last Name	Organisational role	Country	Status	Actions
1	Rory	Rico	Supplier Admin	Jamaica		<a href="#">Edit account</a>
2	Lila	Rico	Supplier User	Jamaica		<a href="#">Edit account</a>

Displaying all 2 matches. Page 1 of 1

Add User

FIGURE 3-2: View users page

3. In the "Add user" page, populate the required information.
4. Once the users account has been created, the new user will be required to complete the account activation steps which is done through the "Login to the system for the first time" on page 23 procedure.



### 3.2.1 View, Edit Supplier users account

To view or edit Suppler organization users account details:

1. Select the "User management" link from the "Supplier administration" section of the Homepage.



FIGURE 3-1: Supplier administration section

2. The " View users " page will display list of users registered on the Organization's account

View users

The screenshot shows a table of users. The columns are: #, First Name, Last Name, Organisational role, Country, Status, and Actions. Two users are listed: 'Rory' and 'Lila'. Both are from 'Jamaica' and have a smiley face status. The 'Actions' column shows 'Edit account' for both users, with the link for 'Lila' highlighted in a red box and a yellow arrow pointing to it. Below the table, it says 'Displaying all 2 matches.' and 'Page 1 of 1' with navigation icons. At the bottom left is a 'Add User' button.

#	First Name	Last Name	Organisational role	Country	Status	Actions
1	Rory	Rico	Supplier Admin	Jamaica		<a href="#">Edit account</a>
2	Lila	Rico	Supplier User	Jamaica		<a href="#">Edit account</a>

FIGURE 3-2: View users page

3. To Edit the details of a user account, Select the "Edit account" link for the user of interest and update the necessary information in the "Edit account" page.



### 3.2.1 Update Organisation CPV code registrations

In the event the Supplier Organization wishes to modify (Add or remove ) the CPV codes for which it is currently registered:

1. Select the "Edit CPV Codes" button on the "View organisation" page:
2. In the "Edit CPV Codes" page, add or remove CPV Codes by :

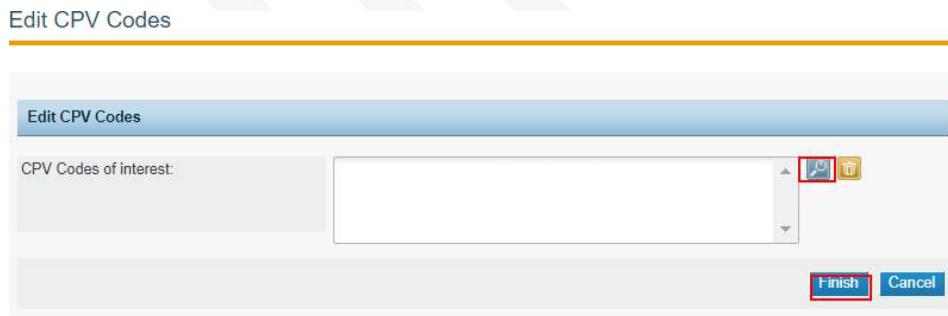


FIGURE 3-1: Edit CPV Codes page

- a. Select the search icon to open the CPV Code search page:

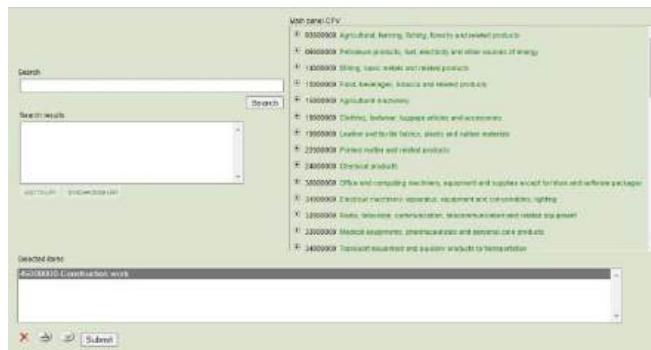


FIGURE 3-2: CPV Code search page

- b. Enter the name of the category in the "Search" box and then Select the "Search" button to search for a category registration or Navigate / Drill-down under the "Main panel CPV" section of the page to find the CPV code of interest.

- c. Once the CPV code of interest has been found, Double Click on the Code number or name for it to be selected and placed in the "Selected items" section of the code search page.
3. Select the "Finish" button to save the changes.
4. To remove registered CPV codes, Highlight the code in the "Edit CPV codes" page and click the delete icon.



### 3.2.1 Create Auditing Report

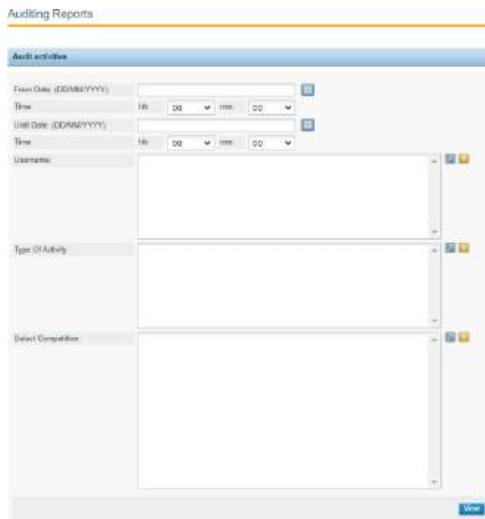
To generate an audit report which details transactions done on the Organizations system account:

1. Select the "Auditing Reports" link from "Supplier administration" section of the Homepage.



FIGURE 3-1: Supplier administration section

2. Populate the necessary search criteria in the "Auditing Reports" page, then Select the "View" button.



The image shows a screenshot of the "Auditing Reports" page. At the top, there is a header with the title "Auditing Reports". Below the header, there is a section titled "Audit activities" with three date/time input fields: "From Date (DD/MM/YYYY)", "To Date (DD/MM/YYYY)", and "Time". There are also dropdown menus for "Username", "Type of Activity", and "Select Company". At the bottom of the page, there is a "View" button.

FIGURE 3-2: Auditing Reports page

3. Select "Export results as CSV" button to export the results for reading in a spreadsheet tool.



## 4 Tender Competition participation

### 4.1 Process

This Chapter provides information on how to participate in a tender competition by downloading bid documents, making clarification requests and general competition settings.

---

4.1.1 Download Tender Competition Documents .....	53
4.1.1 View List of Tender Competitions .....	55
4.1.1 View Tender competition details .....	56
4.1.2 Create a Clarification Request .....	57
4.1.1 View Clarification Responses .....	59
4.1.1 Issue Standstill Feedback .....	60
4.1.1 Respond to Contract Award Offer .....	61
4.1.1 Set Tender Alerts Settings .....	62
4.1.1 Manage User Competition Association .....	63



#### 4.1.1 Download Tender Competition Documents

To access to or download the documents or notices for a published tender competition:

1. Search for the Tender competition of interest . Refer to "[Conduct Current Competition search](#)" on page 31 or Select the tender competition using the "[View List of Tender Competitions](#)" on page 55
2. Select the "Show Menu" button (Top right) then Select the "Competition documents" menu option from the drop-down list.

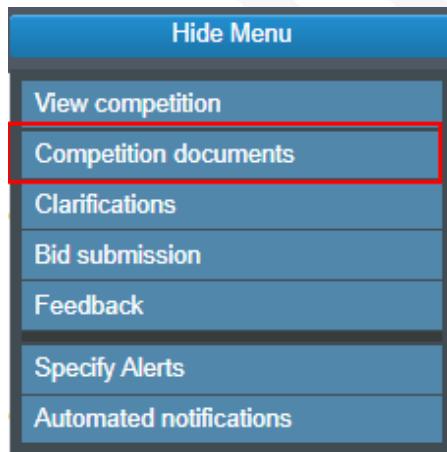
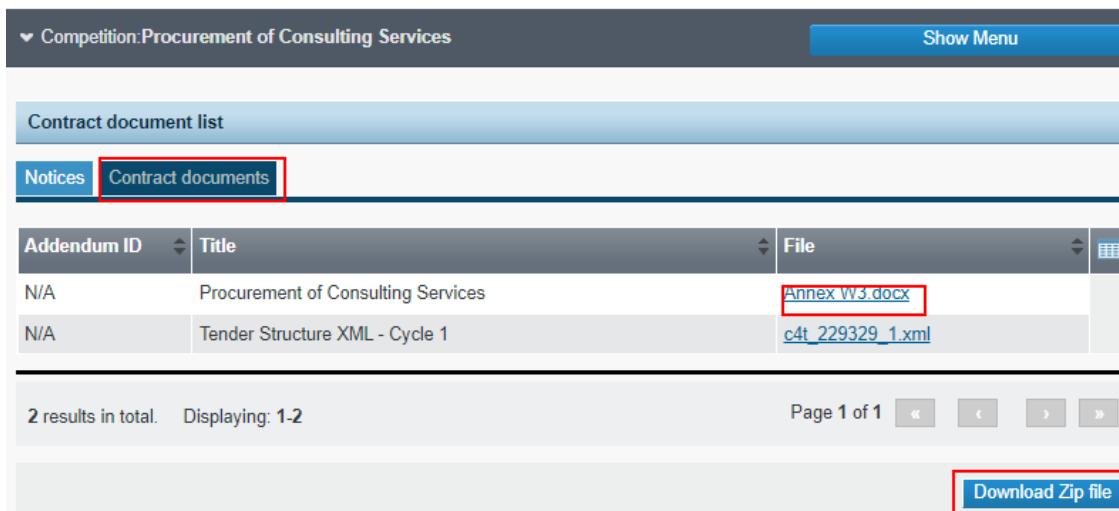


FIGURE 4-1: Competition documents menu option



3. In the " Notices & Contract Documents " page, Select the " Contract documents " tab.

### Notice & Contract Documents



Addendum ID	Title	File
N/A	Procurement of Consulting Services	<a href="#">Annex W3.docx</a>
N/A	Tender Structure XML - Cycle 1	<a href="#">c4t_229329_1.xml</a>

2 results in total. Displaying: 1-2

Page 1 of 1

[Download Zip file](#)

FIGURE 4-2: Notice & Contract Documents page

4. Download the documents through one of the following actions::

- Select the "Download Zip file" button to download all of the associated documents or
- Select on the Title of a specific tender competition of interest to download it.

NOTE: THE FILE SHOWN WITH A NAME EXTENSION 'XML' IS A FILE CONTAINING THE DEFINED STRUCTURE OF THE TENDER COMPETITION AND WILL ONLY BE USED BY THE SUPPLIER IN THE EVENT OF A BID SUBMISSION PROCEDURE USING DOWNLOADED TENDER PREPARATION TOOL.

NOTE: ONCE A SUPPLIER USER DOWNLOADS A TENDER COMPETITION DOCUMENT, THE ORGANIZATION WILL BE AUTOMATICALLY 'ASSOCIATED' WITH THE COMPETITION AND ITS USERS WILL RECEIVE E- MAIL NOTIFICATIONS IN THE EVENT THE PROCURING ENTITY MAKES ANY CHANGES TO THE COMPETITION DETAILS OR STATUS.



#### 4.1.1 View List of Tender Competitions

A Supplier organization will be associated with a tender competition through one of the following actions:

- Downloading of Bid / Contract documents
- Submission (Upload) of a Bid or
- Receipt of Invitation to Bid for a Restricted Bidding or Single Source procedure competition.

To View a List of Tender Competitions (List of My CfTS) for which the organization is associated or interested:

1. Select the "List of my CfTs" link from the "Competition management" section of the Homepage:



FIGURE 4-1: List of my CfTs link

2. The "My competitions" page opens and displays the tender competitions of interest.



#	Title	Type	Status
1	Procurement of Generic Doctor Services - Framework Agreement	Goods - Evaluation	
2	Dokumentasi Cetak Buleleng	Works - Evaluation	
3	Procurement of Kesi Jasa Bantuan - Framework Agreement Contract	Goods - Evaluation	
4	Procurement of Public Relations and Marketing Services for the Office - Framework Agreement	Services - Awarded	
5	Penilaian Testify	Services - Pending bid opening	
6	Jasa Penilaian Penilaian	Goods - Evaluation	
7	Penilaian Penilaian of APZC Services for SLB	Services - Pending bid opening	
8	Penilaian Penilaian of Gizi Wainan dan Penitensi	Works - Pending bid opening	
9	Penilaian Penilaian of Tambang Muncang Office I	Works - Pending bid opening	
10	Bua_2	Goods - Evaluation	

FIGURE 4-2: My competitions page

3. To see the details of one of the listed tender competitions, Select the Title, which will open the "View Competition details" page.

#### 4.1.1 View Tender competition details

To view the details of a published tender competition:

1. Access the tender competition of interest by following two procedures:
  - a. Search for the Tender competition; Refer to: "[Conduct Current Competition search](#)" on page 31 or
  - b. Select the tender competition using the "[View List of Tender Competitions](#)" on the previous pageprocedure.
2. Select the "Title" of the Tender competition of interest, which will open the "View Competition details" page:



## 4.1.2 Create a Clarification Request

Suppliers are able to submit a request for clarification for a tender competition, provided the defined "End of clarification period" has not been passed. To create and send a Clarification request:

1. Select the tender competition of interest, followed by the "Show Menu" (top right) button, then the "Clarifications" menu option from the drop-down.
2. In the "Clarifications" page, select the "Requests for clarification" tab.



FIGURE 4-1: Request for clarifications tab

3. Populate the necessary information In the "Clarifications" page:

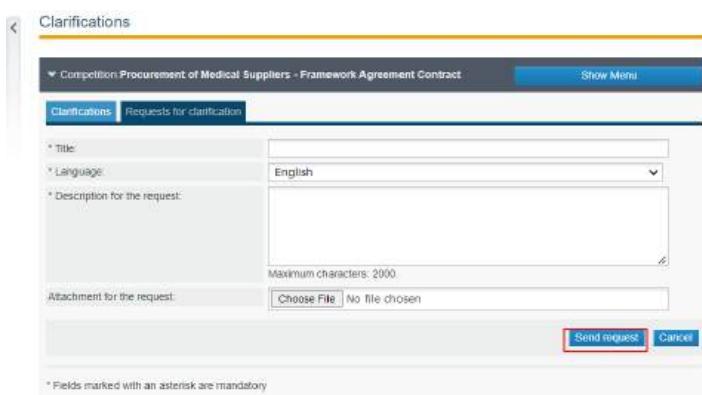


FIGURE 4-2: Clarifications page

4. Select the "Send" button to submit the request to the Procuring Entity.

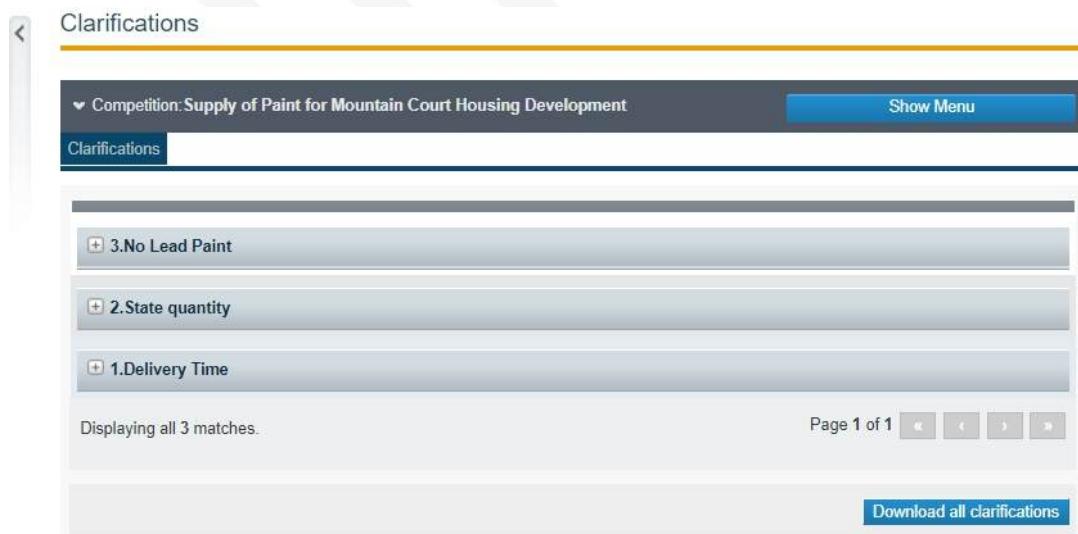
Once the Procuring Entity has published a response to the clarification request, the Supplier users will be notified by e-mail and will be able to review the response in the system.



#### 4.1.1 View Clarification Responses

To view the Procuring Entities published response to clarifications raised by Suppliers participating in the Tender competition:

1. Select the Tender competition of interest , then select the "Show Menu" button, then the "Clarifications" menu option
2. The "Clarifications" page will displayed a list of published responses:



The screenshot shows a web-based application interface for viewing clarifications. At the top, there is a header with the text "Competition: Supply of Paint for Mountain Court Housing Development" and a "Show Menu" button. Below the header, a navigation bar has the "Clarifications" tab selected. The main content area displays a list of three clarifications, each preceded by a plus sign (+). The items listed are: "3.No Lead Paint", "2.State quantity", and "1.Delivery Time". Below this list, a message says "Displaying all 3 matches." To the right, there is a page navigation bar showing "Page 1 of 1" and several small navigation icons. At the bottom right of the content area, there is a blue button labeled "Download all clarifications".

FIGURE 4-1: Clarifications page

3. Select the + sign next (to the left) to each response to see the details of the clarification request and corresponding response issued by the Procuring Entity.
4. If required, the Supplier user can download the clarification details by selecting the "Download all clarifications" button.

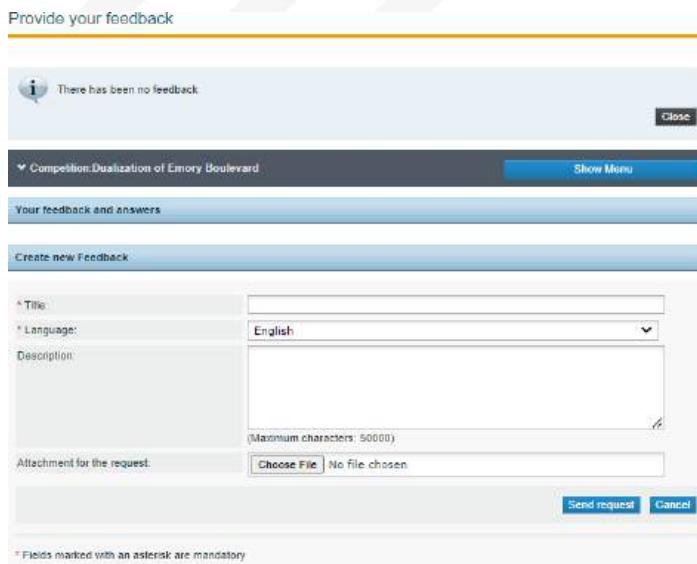


#### 4.1.1 Issue Standstill Feedback

On announcement of the evaluation results for a tender competition, the GOJ's Procurement Act, 2015 provides participating suppliers with the opportunity to provide a feedback challenge to the announced results. This provision as cited in the Act, is referred to as the 'Standstill Period'. The maximum number of "Standstill" days allocated to a procurement competition is ten (10) calendar days. The Procuring Entity will indicate in the bidding document, the number of days that will be allocated for a specific activity.

To submit a feedback, the Supplier user shall:

1. Select "Feedback" from the Competition Menu option.
2. Populate the required information in the "Provide your feedback" page



Provide your feedback

There has been no feedback Close

Competition: Dualization of Emory Boulevard Show Menu

Your Feedback and answers

Create new Feedback

\* Title:

\* Language:

Description:

(Maximum characters: 50000)

Attachment for the request:  No file chosen

Send request Cancel

\* Fields marked with an asterisk are mandatory

FIGURE 4-1: Provide your feedback page

3. Select the "Send request" button to submit the request to the Procuring Entity.

#### 4.1.1 Respond to Contract Award Offer

Where a Bidder is selected for contract award I a task "Reply to contract award" will be initiated by the system and appear in the Bidder's task list.

The Bidder will have the option to accept or decline the award. In the case where the award is accepted, the Bidder will be requested to provide some acceptance details and optionally to upload the electronic copy of the contract (signed by the organizations representative).

To respond to a contract award offer:

1. Select the "Reply to contract award" as appears on the Homepage task list.
2. Populate the required information in the "Contract award" page:

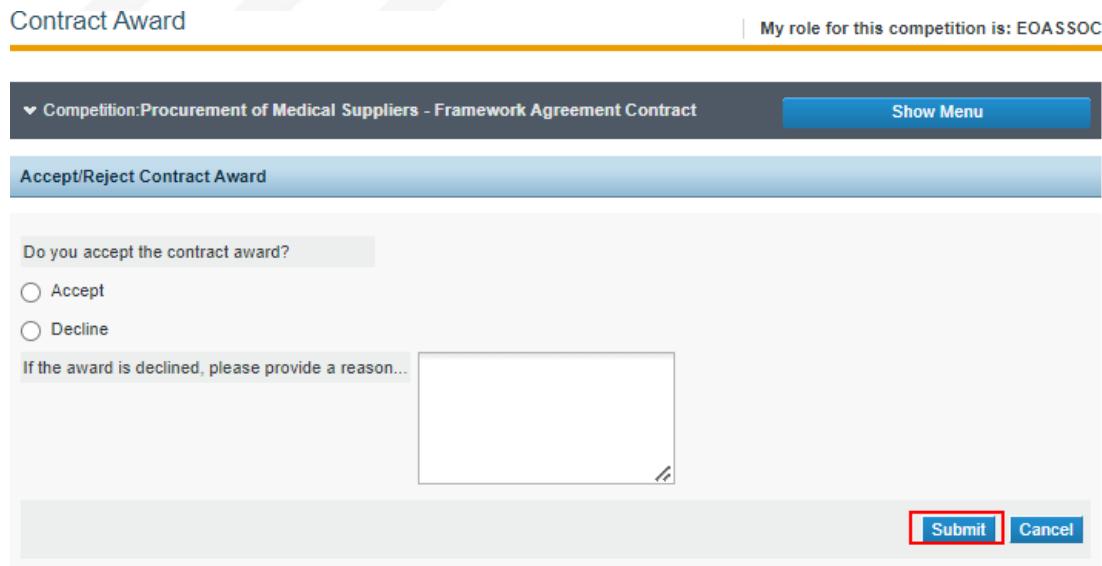


FIGURE 4-1: Contract Award page

3. Select the "Submit" button to send response.



#### 4.1.1 Set Tender Alerts Settings

Supplier users are allowed to update the system defined frequency for system triggered tender competition notifications or alerts. To update the tender competition alerts, the supplier user shall:

1. Select the "Specify alerts" Competition Menu option.
2. Update the settings in the "Specify Alerts" page.

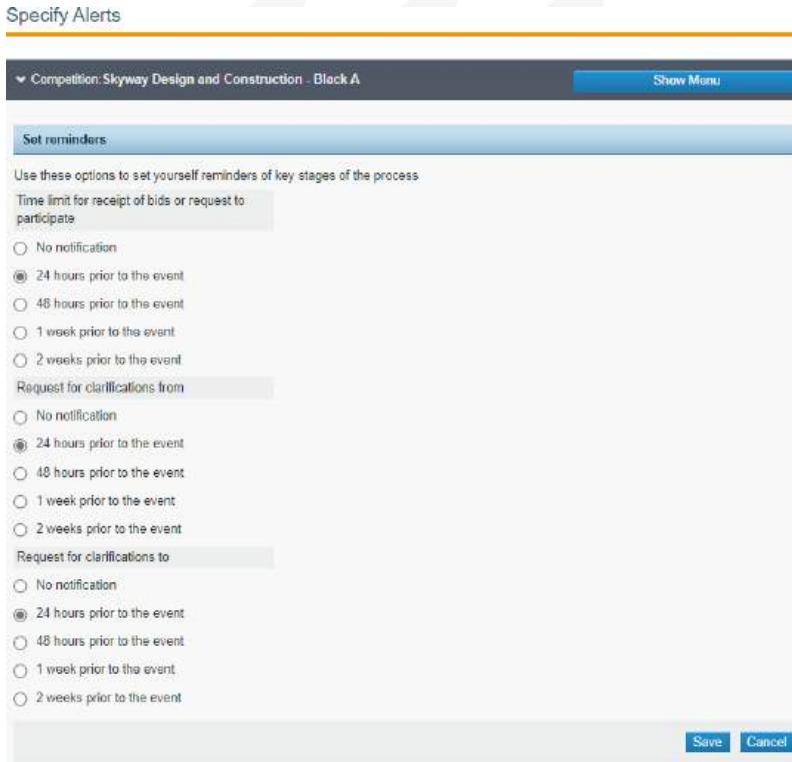


FIGURE 4-1: Specify Alerts page

3. Select the "Save" button to make changes permanent.



#### 4.1.1 Manage User Competition Association

When a Supplier user initially downloads the tender competition Bid documents, the user is presented with an option to associate him / herself only with the tender competition from the Supplier organization or to have all users of the Organization associated with the competition and receive notifications accordingly.

This setting is defined by response to the "Type of Association" prompt shown in the "Association with Competition" page at the time of downloading of the competition documents:

---

##### 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.



The screenshot shows a user interface for managing associations. At the top, a blue header bar contains the text "Type of association". Below this, there is a list of two options, each preceded by a radio button:

- 1. Associate all users of this Supplier with this Competition
- 2. Associate only myself with this Competition

At the bottom right of the list area is a blue "Select" button.

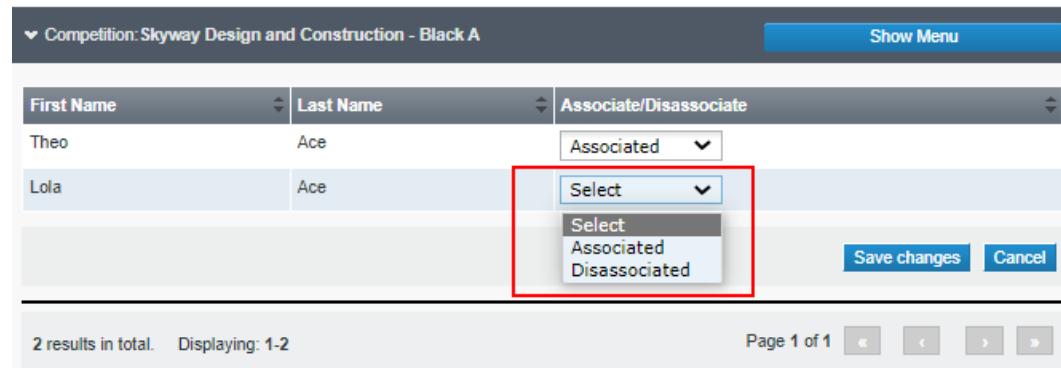
FIGURE 4-1: Association with Competition page

The Supplier user or Administrator has the option to edit / determine how notifications on respective tenders are managed. This is done through the association or dis-association of users from a tender competitions . To manage the user competition associations:

1. Select the "Automated notifications" from the Competition Menu option which opens the "Manage automated notifications" page.



Manage automated notifications



The screenshot shows a table with two rows of data. The columns are labeled 'First Name', 'Last Name', and 'Associate/Disassociate'. The first row contains 'Theo' and 'Ace' with the 'Associate/Disassociate' dropdown set to 'Associated'. The second row contains 'Lola' and 'Ace' with the 'Associate/Disassociate' dropdown open, showing three options: 'Select', 'Associated', and 'Disassociated'. A red box highlights the dropdown menu. At the bottom of the page, there is a message '2 results in total. Displaying: 1-2', a 'Page 1 of 1' indicator, and navigation buttons.

FIGURE 4-2: Manage automated notifications page

2. In the "Manage automated notifications " page: Select the Drop down menu list under the "Associate / Disassociate" column to manage the organizations notification by users.
3. Select the "Save changes" button.

## 5 Bid Submission

### 5.1 Overview and Process

This chapter provides an overview and specific instructions on how to submit bids using either the Online or Offline (Manual) upload feature.

---

5.1.1 Bid Submission Overview .....	67
5.1.1 Submit Bid Online .....	71
5.1.1 Submit Bid using Manual Upload Feature .....	76
5.1.1 View or Remove Bid .....	80
5.1.1 Download Bid Opening Report .....	81



### 5.1.1 Bid Submission Overview

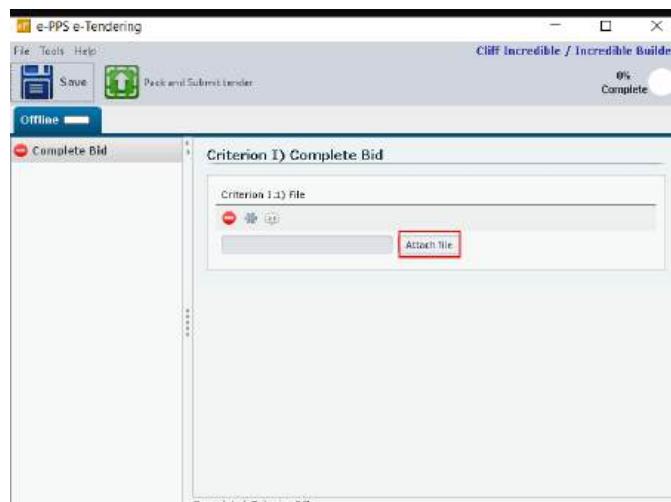
Bids are submitted online using a Tender Preparation Tool (TPT) tool which is a standard utility within the system. The TPT provides functionality for Bidders to respond to questions and attach documents in conformance with the competition specifications and to validate responses prior to submission. The TPT is triggered as part of the Bid submission activity and opens in a separate window.

The TPT requires that the Java software be installed and enabled on the computer from which the response is to be submitted. In the event the Bidder is not able to have Java software installed and activated, Bids may be submitted using the 'Manual' upload tool as detailed in ["Submit Bid using Manual Upload Feature" on page 76](#).

The TPT will display sections in conformance with the Evaluation structure used in the creation of the tender competition / structure as follows:

- Competitions configured for Offline Evaluation:

Where competitions are configured for "Offline evaluation" procedure by the Procuring Entity , the TPT interface presented to the Bidder will allow for attachment and upload of the bid document as a single file as shown below.



Offline evaluation bid submission page



b. Competitions configured for Online Evaluation:

Where competitions are configured for "Online evaluation", the top panel of the TPT displays the three Envelopes of the competition structure as shown below:

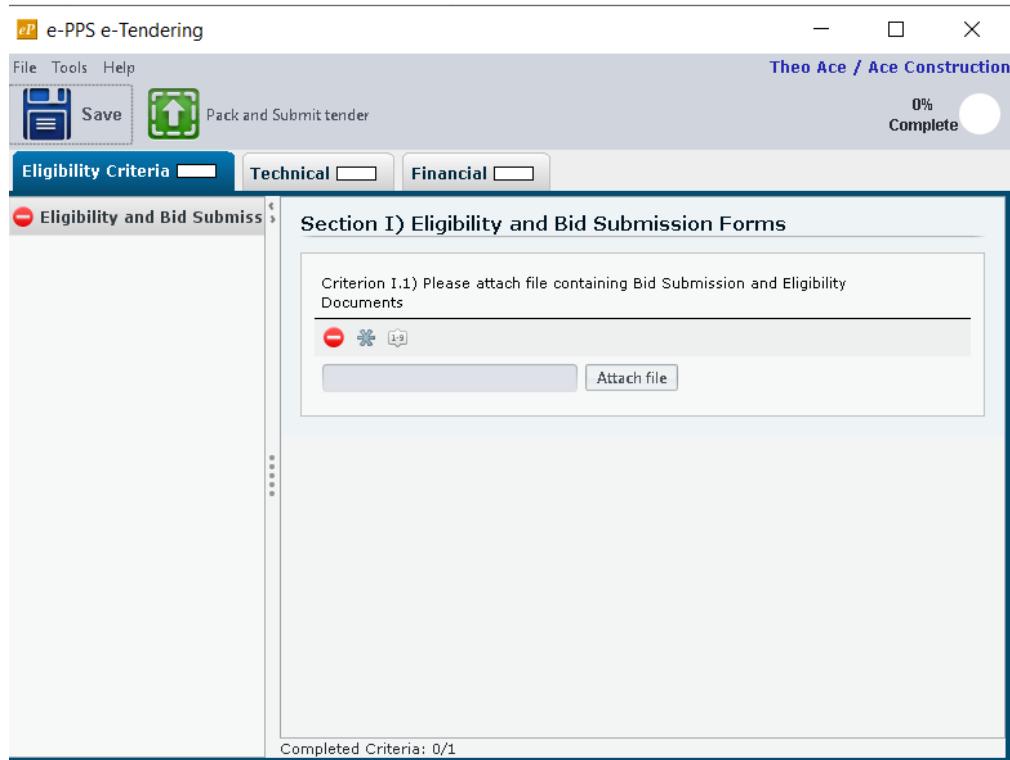


FIGURE 5-1: Online evaluation bid submission page

- Eligibility criteria - Contains criteria which seeks to confirm the eligibility of the Supplier to participate and or submit a bid for the competition.
- Technical criteria - Contains one or more criterion requiring Bidders to provide responses to specific questions or to attach response document for upload.
- Financial criteria - Provides a page for Bidder to enter Bid price amounts and to attach financial supporting documentation for upload.



The system ensures that bids received during the tendering period remains in an encrypted format until the electronic bid opening procedure is complete. Tender competitions are defined with inclusion of the Bid submission deadlines and once the deadline has been reached, Bidders will no longer have access to make a submission via the platform.

Once a tender has been submitted, Bidders will no longer have access to edit its content as a result of the encryption process. The contents of the submission can only be accessed by the procuring entity after the tender opening procedures have been completed. However, it is important to note that the system makes provision for Bidders to remove an already submitted bid package and replace it as long as the tender submission deadline has not been reached.

On completion of the submission, the Bidder will receive an acknowledgment via an automatically generated email notification.

Steps for successful bid submission are as follows;

1. Prepare computer for bid submission.
2. Submit Bid:
  - a. Submit Bid Online or:
  - b. Submit Bid using Manual Upload Feature (Optional)
3. View or Remove Bid (Optional)
4. Download Bid Opening Report (Optional)



### 5.1.1 Submit Bid Online

To submit a Bid online, follow the below procedures:

1. Navigate to the tender competition of interest, by selecting the "List of my CfT" link from the Homepage, then selecting the name of the competition on the "List of my Competitions" page.
2. From the Competition "Show Menu" option (top right), Select "Bid Submission" from the drop-down list.
3. In the "View bids" page, Select the "Accept and confirm all of the above" button to accept the terms and conditions agreement as shown in the figure below.

[View bids](#)

---

▼ Competition: Skyway Design and Construction - Black A
Show Menu

1. Accept Agreement for this Competition

[View\\_Supplier\\_Declaration.doc](#)

2. Confirm the validity of your user details

Name	Last Name	Username
<a href="#">Rory</a>	<a href="#">Rico</a>	rico100

Accept & Confirm all of the above
Cancel

FIGURE 5-1: View bids page

4. Select the "Launch Tender preparation" button on the "View bids" page.



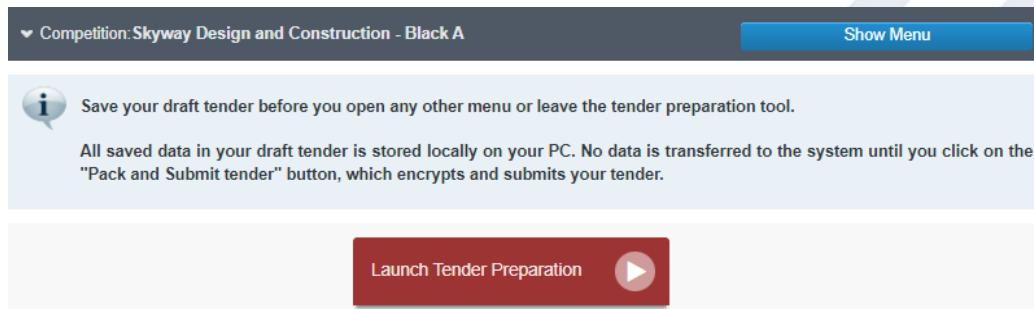


FIGURE 5-2: Launch Tender preparation button

This will initiate the launch of the Java software. If Java is not installed on your computer, an error message will appear or a pop up asking "How do you want to open". If this message is received, it is recommended that you check your Java installation, and if necessary re-install.

5. Select the 'Open file" Java software prompt which will run the Java software
6. Select the "Run" button in response to the Tender Preparation Tool prompt as shown below.

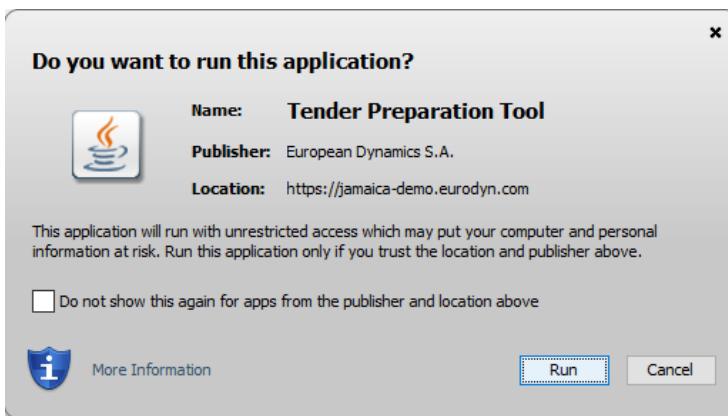


FIGURE 5-3: TPT Run button

7. Once the Java runs successfully, Bidders will receive a prompt to enter system login credentials (Username and Password) in the TPT Log in page which opens on the users desktop.



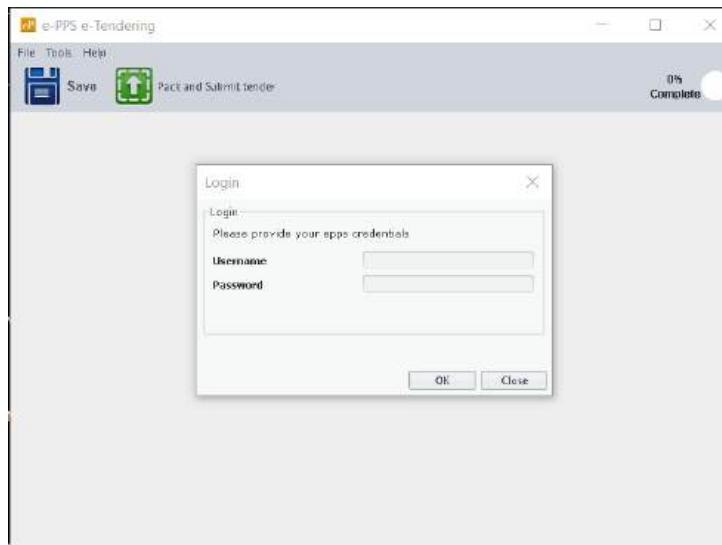


FIGURE 5-4: TPT Log in page

The TPT Tool is now opened and reflects the structure of the tender configuration.

8. For Tender competitions configured for Offline evaluation, Select the 'Attach file' button in the TPT page to attach the Suppliers file containing the complete Bid documents.

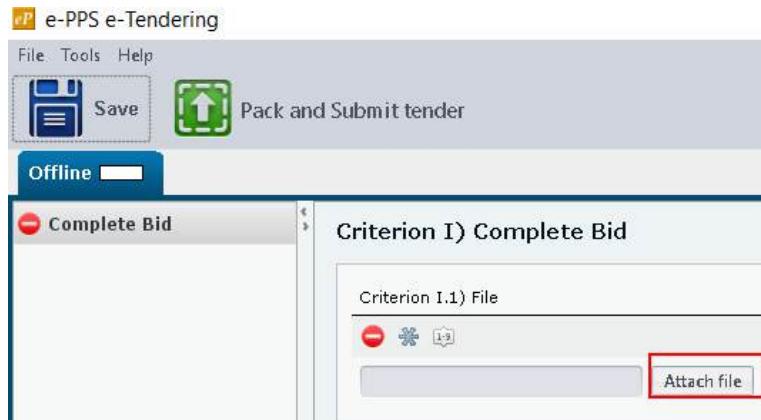


FIGURE 5-5: Attach file button

The system will only accept one attachment and this attachment can have multiple files compiled in a merged or zip format file.

9. For Tender competitions configured for Online evaluation, populate the responses in the Eligibility, Technical and Financial Envelopes section of the TPT page and attach supporting document files.

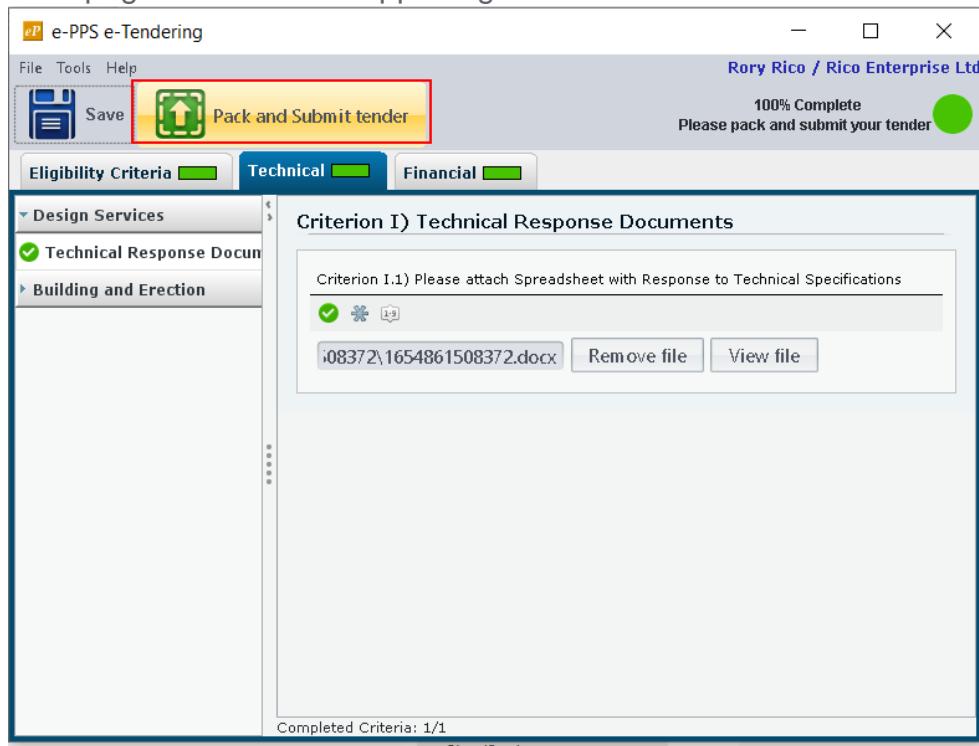


FIGURE 5-6: TPT page with Eligibility, Technical and Financial envelopes

10. Select the "Pack and Submit tender" button to have the system encrypt the Bid contents and then proceed to upload to the system Bid 'Vault' where it will reside until the Bid opening.

11. Once the upload has been completed an automatic confirmation message will be sent to the respective user who uploaded the bid.



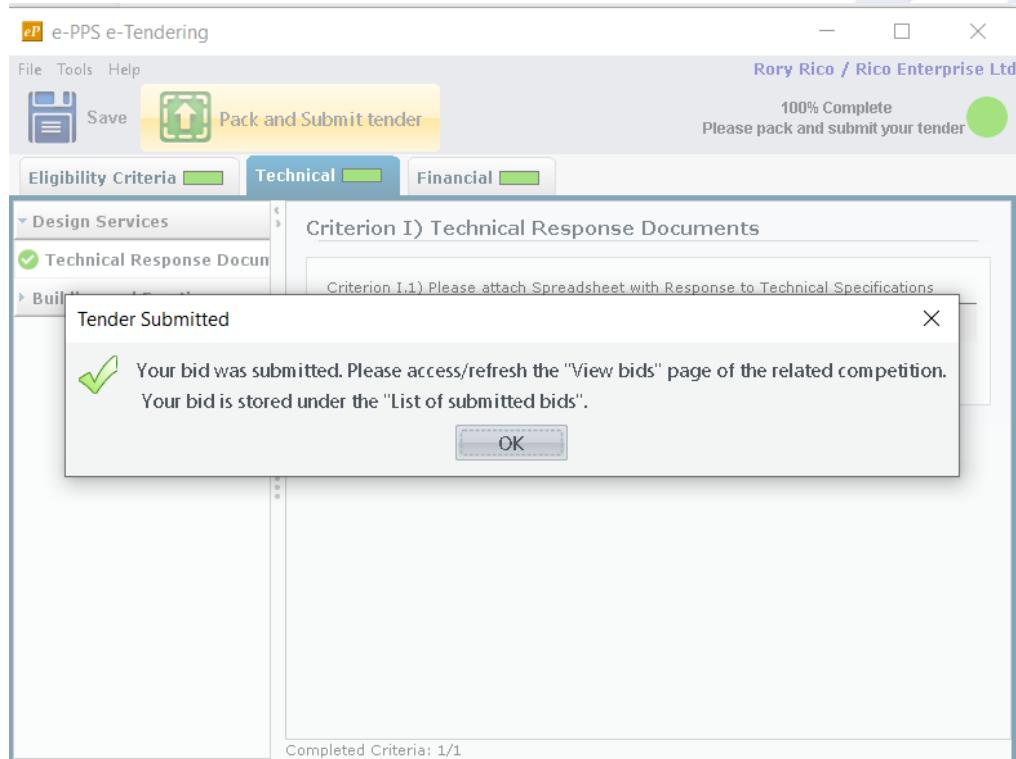


FIGURE 5-7: Tender submitted message

An automatic email notification will also be sent to the user who uploaded the bid.

12. The user can proceed to close the Tender Preparation Tool page.
13. The View bids page will display the list of submitted bids with relevant conformance and status information.



### 5.1.1 Submit Bid using Manual Upload Feature

In the event the Java Software fails to run on the Supplier users computer, the system allows for a 'Manual' Bid upload using a downloaded version of the TPT.

1. Select the "Bid Submission" competition menu option.
2. In the "View bids" page, Select the "Accept and confirm all of the above" button to accept the terms and conditions agreement which opens the "View bids" page.
3. Select the "Prepare this response offline" button, displayed at the bottom of the "View bids" page.

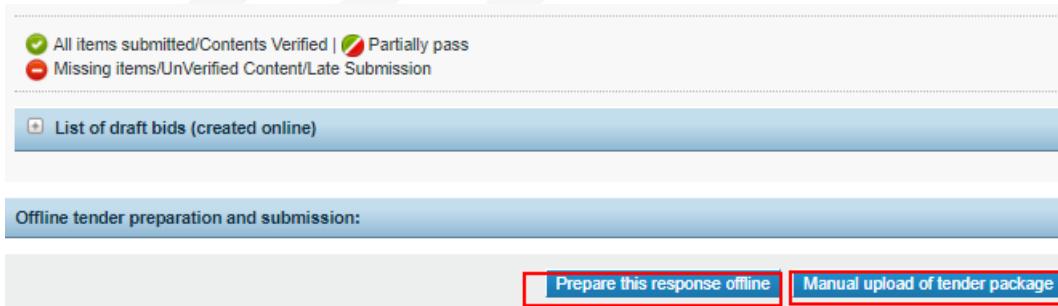


FIGURE 5-1: Prepare this response offline button

This action will download the Tender Preparation Tool software along with an XML file containing the Tender structure.

4. Extract the contents of the 'TenderPreparationTool' zip file to a folder on the users computer. It is recommended that a folder is first created on the users computer and the files extracted to this folder so as to be able to easily locate same. After extraction, a sub-folder 'TenderPreparationTool' will be created
5. Navigate to the 'TenderPreparationTool' sub-folder and Double Click on the Tender Preparation Tool icon which will initiate / open the TPT.



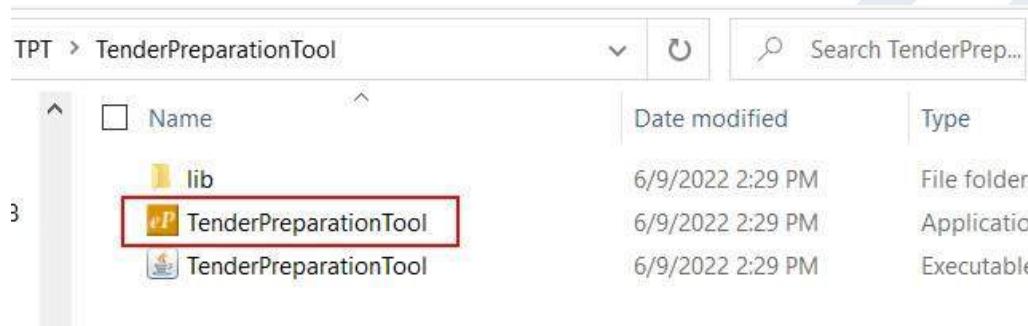


FIGURE 5-2: Tender Preparation Tool Icon

6. In the TPT tool page, Select the "Open Document" icon and navigate to the folder where the extracted Tender structure 'XML' file is located then select the file.

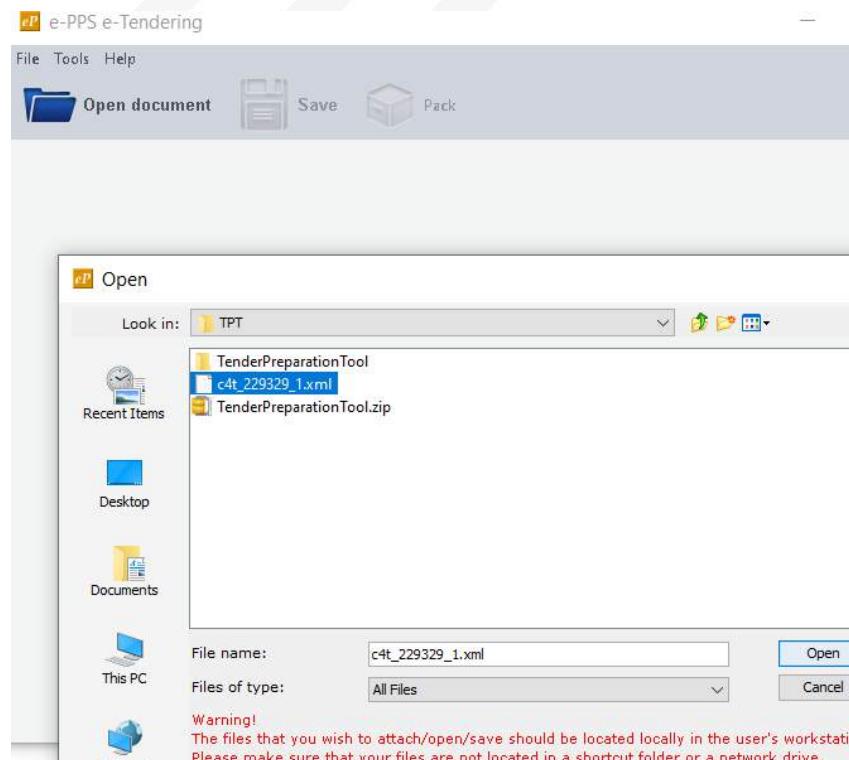


FIGURE 5-3: Open document page

7. Select the "Open" button, which will open the Tender structure within the TPT.

8. Select the "Attach File" icon to upload the Bid submission file.
9. Select the "Save" icon to save the file in a directory. Provide an appropriate name for the file e.g. 'ACME BID' etc.

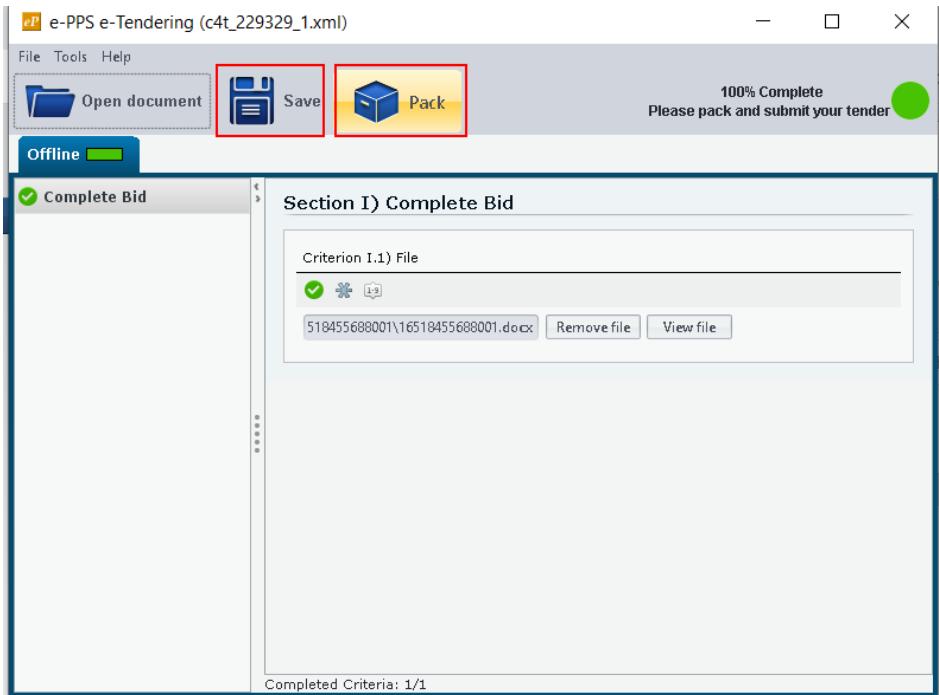


FIGURE 5-4: Save and Pack icons

10. Select the "Pack" icon to encrypt and compress the aforementioned named file. The TPT will create a file with the name extension "\_TENDER.zip" which contains the encrypted bid file and a message will be displayed.



FIGURE 5-5: Packing successful message

11. Return to the "View bids" page and Select the "Manual upload of tender package" button, located at the bottom of the page which will open the "Upload Bid package" page.

#### Upload bid package

User Guide. You may download the bid preparation tool from here: [Bid Preparation Tool](#). You may download the necessary bid structure for this particular competition from here: [Bid Structure](#)'." data-bbox="175 198 807 310"/>

**Competition: Procurement of Consulting Services** [Show Menu](#)

\*Locate the Bid package to upload:  No file chosen

FIGURE 5-6: Upload bid package page

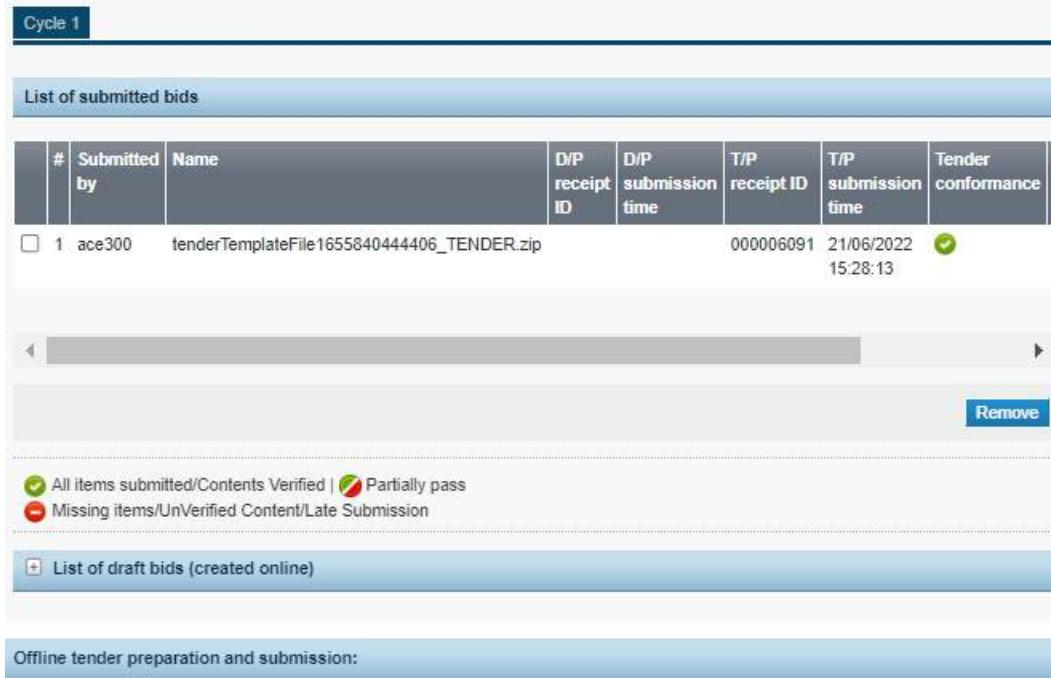
12. Select the "Choose File" icon to locate the aforementioned "\_TENDER.zip" file.
13. Select the "Upload" button which will upload the compressed encrypted bid file.
14. The View bids page will display the confirmation of the uploaded bid if so required. To do so:
  - a. Select the "Bid submission" competition menu option.
  - b. The "View bids" page will display list of submitted bids with relevant conformance and status information.



### 5.1.1 View or Remove Bid

To view the confirmation details of a previously submitted Bid or to remove the Bid, the Supplier user shall:

1. Select the "Bid submission" competition menu option.
2. The 'View bids' page will display the details for previously submitted bid including information on conformance and time submitted.



#	Submitted by	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	Tender conformance
<input type="checkbox"/>	1 ace300	tenderTemplateFile1655840444406_TENDER.zip	000006091	21/06/2022 15:28:13			<span style="color: green;">✓</span>

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

[List of draft bids \(created online\)](#)

Offline tender preparation and submission:

FIGURE 5-1: View bids - List of submitted bids page

3. To remove (Withdraw) a submitted bid, Select the Check box next to the bid and then Select the "Remove" button. Bids can only be removed before the tender deadline. Once removed, the Bidder must ensure that the re-submission is complete prior to the submission deadline,

### 5.1.1 Download Bid Opening Report

To access and download a copy of Tender Bid opening Reports:

1. Select the "Opened bid details" link from the Information section of the Homepage.
2. In the "Competition of opened bids " page, search for the tender competition of interest and select the "View opened bids" link.
3. In the "Opened bid details" page, select the "Download" link, to download a copy of the report.

Opened bid details

Title: Procurement of Graphics Design Services - Framework Agreement (Status: Evaluation)				
Envelope	Supplier name	Bid ID	Financial Value (JMD)	
Single	ABC Consulting	6084	25500000.00	
Single	Ace Construction	6083	32000000.00	
Single	Incredible Builders	6082	23500000.00	

[View competition details](#)

FIGURE 5-1: Opened bid details page

## 6 Reporting and other features

### 6.1 Process

This section provides instructions on how to generate reports and download manuals.

---

6.1.1 View Business Intelligence Reports .....	84
6.1.1 View Contract Award Notices .....	85
6.1.1 Download User Manual .....	86
6.1.1 Access Public Procurement Legislation .....	87



### 6.1.1 View Business Intelligence Reports

The System provides a set of procurement transaction and analysis reports which can be accessed through the Business Intelligence reporting module.

1. Select the "View Reports" link from the "Reporting (BI) Module" section of the Homepage which opens the "View (BI) Reports" page

#### [View \(BI\) Reports](#)

##### **BI Reports**

- [Contract Award Report](#)
- [Contract Award to Bid Ratio](#)
- [Contract Award Analysis by Procurement Type](#)
- [Supplier Top Ten \(10\) Contract Award ranking by Value](#)
- [Supplier Top Ten \(10\) Contract Award ranking by Contract number](#)
- [Tender to Contract Cycle Time](#)
- [CfT Analysis by Procurement Method](#)
- [CfT analysis by Procurement Type \(Goods, Works, Services\)](#)
- [Published Tenders by Year by Procurement Type](#)
- [Works Tenders by Grade Analysis](#)
- [Published Tenders Trend Analysis by Year](#)
- [Special & Differential Treatment Contract Analysis](#)

FIGURE 6-1: View BI Reports page

2. Select the title of the report of interest to view details.



## 6.1.1 View Contract Award Notices

To view details of published contract award notices:

1. Select the "Contract Award Notices" link from the Information section of the Homepage. This will open the "Contract Award Notices" page.

### Contract Award Notices

Search results		
#	Title	Notice PDF
1	<a href="#">Procurement of Medical Equipment for the National Health System</a>	
2	<a href="#">Procurement of ICD Codes</a>	
3	<a href="#">Procurement of Anti-Spiral Tires for Vehicles</a>	
4	<a href="#">Procurement of photocopiers</a>	
5	<a href="#">Procurement of Nurses for Bellarmine Hospital</a>	
6	<a href="#">Procurement of medical supplies for the National Health System</a>	
7	<a href="#">Procurement of stationary and supplies for hospitals</a>	
8	<a href="#">Procurement of Health Centres</a>	
9	<a href="#">Robotic Laparoscopic Surgery Equipment for Hospitals</a>	
10	<a href="#">Purchase of Secured Mail Boxes</a>	

455 results in total. Displaying: 1-10

Results per page:  Page 1 of 46

Goto page:

FIGURE 6-1: Contract Award Notices page

2. Search for the tender competition of interest and Select the "PDF" icon to download the related Contract Award Notice.

### 6.1.1 Download User Manual

To download a copy of the system User Manual:

1. Select the "USER MANUAL" link from the Information section of the Homepage. The "Information Area" page will be opened.

#### Information Area

USER MANUAL			
Title	Description	Date uploaded	Attachment
GOJEP Java Installation Quick Guide	This GOJEP User Guide provides technical instructions related to the functionalities of the Java Software and its application to the GOJEP portal.	20/06/2022	<a href="#">GOJEP-Java_Installation_Quick_Guide_for_Suppliers.pdf</a>
Supplier Quick Guide-July 2021	Supplier Quick Guide	24/03/2022	<a href="#">MOFP_e-GP_System_Quick_Guide_July_2017.rtf</a>
Offline and Online Instruction for Bid Submission	Offline and Online Instruction for Bid Submission by Bidders.	26/09/2019	<a href="#">Offline_and_Online_Instruction_for_Bid_submission_by_Suppliers.pdf</a>
Instructions for Bid Submission - Upload	Supplier Bid Upload Instructions	22/10/2017	<a href="#">Summary_Instructions_for_Bid_Submission_Oct_2017.pdf</a>

4 results in total. Displaying: 1-4

Page 1 of 1

FIGURE 6-1: Information area page

2. Select the title of the manual of interest from the displayed list of documents.



## 6.1.1 Access Public Procurement Legislation

To access and download documents related to GOJ's Public Procurement Regulations and other Administrative Guidance, follow the below steps:

1. Select the "Procurement Legislation" link from the Information section of the Homepage. This opens the "Information Area" page.

Information Area				
Procurement legislation				
Title	Description	Date uploaded	Attachment	
The Public Procurement (Registration and Classification of Suppliers) Regulations 2019	The Public Procurement (Registration and Classification of Suppliers) Regulations, 2019	02/06/2022	<a href="#">The Public Procurement (Registration and Classification of Suppliers) Regulations 2019.pdf</a>	
Guidance Note- Criteria for Award of Contracts	This guidance note describes principles and practices related to the establishment and application of Contract Award Criteria	02/06/2022	<a href="#">Guidance Note- Criteria for Award of Contracts.pdf</a>	
The Public Procurement (Reconsideration and Review) Regulations, 2018	The Public Procurement Act The Public Procurement (Reconsideration and Review) Regulations, 2018	02/06/2022	<a href="#">The Public Procurement (Reconsideration and Review) Regulations 2018.pdf</a>	
GOJ Public Procurement (Amendment) Act, 2018	GOJ Public Procurement (Amendment) Act, 2018	02/06/2022	<a href="#">Public Procurement (Amendment) Act 2018.pdf</a>	
The Public Procurement Regulations, 2018	Government of Jamaica Public Procurement Regulations, 2018	02/06/2022	<a href="#">The Public Procurement Regulations 2018.pdf</a>	
circular #35 (Insurance Procurement Procedures Amendment)	insurance Procurement Procedures for General Insurance Services Amendment published November 2016.	11/08/2017	<a href="#">Circular 35- Insurance Amendment Nov.01.2016.pdf</a>	
circular #1 (Implementation of e-GP system)	Circular with reference to the implementation of the Government of Jamaica e-GP system.	11/08/2017	<a href="#">Circular 1- Implementation of the GOJ eGP System 2016-c1.pdf</a>	
The Public Procurement Act 2015	GOJ Public Procurement Act 2015	31/07/2017	<a href="#">The Public Procurement Act 2015.pdf</a>	

8 results in total

Displaying 1-8

Page 1 of 1

FIGURE 6-1: Information Area page

2. Select the title for the document of interest to be downloaded.

