



MINISTRY OF FINANCE AND THE PUBLIC SERVICE
OFFICE OF PUBLIC PROCUREMENT POLICY

GOJEP USER GUIDE FOR AUDITORS

This document is to provide principal guidance and support to users with direct audit/oversight responsibilities in relation to the review and monitoring of procurement activities published and managed via the GOJEP portal.

MODIFICATION HISTORY

Date	Version	Author	Comments
March 2021	1.0	Lackeisha Nelson Aundrey Green	Initial Version
September 2024	2.0	Lackeisha	Updated Version

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I. Acronyms/Abbreviations

Abbreviations	Meaning
TC	Tender Coordinators
CAPC	Contracting Authority, Procurement Coordinator
CAPCA	Contracting Authority, Procurement Coordinator
ESR	Evaluator Staff Responsible/Lead Evaluator
ES	Evaluator Staff
OS	Opening Staff/Opening Officer
PO	Procurement Officer
PPA	Public Procurement Act

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II. Purpose and Objective of Auditor User Guidance Document

Purpose:

This guide has been developed to support Oversight Bodies in effectively utilizing the Government of Jamaica Electronic Procurement (GOJEP) system to monitor procurement activities conducted by Procuring Entities. It provides clear, step-by-step instructions for navigating the system, ensuring transparency, accountability, and adherence to the procurement process.

Objective:

The primary objective of this guide is to equip auditors and oversight users with the necessary tools and guidance to access and review key procurement information on the GOJEP platform. This includes detailed instructions for viewing critical procurement data during the bid opening, evaluation and award stages, enabling Auditors to efficiently fulfill their monitoring responsibilities.

To provide feedback or comments on this document, kindly contact the Office of Public Procurement Policy via email at opppcustomercare@mof.gov.jm or call us at 876-932-5704.

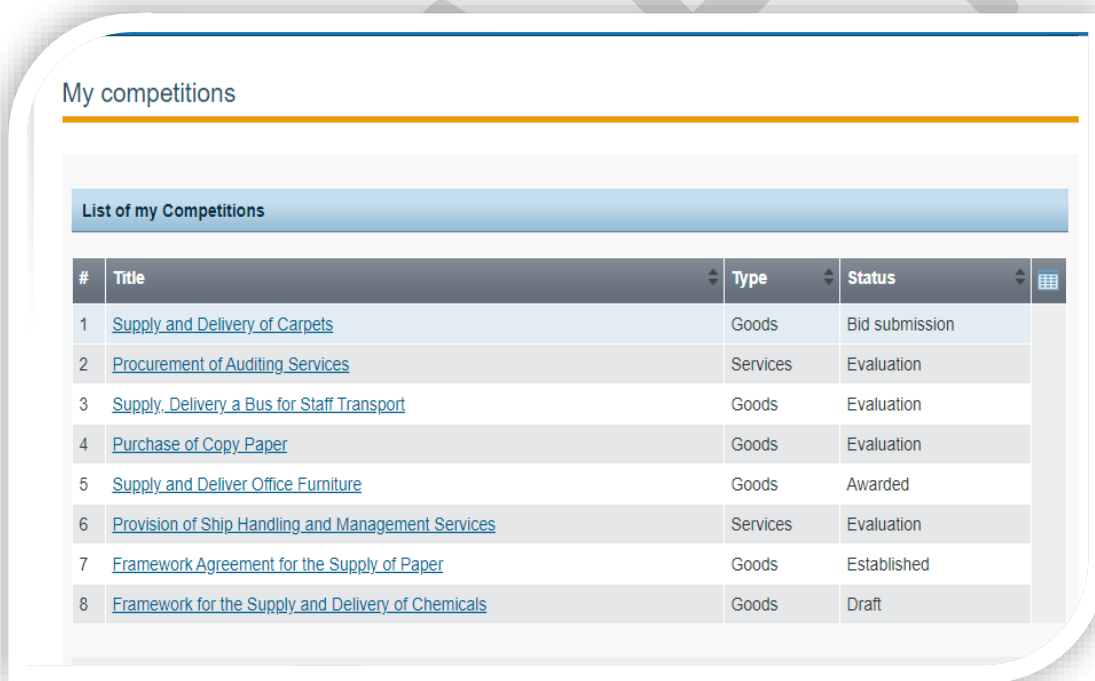
1 User Association

Once Procuring Entity (PE) associates an Auditor user to a competition, the user will be able to view and have restricted access to each activity, whilst ensuring that the confidentiality of the procurement process is maintained at the various stages:

- i. Solicitation stage
- ii. Tender opening stage;
- iii. Evaluation stage; and
- iv. Contract award stage.

When an Auditor is associated with a tender the activity now appear in the user's competition list, once they access the portal as seen below in table 1. User will also have access to the status of each competition.

Table 1



#	Title	Type	Status
1	Supply and Delivery of Carpets	Goods	Bid submission
2	Procurement of Auditing Services	Services	Evaluation
3	Supply, Delivery a Bus for Staff Transport	Goods	Evaluation
4	Purchase of Copy Paper	Goods	Evaluation
5	Supply and Deliver Office Furniture	Goods	Awarded
6	Provision of Ship Handling and Management Services	Services	Evaluation
7	Framework Agreement for the Supply of Paper	Goods	Established
8	Framework for the Supply and Delivery of Chemicals	Goods	Draft

2 Solicitation Stage

During this stage, the user will have access to all procurement documents available at the solicitation stage. To access, the user should select the title of the interested competition and select the show menu tab. All activities as listed below and in table 2 are available to the user:

- Competition information details (see table 2)
- List of officers associated with the competition, in relevant assigned roles (see table 3)
- Bid documents as uploaded by the PE (see table 4)
- The notices or invitations as issue by the PE (see table 5)
- All suppliers that expressed an interested in the competition (see table 6)
- Any Clarification/s raised by a supplier and the relevant response/s as provided by the PE. This includes any attachments uploaded by both parties (see Table 7)
- All documentation uploaded under the restricted area by the PE (see table 8)

Table 2

View Competition details | My role for this competition is: Auditor

Competition: Supply and Delivery of Carpets (Status: Bid submission)		Hide Menu
Bid submission deadline in (days/hours):	46/21	View competition
Name of procuring entity:	Test Department	Associated officers
Status:	Bid submission	Competition documents
Title:	Supply and Delivery of Carpets	Interested Suppliers
Competition unique ID:	1820/119	Clarifications
Evaluation Mechanism:	LCS	Restricted area
Description:	Supply and Delivery of Carpets for the conference room space.	
Procurement Type:	Goods	
Procurement Method:	Open - NCB	
Re-Tender flag:	Original Tender	
PPC-NCC Categories:	G0110-Carpets, Blinds, Drapery, Soft Furnishings and related items	
Common Procurement Vocabulary (CPV) :	39530000-Carpets, mats and rugs 39531000-Carpets	
Procurement Technique:	RFP	
Number of stages:	4	

Table 3

Associated officers My role for this competition is: Auditor

▼ Competition: Supply and Delivery of Carpets (Status: Bid submission) Show Menu

First Name	Last Name	Role
Andrew	Brown	PO/TC + PO/ESR
Sharon	Ham	PO/OS
Ren	Field	PO/OS
Andrew	brown	Auditor

4 results in total. Displaying: 1-4 Page 1 of 1 ◀ ◁ ▷ ▶

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Table 4

Notice & Contract Documents My role for this competition is: Auditor

▼ Competition: Supply and Delivery of Carpets (Status: Bid submission) Show Menu

Contract document list

Notices **Contract documents**

Select	Addendum ID	Title	File	Creator	Status	Error Report	
<input type="radio"/>	N/A	Supply and Delivery of Carpets	gl summary nov 2020.xlsx	Andrew Brown	Final		
<input type="radio"/>	N/A	Tender Structure XML - Cycle 1	c4t_215323_1.xml	Andrew Brown	Final		

2 results in total. Displaying: 1-2 Page 1 of 1

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Table 5

Notice & Contract Documents My role for this competition is: Auditor

▼ Competition: Supply and Delivery of Carpets (Status: Bid submission) Show Menu

Notices

Notices Contract documents

Type:	Date Upl.:	Lang.:	Status:	Date Pub.:	
Competition Notice	14/03/2021 17:50:22	EN	Published	14/03/2021 17:50:40	

1 results in total. Displaying: 1-1 Page 1 of 1 ◀ ◂ ▸ ▶

Table 6

List of suppliers

▼ Competition: Procurement of Auditing Services (Status: Evaluation) Show Menu

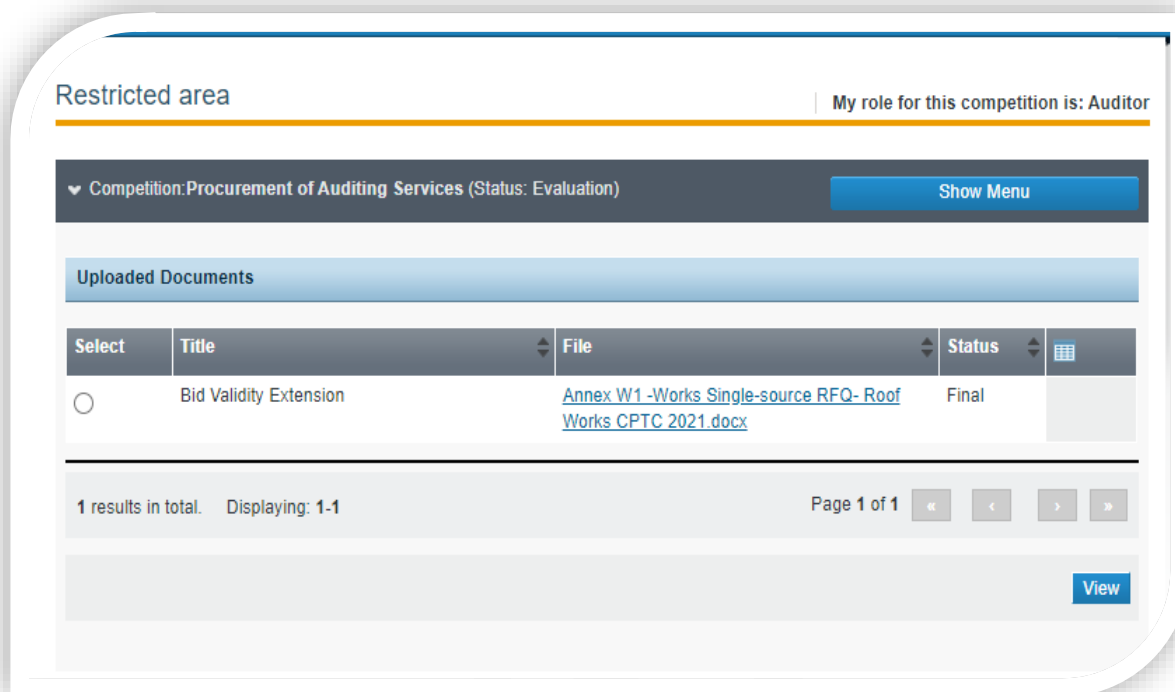
Suppliers interested for the selected Competition.

Supplier name :	Organisation:	Contact:
JANE KIDDOO	FAMOUS CONSULTING SERVICES	la.treston@gmail.com
Lackeisha Nelson	Lackeisha trucking	nelsonlackeisha@gmail.com
Ken Jones	Latoya Construction Company	la.treston@gmail.com

Table 7

The screenshot displays a web interface for managing clarifications. At the top, the page title is "Clarifications" and the user's role is identified as "Auditor". Below this, a navigation bar shows the current competition: "Competition: Supply and Deliver Stationery Items (Status: Awarded)", with a "Show Menu" button. The main content area is divided into two tabs: "Clarifications" and "Evaluation Clarifications". Under the "Evaluation Clarifications" tab, a list item "1. Supply and Deliver Stationery Items" is expanded to show details. The "Description for the request" section contains the text "What specific paper type is required." and an attachment for the request: "AGENDA - REFRESHER TRAINING Novewmber 22 2022.docx". The "Clarification" section contains the text "Please see section B of Standard bidding documents" and another attachment for the request. At the bottom of the list, it states "Displaying the 1 match." and includes pagination controls for "Page 1 of 1". A "Download all clarifications" button is located at the bottom right of the interface.

Table 8



3 Tender Opening Stage

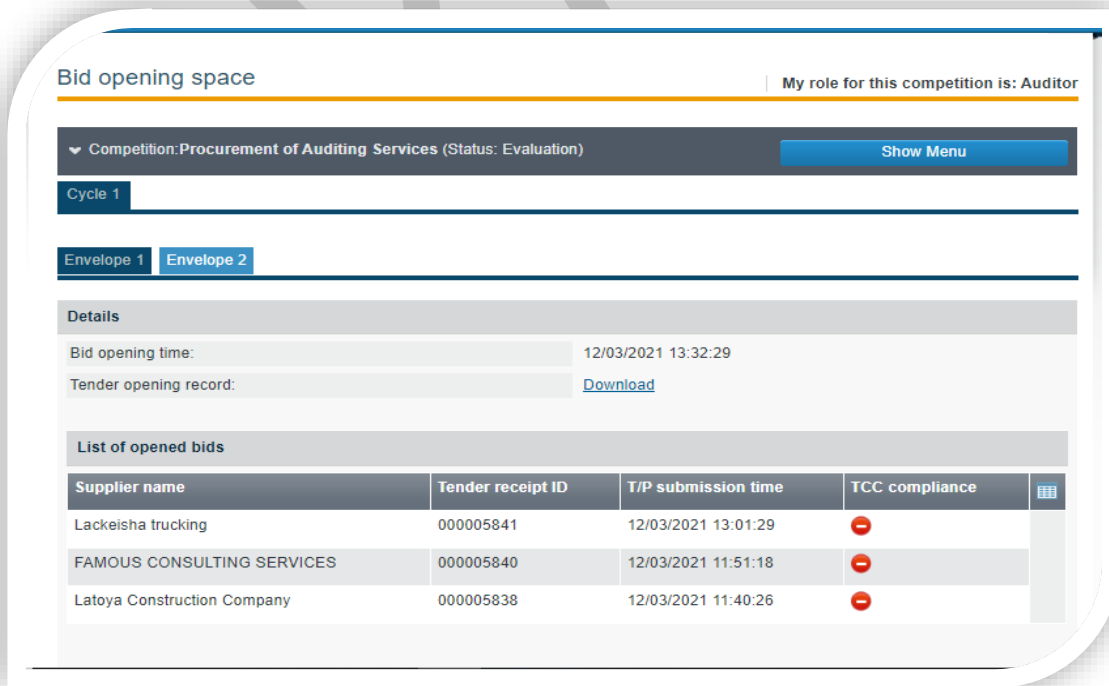
Once an auditor is associated with a competition, following the tender opening by the PE, the auditor user will have immediate access to the electronic tender opening record. To access this report, user will be required to:

- i. Select the tender of interest from the competition list;
- ii. Click on the show menu tab;
- iii. Select “bids” from the drop down list to access the bid opening space (as shown in table 9);
- iv. Click on the “download” link as shown on table 10

Table 9



Table 10



It is important to note, that where a two envelope configuration was done, user will have access to opening record for both envelopes as the preceding steps are completed.

4 Evaluation Stage

a. Online Configuration

When a tender process is configured using the online evaluation mechanism at the competition creation stage, the system automatically generates an evaluation report detailing all activities by the PE and its users.

Once the electronic evaluation report is finalized and approved by the PE user, this is immediately accessible to the auditor/Oversight user.

. This can be accessed by following the below steps:

- i. Select the tender of interest from the competition list;
- ii. Click on the show menu tab;
- iii. Select “evaluation report” from the drop down list to access the evaluation report space (as shown in table 11); the system generates two identical reports, one that will remain on the system and one that can be replaced by a PE.
- v. Click on the “evaluation report” link as shown on table 12.

In the Manage Evaluation Report Stage, PE’s have the option to upload a more detailed evaluation report summarizing its own internal evaluation process. This version will replace one of the system generated reports.

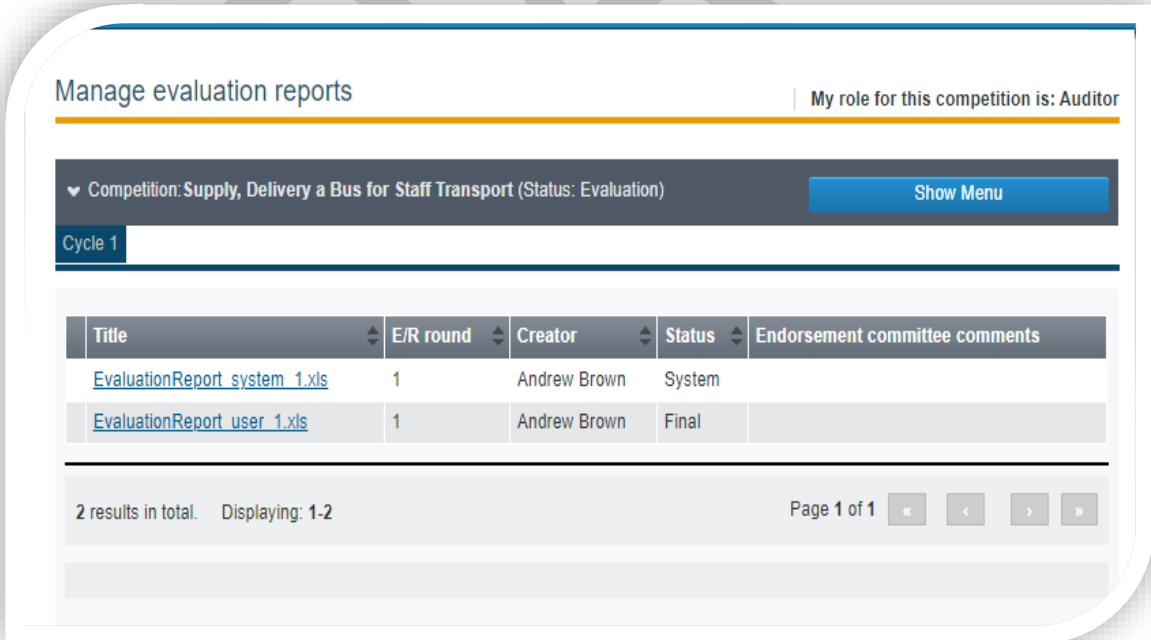
It is important to note, that at this junction, auditors do not have access to the bidders response that were submitted at the stipulated date and time.

Pursuant to section 46 of the PPA, 2015, the procurement process must be kept fully confidential prior to finalization of the evaluation stage and award of contract.

Table 11



Table 12



4.2 Offline Configuration

When a tender process is configured using the offline evaluation mechanism at the competition creation stage, the system is used as a carrier for the tender responses and therefore an electronic evaluation report is not generated by the system.

PE's are required to only input overall price or scores. In this workspace, the system provides the functionality for the PE to upload additional information/material. This can include the offline detailed evaluation report developed by the PE.

5 Contract Award Stage

Once the evaluation process is concluded and the contract award notice published, the auditor/oversight user will now have unrestricted access to all documentation in relation to the tender process.

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