



The Spectrum Management Authority (SMA) of Jamaica is the national regulator of the spectrum in Jamaica. It is an Agency of the Ministry of Science, Technology, Energy and Mining and was established in 2000, pursuant to the Telecommunications Act, 2000 and became operational in April 2001.

The SMA's intention is to constantly advance in technology such that its customers continue to experience world-class service and advanced functionalities. At present, the SMA's licensing processes for creating, modifying and renewing licences require heavy manual (as opposed to automated) activities to be done; manual intervention is required to assist an outdated software. The processes rely heavily on excel spreadsheet reports that are not generated by the current licensing software which in-effect produces errors and longer processing times than necessary. Some applications are currently hand-submitted and in general applications are still somewhat manual; there is no module for seamlessly making payments and submitting licence applications online. There is no means for customers to track how far along their applications are in the process after they make payment or readily know the various licences/licence-applications he or she has with SMA.

The SMA hereby seeks to procure an on-line Electronic Licencing Information System (ELIS) for supporting the processes associated with managing the radio spectrum in accordance with the details covered in the Technical Specifications.

The Tender for Procurement of an **Electronic Licencing System** for the spectrum Management Authority (Jamaica) has now been published on the Government of Jamaica's Procurement Web site www.gojep.gov.jm.

The title of the Tender is: 'Procurement of Electronic Licencing System for the SMA' and can be found by selecting the '**Current competitions**' link on the top right section of the page, and then searching through the list of tenders.

Also, can be viewed directly at:

<https://www.gojep.gov.jm/epps/cft/prepareViewCfTWS.do?resourceId=979279>

To access the Bid Documents and participate in the Bid opportunity, potential bidders will **first be required to Register their Organization on the system** and then download the Bid documents.

A. If your Organization is not yet registered:

1. Select the 'Register as a Supplier' link from the Home Page, and complete the required fields (with *)

<https://www.gojep.gov.jm/epps/prepareRegisterEOOrg.do?registerEO=true&selectedItem=prepareRegisterEOOrg.do%3FregisterEO%3Dtrue>

2. It is advisable to first Read the User Guide

<https://www.gojep.gov.jm/epps/viewInfo.do?section=faq&selectedItem=viewInfo.do?section=faq>

B: For Registered Organizations:

3. Login in to the system with your credentials (There is a forget password option on the Home page in the event password is forgotten).
4. Select the 'Current competition link on the top right section of the page, and then search / scroll through the list of tenders to find the tender and then Select (click) on the tender name.
5. Select the 'Show Menu' link, then Select 'Competition documents' link from the drop-down list.
6. Then Select the 'Contract documents' tab which opens a form listing the Bid documents. The Bid documents can then be downloaded by selecting the 'Download zip file' link (which will download all the documents in a Zip file) or the documents can be downloaded individually.
7. The document, '*RFP – Procurement of ELIS for SMA ...*' will provide the details on the bid opportunity. It is however important that all documents are read in entirety.
8. If you encounter technical problems, assistance can be obtained by contacting the Help Desk at: 876-932-5220 between 9 a.m. through 4.30 p.m. (UTC-5) time.

Regards,

The Spectrum Management Authority
September 22, 2020