



**Advisory on Bid Securities
- Tender Bonds**

Permanent Secretaries, Heads of Departments, Chief Executive Officers and other Heads of Procuring Entities are hereby being advised of the following guidelines relating to the acceptance of Tender Bonds as forms of Bid Securities.

Pursuant to Section A7.6.1 – Bid Security, Volume 2: Procurement of Goods, Services and Works in the Revised Handbook of Public Sector Procurement Procedures (March 2014): “Bid Security may be required for contract values above Fifteen Million Jamaica Dollars (JMD\$15M) as a condition of participating in procurement proceedings.” The Procuring Entity must utilize a range of 0.05% to 2% of the comparative estimate to determine and request a fixed sum for the Bid Security.

A Bid Security is a requirement used to assure compensation to the Government of Jamaica for the time and money lost, if the successful bidder fails to honour the bid and the contractual obligations therein. The procuring entity, in its discharge of the procurement function is fully responsible for ensuring that bidders are made aware of a requirement to provide a bid security.

The acceptable forms of bid security must be issued from a reputable financial institution and are limited to:

- i. an irrevocable letter of credit or
- ii. a Bank guarantee or
- iii. a bid bond issued by a surety which is incorporated and domiciled in Jamaica or
- iv. a bid-securing declaration or
- v. a certified manager’s cheque or
- vi. an insurance certificate.

A Bid Bond is deemed valid and acceptable if it satisfies all of the following criteria:

- i. It is denominated in Jamaica Dollars or the equivalent amount in a freely convertible currency;
- ii. It is issued by a surety incorporated and domiciled in Jamaica or if the institution issuing a bond is located outside of Jamaica, it must have a correspondent financial institution located in Jamaica to make it enforceable.
- iii. It conforms with the bid validity period prescribed in the bidding documents;
- iv. It is issued in the name of the bidder. In the case of a joint venture, it must be issued in the name of all the partners in the joint venture;
- v. It shall be worded in the same language as the Bid Security Form, provided in the Bid Documents;
- vi. It is duly executed by the bidder/contractor. That is, it meets all the necessary legal requirements to render the document as a valid, enforceable legal instrument:
 - It is signed, witnessed and dated by all the relevant parties, as set out in the Standard Bidding Documents;
 - It is stamped by the Stamp Office of Jamaica, in keeping with the Stamp Duty Act, as proof of payment for the relevant Stamp Duty. The Stamp Duty Division within the Tax Administration of Jamaica (TAJ) issues a Vermillion seal on the bond and a validation barcode, which is placed on the reverse of the consideration (first) page.

With respect to the Stamp Duty requirement, it must be noted that the Commissioner General of the Tax Administration of Jamaica (TAJ) in the exercise of his powers under Section 80A of the Stamp Duty Act, may “enter into an agreement with any person for the composition, in accordance with the provisions of this section, of the stamp duty chargeable under this Act on any item specified in this agreement”. Under this agreement, an organization on composition will process in-house the document, putting the Stamp Duty Medallion on the documents of which the Tender Bond is included, as indication of such treatment.

That is, “The STAMP DUTY PAID” Medallion shall be printed at the top right hand corner of the first page of the Applicable Documents or as close thereto as the circumstances shall permit. Therefore, in such a case the medallion becomes the evidence as opposed to the Vermillion seal placed on documents for the walk-in taxpayers.

Permanent Secretaries, Heads of Departments, Chief Executive Officers and Heads of Procuring Entities are advised to bring this circular to the attention of all affected personnel.



CHURCH TEACHERS’ COLLEGE, MANDEVILLE

INVITATION TO BID

SECURITY SERVICES

Church Teachers’ College, Mandeville, has allocated funds for security services at our main campus in Mandeville, Manchester, for five (5) years for the period **December 1, 2017-November 30, 2022.**

ELIGIBILITY FOR TENDER

To be considered for the award of the contract, bidders must provide proof of the following along with their bid.

- Current registration with the National Contracts Commission (NCC) in the category of Safety & Security Services in the Grade 1-4 category
- A valid Tax Compliance Certificate (TCC)
- A current licence from the Private Security Regulation Authority
- Proof of Liability Insurance

AVAILABILITY OF TENDER DOCUMENTS

Tender documents will be available at the Accounts Department, Church Teachers’ College, 40 Manchester Road, Mandeville, Manchester, at a cost of \$1,500.00 (non-refundable fee payable at the cashier by cash or manager’s cheque) as of **Monday, October 23, 2017** between **9:00 a.m. & 3:00 p.m., Mondays - Fridays.**

RETURN OF TENDER

Tenders are to be deposited in the tender box located in the reception area of the Accounts Department in a sealed unmarked envelope addressed to:

**TENDER: Security Services
c/o The Accounts Department
Church Teachers’ College
40 Manchester Road
Mandeville
Manchester**

Tenders must be returned to the above address, by **2:30 p.m. on Tuesday, November 14, 2017.** Late tenders will be rejected.

OPENING OF TENDERS

There will be a public opening of all tenders at **3:00 p.m. on Tuesday, November 14, 2017** in the Conference Room at Church Teachers’ College: Mandeville, 40 Manchester Road, Mandeville, Manchester. Bidders and/or their representatives are invited to attend the opening.

Further information can be obtained from the Accounts Department, Church Teachers’ College, 40 Manchester Road, Mandeville; Telephone #: 962-2662/962-2864.



National Water Commission

INVITATION TO TENDER

**CHRISTIANA/SPALDINGS WATER SUPPLY SCHEME
EXTENSION/REHABILITATION/UPGRADING PROJECT MANCHESTER**

**MILE GULLY DISTRIBUTION PIPELINE
(NWCECP/CSWS/MGWSN/WOK/2017/06)**

Procuring Entity: The National Water Commission

Description of Works: The works will include the complete construction and commissioning into service of approximately 2.5 kilometres of 100 mm nominal diameter ductile iron pipelines, with the provisions for numerous appurtenances of stated Contract Specifications and Conditions.

Eligibility Requirements:

- Tenderers must submit:
- A valid Tax Compliance Certificate (TCC)
 - A valid National Contracts Commission (NCC) registration certificate indicating a minimum Grade 2 in the category of Pipe-laying and/or minimum Grade 2 for Civil Engineering.
 - Tender Security in the amount and format specified.
 - Completed, signed and sealed Form of Tender.

Contact Information:

**Manager, Purchasing Department,
18 Oxford Road, Kingston 5, Jamaica, WI
Tel: 926-5825-7, Fax: 929-1480
Email: purchasing.manager@nwc.com.jm**

Availability of Documents:

Prospective applicants may download the documents as of **Wednesday, October 25, 2017** from the NWC website www.nwcjamaica.com/tender and may obtain further information at the:

**Purchasing Department
National Water Commission
18 Oxford Road
Kingston 5.
Telephone: 926-5825-7
Email: purchasing.manager@nwc.com.jm**

Return of Tenders: No later than **Wednesday, November 29, 2017 at 11:00 a.m.** to:

**“The Tender Box”
Ground Floor Reception Area
National Water Commission
18 Oxford Road
Kingston 5**

Tender Opening: Public opening on **Wednesday, November 29, 2017**, at the 1st Floor Conference Room, 18 Oxford Road, Kingston 5, commencing at **11:15 a.m.**

The National Water Commission is not obliged to accept the lowest or any tender and reserves the right to annul the tender process and reject all tenders at any time prior to the award without incurring any liability.

OFFICE OF THE CABINET

REQUEST FOR CURRICULUM VITAE

**PUBLIC SECTOR TRANSFORMATION &
MODERNISATION DIVISION**

**CONSULTANT TO MANAGE THE GOVERNMENT OF JAMAICA (GOJ)
NATIONAL PORTAL – CV#2017/E010**

The Government of Jamaica (GOJ), represented by Chief Information Officer office/Ministry of Science, Energy and Technology (MSET) in collaboration with the Office of the Cabinet (OoC), seeks proposals to develop a Business Plan for the Government of Jamaica (GOJ) National Portal.

The Consultant will be required to, among other things:

1. Prepare detailed methodology and work plan which will deliver the projects on target and per specifications;
2. Develop a project charter
3. Develop and maintain project documents to include project management plan in accordance with project management best practices;
4. Interface with all stakeholders in appropriate format including seminars, focus groups, face to face etc.;
5. Develop a business plan for the GOJ National Portal inclusive of identifying a suitable Portal platform.
6. Identify issues, risks and mitigation measures to the GOJ Portal Task Force to maintain project targets and its continuity.

The Technical Expertise required for this post includes, among others:

1. A Degree in any of the following: Computer Information Systems; Business Administration; Management Studies; Information and Communications Technology or any other technical degree (e.g., Engineering)
2. Working experience in Project Management, Business Analysis and Information and Communications Technology
3. A minimum of five years (5) experience working in the area of Project Management with at least two major projects of similar scope successfully completed within the last three years.

The full details of the engagement are included in the Request for CV document which will be available for download as of **Monday, October 16, 2017** on the website of the Office of the Cabinet (www.cabinet.gov.jm) and the electronic Government Procurement Portal (www.gojep.gov.jm). The closing date for the submission of CV is **Friday, November 3, 2017 at 2:00 p.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, **Register as a Supplier** from the Home page. System User Manual can also be accessed by selecting the **User Manual** option.

For assistance, in registration or to receive training, please contact the support desk at: (876) 932-5220 or select the Contact us link from the Home page to send an email.

Individuals seeking clarification may contact the Procurement Officer at the email address psmd.proc@cabinet.gov.jm, or fax (876) 960-6443.

Late submissions will not be accepted.



**PETROLEUM
CORPORATION
OF JAMAICA**

INVITATION TO BID

**Supply and Installation of Energy Efficient Air-Conditioning Retrofits at
Divisions of the Jamaica Constabulary Force
MSET/PCJ/2017/06/004EECP**

The Ministry of Finance and the Public Service (MOFPS) has made funds available for the Petroleum Corporation of Jamaica’s (PCJ) Energy Efficiency and Conservation Programme (EECP), to promote energy conservation and to implement energy efficiency projects in the public sector.

The PCJ now invites sealed bids from eligible and qualified bidders for the supply and installation of energy efficient air-conditioning retrofits at divisions of the Jamaica Constabulary Force (JCF).

NCC Category: Heating, Ventilation, Air-Conditioning and Refrigeration Grades 1-2

**Contact Information: Procurement Officer
– ProcurementU@pcj.com**

Bid Documents will be available on **Monday, October 23, 2017, between 9:00 a.m. and 4:00 p.m.** from the Receptionist on the 5th floor of the PCJ Building, 36 Trafalgar Road, Kingston 10, at a cost of JA\$3,000.00 and on the PCJ’s website <http://www.pcj.com/working-with-pcj/>. **Site visits will be arranged for Tuesday, October 31 – National Police College, Twickenham Park; Monday, November 6 – Mobile Reserve, Deanery Road; and Friday, November 10 at the May Pen Divisional Headquarters at 10:00 a.m.**

Participants who will be attending the site visits should confirm by **October 30, 2017.**

Tender Closing Date: Thursday, November 30, 2017 at 2:00 p.m.
Late Bids will not be accepted.

Tender Opening: Thursday, November 30, 2017 at 2:15 p.m.
Blue Meeting Room, 5th Floor, PCJ Resource Centre Building

Submission:

Bidders must submit One (1) Original and Five (5) copies of their proposal in a sealed envelope. All Bids must be accompanied by a valid Tax Compliance Certificate (TCC) and current Registration with the National Contracts Commission (NCC) in the abovementioned category. All bid submissions must be delivered to:

**The Procurement Unit
Petroleum Corporation of Jamaica (PCJ)
5th Floor, PCJ Resource Centre Building
36 Trafalgar Road, Kingston 10**

Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.