



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 participation 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:

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

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

- It is denominated in Jamaica Dollars or the equivalent amount in a freely convertible currency;
- 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.
- It conforms with the bid validity period prescribed in the bidding documents;
- 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;
- It shall be worded in the same language as the Bid Security Form, provided in the Bid Documents;
- 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.



Planning Institute of Jamaica

Planning Institute of Jamaica

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTANT TO PROVIDE ADVISORY SERVICES (FIRM)

COUNTRY: Jamaica
NAME OF PROJECT: Improving Climate Data & Information Management Project
GRANT NO.: TF0A0433
COMPONENT: Climate Change Education and Awareness Towards Behavioural Change 2017/PPCR/Q1/05
BID NO.:
SELECTION METHOD: Consultants’ Qualification Method (Firm)

The Government of Jamaica (GOJ) has received a grant through the World Bank (WB) under the Pilot Programme for Climate Resilience (PPCR) towards the cost of implementing the Improving Climate Data and Information Management Project (ICDIMP). A portion of the proceeds of this grant will be for a consultant to implement an **Information, Education and Communications Campaign (IECC)**.

The objective of this **communications campaign** is to promote climate change awareness at the community, sectoral and national levels using culturally relevant methods, incorporating the electronic, print and social media. This programme will complement other climate change initiatives being implemented, and should contribute towards the achievement of the 20% increase in climate change Knowledge, Attitudes and Practice nationally by 2020.

The consultancy will have a duration of **18 months**.

The Planning Institute of Jamaica now invites eligible firms to indicate their interest in providing the consultancy services. Interested consultant firms should provide information demonstrating the required qualifications and relevant experience to perform the services (description of similar assignments undertaken). The selection criteria are:

- Experience in developing and implementing information, education and communications campaigns as demonstrated through similar assignments, especially in Caribbean countries.
- Experience with developing and/or implementing climate change, disaster risk management or environment-related IECC.
- Experience in working with a wide cross section of stakeholders.
- Qualification and technical organization of the firm (Provide only the structure of the organization, general qualifications and number of key staff. **Do not provide CV of staff.**)
- Knowledge and/or familiarity with the cultural and social dynamics in Jamaica, including Jamaican dialect.

The attention of interested consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers dated January 2011 revised July 2014 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

The firm will be selected in accordance with the Consultants’ Qualifications Method set out in the Consultant Guidelines. Further information, including the Terms of Reference, may be obtained by sending an email to ljohnson@pioj.gov.jm or fax (906-4465) or mail to the address below.

Expressions of Interest along with the firm’s registration certificate (for local firm only) must be delivered in writing to the address below in person, by mail, fax, or email, no later than **Friday, November 24, 2017 at 4:00 p.m.**

The Project Manager
Improving Climate Data and Information Management Project
Planning Institute of Jamaica
16 Oxford Road Kingston 5, Jamaica
Tel: (876) 935-5049, Fax: (876) 906-4465
Email: ljohnson@pioj.gov.jm



National Housing Trust
...the key to your home

Labour & Small Materials Programme SUPPLY OF ORDINARY PORTLAND CEMENT Maryfield Housing Development, St. Catherine

Procuring Entity: National Housing Trust
Scope: Supply, deliver and offload 14,800 bags of Ordinary Portland Cement at the Maryfield Housing Development, St. Catherine.
NCC Grade/Category: Hardware & Haberdashery
Tender Security: N/A
Procurement Method: Local Competitive Bidding
Contact Information: Manager, Procurement & Stores Unit
Address of Entity: 4 Park Boulevard, Kingston 5
Telephone Number(s): 929-6500-9, Ext. 7265/7280
Email Address: procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$1,000 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from **Monday, November 13, 2017**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Monday, November 27, 2017**; public opening of bids same day immediately after bid submission deadline. Please visit the website at www.nht.gov.jm for the full details.

Note: Failure to purchase the tender/bid documents directly from the NHT, will make that bid ineligible for participating in the procurement process.



Golden Age Home

INVITATION FOR BIDS

Project Name: PROCUREMENT OF CANTEEN CONCESSIONAIRE SERVICES
Contract/Bid#: RFP/GAH2016/Q2-2
IFB #: RFP/GAH2016/Q2-2-2
Description of Works: The provision of Concessionaire Services to operate the Golden Age Home’s canteen facilities located at 3 St. Joseph’s Avenue, Kingston 3, for the benefit of approximately 500 Residents seven (7) days per week serving breakfast, dinner and supper.
Eligibility: NCC (Catering) | TCL/TCC | Bid Securing Declaration required at the time of Bid Submission.
Procurement Method: Bidding will be conducted through the Local Competitive Bidding (LCB) procedures specified in the GOJ’s Handbook of Public Sector Procurement Procedures.

Site Visit : A site visit will be held on **November 23, 2017**, between **9 a.m. and 12 noon**. The Bidder, at the Bidder’s own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder’s own expense.

Contact Information: **Procurement Officer – Administration Department**
 3 St. Joseph Avenue
 Kingston 3
 928-1017
gahprocurement@gmail.com

Tender Document: Available at a non-refundable cost of J\$1,000.00 in cash or Manager’s Cheque payable to Golden Age Home.

Tender documents will be available from **November 16, 2017 between 9:00 a.m. and 4:00 p.m., Monday to Friday.**

Deadline for submission: Bids must be submitted no later than **January 15, 2018, at 2:00 p.m.** Opening of bids commence on the same day at **2:15 p.m.**

For additional info visit: www.thegoldenagehome.com



SOUTHERN REGIONAL HEALTH AUTHORITY

INVITATION TO TENDER

This is an online Tender where tenders will only be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) will be accepted and there will be no physical tender box for drop-off of Tender documents.

To Submit Tender, please Register on the e-GP System (www.gojep.gov.jm). For assistance, please contact the support desk at: (876) 932-5220.

PROCURING ENTITY: Southern Regional Health Authority
SCOPE: Provision of Cleaning and Portering Services for Mandeville Regional Hospital
NCC GRADE &/OR CATEGORY: Janitorial, Sanitation Services
ADDRESS OF ENTITY: 3 Brumalia Road, Mandeville, Manchester
CONTACT PERSONS: Procurement Manager or Director, Operations and Maintenance
TELEPHONE NO(S): 961-8344, 962-8232, 625-0612-3
COST OF TENDER DOCUMENT: N/A
AVAILABILITY OF BID DOCUMENTS: **Tuesday, November 7, 2017**
BID CLOSES ON: **Tuesday, December 5, 2017 @ 12:00 noon**
 (Late bids will be rejected)

DOCUMENTS REQUIRED WITH TENDER SUBMISSION

- Copy of a valid Tax Compliance Certificate (TCC);
- Proof of current registration with National Contracts Commission (NCC) in the category of Janitorial, Sanitation Services;
- Proof of adequate liability insurance (to cover employees and Public Liability)
- Completed and signed Bid Submission Form
- Minimum three (3) supportive Client references
- Audited Financial Statements for two (2) years, i.e. 2015 and 2016;
- Tender security in the amount of \$500,000.00 in the form of
 - Manager’s cheque or
 - Tender bond from a bank/insurance company (stamped by the Stamp Duty Division of the Tax Administration Jamaica)

The tender security must be valid for a period of 120 days commencing **Tuesday, December 5, 2017**.