



**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:

- 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.



REQUEST FOR PROPOSAL

(RFP) #: 2017/NET/USAID/SSS/RFP002

For the Consulting Services of a firm for the Development and Production of a Comprehensive Media Campaign on Behaviour Change

The Ministry of Education, Youth and Information (MoEYI), in collaboration with the National Education Trust (NET), has received a grant from the United States Agency for International Development (USAID) to implement the USAID & MoEYI Partnership for Improved Safety and Security in School Project. A portion of the funds will be used to conduct a mass media campaign which is intended to build awareness and promote pro-social behaviour among school-age children and youth both in schools and out of school. Funding under this initiative will be utilised to implement activities to transform school and their immediate surroundings into safe zones through a multi-layered, multi-sectorial approach, engaging community, parents, public and private partnerships in an effort to ensure a quality education system and raise the bar to benefit all learners, both male and female.

The project is inviting eligible consultants to submit proposals to develop and produce a comprehensive **Behaviour Change Media Campaign**. This consultancy is expected to commence by January 2018 with a duration of 3 months.

Consultant will be selected in accordance with the procedures set out in the GOJ Handbook of Procurement Guidelines (2014). Additionally, all prospective consultants MUST possess a valid Tax Compliant Certificate (TCC). Request for Proposal can be obtained by sending an email to: procurement.safetyandsecurity@net.org.jm

Eligible firms (“Consultants”) are invited to submit proposals in a sealed envelope by **Monday, December 18, 2017 at 11:00 a.m.** in a tender box at the address below. The Tender Ceremony will be held shortly after at **11:15 a.m.**

PRIVATE & CONFIDENTIAL
“Behaviour Change Media Campaign”
National Education Trust
Georgian Building
Caenwood Centre
37 Arnold Road
Kingston 5

Attention: The Procurement Officer

A pre-proposal conference will be held on **Monday, December 11, 2017 at 10:00 a.m.** in the Grant Hall Conference Room.

For information and/or clarification, please contact the NET’s office via **telephone: (876) 967-9007** or **email: procurement.safetyandsecurity@net.org.jm**



PASSPORT, IMMIGRATION & CITIZENSHIP AGENCY

INVITATION FOR BIDS

Provision of Armoured Courier Services

Passport, Immigration & Citizenship Agency (PICA) wishes to invite qualified bidders to submit bids for the provision of Armoured Courier Services. The successful bidder will be appointed under a three year contract to provide the said service.

ELIGIBILITY

To be considered eligible, bidders must possess and provide proof of the following:

- Current registration with the National Contracts Commission as a supplier of Goods and Services in the category Safety and Security Services
- A valid Tax Compliance Certificate
- PSRA registration

COLLECTION OF BIDDING DOCUMENTS

A complete set of Bidding Documents in English may be purchased at a non-refundable fee of Three Thousand Dollars (\$3,000.00) in Jamaican currency upon submission of a written application. The method of payment will be Cash, Manager’s Cheque, Debit or Credit Card.

Payments shall be made at: The Cashier Section, Passport, Immigration & Citizenship Agency, Ground Floor, 25 Constant Spring Road, Kingston 10.

Documents will be available for inspection and issuance upon submission of a valid receipt at Passport, Immigration & Citizenship Agency, PICA Administration Unit, 21 West Kings House Road, Kingston 10.

Payment, inspection and issuance will be facilitated from **Tuesday, December 12, 2017 to Tuesday, December 19, 2017: Monday to Friday, 9:00 a.m. - 3:00 p.m.**

Failure to directly purchase the Tender/Bid Document from the Procuring Entity will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.

RETURN OF BIDS

Sealed bids must be delivered and submitted in the Tender Box labelled “ARMOURED COURIER SERVICE” located in the Reception Area, PICA Administration Unit, 21 West Kings House Road, by or before **3 p.m. January 10, 2018.**

BID OPENING

Public opening of bids will take place in the Conference Room, PICA Administration Unit, 21 West Kings House Road, Kingston 10, at **3:15 p.m. on January 10, 2018.**

For further information and clarification, please contact:
Ms. Nathalie Frazer Bedassie
The Procurement Officer
21 West Kings House Road
Kingston 10
Tel: 754 7422 ext. 6341
Email: Procurementpica@pica.gov.jm

OFFICE OF THE CABINET

REQUEST FOR QUOTATION

The Office of the Cabinet, Public Sector Transformation and Modernisation Division (PSTMD) invites eligible Suppliers to submit bids for the:

RFQ#2017/008: SUPPLY OF COMPUTER HARDWARE AND OFFICE FURNITURE FOR THE MANAGEMENT INSTITUTE FOR NATIONAL DEVELOPMENT (MIND)

The details of the engagement are included in the Request for Quotation document which will be available for download as at **Monday, December 11, 2017** on the Government of Jamaica Electronic Procurement website (www.gojep.gov.jm). Registration is a prerequisite for Suppliers to participate in the Tender and therefore instructions (relating to registration) are available on the website.

Procurement Method: Local Competitive Bidding

Source of Funding: Project is funded by the Inter-American Development Bank under the Project No. JA-L1046. The Inter-American Development Bank (IDB) policy (GN-2349-9) and the Government of Jamaica (GOJ) Handbook of Public Sector Procurement Procedures, 2014 will guide the process.

Compliance Certificates: Jamaican nationals must submit a valid Tax Compliance Certificate (TCC) and a National Contracts Commission certificate (NCC) with their bid.

The closing date for the submission of proposal is **Friday, January 5, 2018 at 1:00 p.m.** (Jamaica Time). Online bid opening takes place thereafter on the same day (**Friday, January 5, 2018**) at **1:15 p.m.** (Jamaica Time). An online bid opening report will be sent to all Bidders that submitted a proposal.

Late submissions will not be accepted.

Further information may be obtained from:

The Procurement Officer
Office of the Cabinet
Public Sector Transformation and Modernisation Division
Room 219, (Upstairs) 2A Devon Road
Kingston 6
Jamaica, West Indies

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 obtain the Tender documents and to participate in the Tender opportunity, 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.



REQUEST FOR PROPOSAL

(RFP) #: 2017/NET/USAID/SSS/RFP001

For the Consulting Services of a firm for the Development and Production of a Comprehensive Media Campaign on Parenting

The Ministry of Education, Youth and Information (MoEYI), in collaboration with the National Education Trust (NET), has received a grant from the United States Agency for International Development (USAID) to implement the USAID & MoEYI Partnership for Improved Safety and Security in School Project. A portion of the funds will be used to conduct a mass media campaign which is intended to build awareness and promote pro-social behaviour among school-age children and youth both in schools and out of school. Funding under this initiative will be utilised to implement activities to transform schools and their immediate surroundings into safe zones through a multi-layered, multi-sectorial approach, engaging community, parents, public and private partnerships in an effort to ensure a quality education system and raise the bar to benefit all learners, both male and female.

The project is inviting eligible firms (“Consultants”) to submit proposals to develop and produce a comprehensive **Parenting Media Campaign**. This consultancy is expected to commence by January 2018 with a duration of 3 months.

Consultant will be selected in accordance with the procedures set out in the GOJ Handbook of Procurement Guidelines (2014). Additionally, all prospective consultants **MUST** possess a valid Tax Compliant Certificate (TCC). Request for Proposal can be obtained by sending an email to: procurement.safetyandsecurity@net.org.jm

Eligible firms (“Consultants”) are invited to submit proposals in a sealed envelope by **Tuesday, December 19, 2017 at 11:00 a.m.** in a tender box at the address below. The Tender Ceremony will be held shortly after at **11:15 a.m.**

PRIVATE & CONFIDENTIAL
“Parenting Media Campaign”
National Education Trust
Georgian Building
Caenwood Centre
37 Arnold Road
Kingston 5

Attention: The Procurement Officer

A pre-proposal conference will be held on **Tuesday, December 12, 2017 at 10:00 a.m.** in the Grant Hall Conference Room.

For information and/or clarification, please contact the NET’s office via **telephone: (876) 967-9007** or **email: procurement.safetyandsecurity@net.org.jm**