



## 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.



## Expression of Interest (EOI)

Track and Trace Seed to Sale Software Infrastructure. The Cannabis Licensing Authority (CLA), an agency of the Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF), was established in 2015 under the Dangerous Drugs Amendment Act (DDA), with a specific role to establish and regulate Jamaica’s legal ganja and hemp industry.

The Authority seeks to identify qualified organization to provide a Seed-to-Sale (STS) Tracking Software System which will be able to capture data on individual cannabis plants as they move through the supply chain for the product, from cultivation, retail, transportation, processing or research.

### Objectives of Procurement

The Authority invites Expression of Interest (EOI) from eligible firms capable of providing the required Seed-to-Sale (STS) Tracking Software System. The system should be able to:

- Describe performance metrics and system availability measures
- Provide security features and procedures: Include security and protection for the database down to the data element level. Because this system may be used by multiple programs in multiple locations, describe how data will be isolated by program and/or location and protected from unauthorized users. Describe login and authentication processes, including role management, logging, and auditing. Discuss protections in place in the event that a local device is stolen or used by an unauthorized person.
- Support Data exchange: Describe features that support data exchanges (both import and export - ASCII, XML, HL7), MS Excel spreadsheet, etc.).

### The firm should be able to:

- Develop the software as indicated above.
- Provide the system architecture:
  - a. Include technical design considerations that support continuous availability and scalable capacity. List third party products required.
  - b. Include descriptions of access security provisions and encryption, features that support HIPAA compliance, and load-balancing and bandwidth monitoring procedures.
- Provide disaster recovery and business continuity procedures
- Provide web portal architecture, if applicable.

### Eligibility for EOI Submission

Interested firms should provide information demonstrating that they have the required qualification and relevant experience to perform the services. The shortlisted criteria are:

- Local Bidders must possess a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter (TCL) and National Contracts Certificate (NCC) upon submission of bid
- Overseas Bidders must submit a valid TCC prior to the award of contract
- Technical capacity-successful track record of executing activities of a similar nature
- Qualification and at least three (3) years relevant experience of key staff, including professional affiliations

Shortlisted firms will be invited to submit a formal proposal in keeping with the Request for Proposal process that will follow this Expression of Interest.

Firms can associate with other firms through joint venture or sub consultancy to enhance their qualification eligibility.

Please submit proposals in hard or soft copies no later than **2:00 p.m. on Wednesday, October 18, 2017**, to the address below. In case of electronic submission, the subject line should read “Track and Trace Seed-to-Sale (STS) Software Infrastructure”. Late applications will not be accepted.

**“Track and Trace Seed-to-Sale (STS) Software Infrastructure”  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Cannabis Licensing Authority  
4 St. Lucia Avenue  
Kingston 5  
Attn: Ouida Harrison  
OR: online to [oharrison@cla.org.jm](mailto:oharrison@cla.org.jm)  
Website: [www.cla.org.jm](http://www.cla.org.jm)**



Invites sealed bids for

## Proposed Corporate Office Renovation

**Scope:** Petrojam Limited hereby invites sealed bids from eligible and qualified bidders to supply supervision, labour, quality assurance, transportation, tools and equipment necessary for the renovation of its Corporate Office’s Ground Floor. Renovations are to include but not limited to new internal wall, new floor, new ceiling, new bathroom, new electric and new air conditioning system.

### Eligibility

**Requirements:** (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Proof of registration with the National Contracts Commission in the category of Building **Construction Grade 1** and Bid Security of Five Hundred Thousand Dollars (J\$500,000.00) in one of the forms specified in the Bidding Documents.

A complete set of Bidding Documents in English will be available for download as at Monday, October 9, 2017 on the Government of Jamaica Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions are available on the website listed on the system. Registration is required for vendors to participate in the Tender. Bids shall be valid for a period one hundred and twenty (120) calendar days after the bid closing date. Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Friday, November 10, 2017 at 10:00 a.m.**

Online Bid Opening takes place on **Friday, November 10, 2017 at 10:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information please visit Petrojam Limited’s website at <http://www.petrojam.com>

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids.

To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, [www.gojep.gov.jm](http://www.gojep.gov.jm).

Please register on the e-GP System by selecting the Register as a supplier link from the home page.

For assistance and training please contact the support desk at (876) 932-5220.



Invitation for Pre-qualification Applications

## Assembly and Installation of Electrically Heat Traced Subsea Pipeline

**Scope:** Petrojam Limited invites firms to submit pre-qualification applications for the captioned procurement.

**Eligibility:** To be considered eligible, applicants must provide the following documents with their Pre-qualification applications:

- Applicant Submission Form – demonstrating that there is no conflict of interest
- Business Registration/Incorporation Certificate
- Litigation Form
- Letter from Financial Institution showing access to credit of at least USD\$150,000.00
- 2016 Audited Financial Statements

**Collection Date:** A complete set of Pre-qualification Documents in English will be available for download from **Saturday October 7, 2017** on the Government of Jamaica Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions are available at [www.gojep.gov.jm](http://www.gojep.gov.jm) and all interested Applicants are required to register.

### Submission

**Deadline:** Applications must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Friday, October 27, 2017 at 2:00 p.m.** Jamaica time (UTC -05:00)

For additional information please visit Petrojam Limited’s website at <http://www.petrojam.com>

## NOTICE

PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

[jsadvertising@gmail.com](mailto:jsadvertising@gmail.com)  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)