



## 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.

## 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/E006: SUPPLY OF COMPUTER HARDWARE FOR THE MINISTRY OF SCIENCE, ENERGY & TECHNOLOGY (MSET)

The details of the engagement are included in the Request for Quotation document which will be available for download as at **Monday, November 6, 2017** on the Government of Jamaica Electronic Procurement website ([www.gojep.gov.jm](http://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 **Monday, November 20, 2017 at 1:00 p.m.** (Jamaica Time) Online Bid Opening takes place thereafter on the same day (**on Monday, November 20, 2017 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](http://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.

## MINISTRY OF HEALTH

LCB# PPDB(HSIU)/2017/10-31

### Selection of Consultants for

#### A Rapid Assessment of the Determinants of length of wait in the Ministry of Health Healthcare Facilities

#### BACKGROUND FOR THIS REQUEST FOR PROPOSAL

The Ministry of Health has historically received complaints on the reportedly long waiting time that patients face at health facilities. In fact, the predominant result of independent national customer service surveys for the public health sector revealed that while users of healthcare facilities were satisfied with the overall level of customer service, the main cause for their dissatisfaction was with waiting time.

#### PURPOSE OF THIS REQUEST FOR PROPOSAL

This is a Request for proposal for a rapid assessment of the determinants of length of wait in Ministry of Health healthcare facilities in order to inform decision-making on how to address the causal factors. The objectives of this RFP are to:

- Provide baseline information for waiting time and waiting lists for the government health sector.
- Conduct a comprehensive analysis of the different factors that impact on waiting time in ambulatory and inpatient care settings and provide recommendations on key strategies to adopt towards reducing waiting time in the public health sector.
- Identify service-delivery problems and tests new programmatic solutions to these problems.
- Formulate and apply mathematical modelling with other optimizing methods to develop recommendations regarding health service planning and logistics for MOH decision-makers.
- Apply operations research in healthcare planning at a systemic level as it relates to patient flow, information flow, capacity planning, or resource allocation.
- Translate proposed solutions into material solutions/recommendations including cost estimates and implementation strategies.

Tenders submissions that do not comply with all the above requirements on bid opening will be deemed non-responsive

Bids must be submitted online using the Electronic Government Procurement Platform ([www.gojep.gov.jm](http://www.gojep.gov.jm)) on or before the stipulated submission date and time of **Tuesday, December 5, 2017 at 11:00 a.m.** Late bids will be rejected by the system. Bids will be opened at **11:15 a.m.** that same day using the online platform, as such there will not be a public tender opening exercise.

## OFFICE OF THE CABINET

### REQUEST FOR CURRICULUM VITAE

#### PUBLIC SECTOR TRANSFORMATION & MODERNISATION DIVISION

#### CONSULTANT TO DEVELOP A BUSINESS PLAN FOR 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.

#### RESPONSIBILITIES

The Consultant has the overall responsibility for the successful initiation, planning, execution, monitoring, controlling and closure of the project. Essentially the Consultant will be expected to work closely with all stakeholders for the GOJ National Portal project 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;
7. Prepare and submit monthly progress reports, and other *ad hoc* reports providing information on the challenges, risks, and recommendations.
8. Attend meetings, seminars, etc., and make presentations to stakeholders, where necessary;
9. Undertake any other activity that may be necessary for the effective management of the project, as directed by the GOJ Portal Task Force;
10. Establish and utilize a Monitoring and Evaluation Framework;
11. Develop a comprehensive marketing plan both internally to the GoJ as well as to reach to the community of users and businesses.

#### TECHNICAL EXPERTISE

The Consultant will be required to provide clear evidence of similar business plan development work for a portal previously conducted and have the following minimum qualifications:

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](http://www.cabinet.gov.jm)) and the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). The closing date for the submission of CV is **Friday, November 10, 2017 at 1:00 p.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)) as well as via email at [psmd.proc@cabinet.gov.jm](mailto: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 email address [psmd.proc@cabinet.gov.jm](mailto:psmd.proc@cabinet.gov.jm), or fax (876) 960-6443.

**Late submissions will not be accepted.**



## INVITATION FOR BIDS

#### Supply and Installation of an Elevator & Construction of Roof and Terrace

ITB#: BGLC-HRA2017/2

The Betting, Gaming & Lotteries Commission (BGLC), an agency of the Government of Jamaica, now invites sealed bids from eligible and qualified bidders to tender for building construction works at its Hagley Park Road Administrative Office.

#### Eligibility Requirements:

- Valid Tax Compliance letter or Certificate
- Valid National Contracts Commission Certificate in the category of Building Construction (Grade 2)
- Bid Security of **\$150,000.00** as specified in the bidding documents.

Interested eligible bidders may obtain further information by contacting:

**Procurement Officer**  
RFP#:BGLCHRA2017/02  
78CEF Hagley Park Road, Kingston 10  
Telephone: (876) 630-1353 or 758-5601  
Email: [procurement@bglc.gov.jm](mailto:procurement@bglc.gov.jm)

**Bidding documents will be issued in hard copy and on compact disc free of charge at the Commission’s offices. Bidding documents may also be downloaded from the BGLC’s website [www.bglc.gov.jm](http://www.bglc.gov.jm)**

Sealed bids must be deposited in the designated Tender Box located in the lobby of the BGLC offices on or before **2:00 p.m. November 17, 2017**. Bid opening will take place at **2:15 p.m.** on the same day.