



GOJ PUBLIC PROCUREMENT PAGE

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.



Invitation for Bids (IFB) Security Guard Services

Contract No.: JUTCL-NS001/2018

- The Jamaica Ultimate Tyre Company Limited now invites sealed bids from eligible and qualified bidders to provide 24-hours Unarmed Security Guard Services for a period of three (3) years, at its facility at 104 Maxfield Avenue, Kingston 13.
- Bidders must possess the following valid certification in the area of service: Tax Compliance Certificate (TCC), National Contracts Commission (NCC) and Private Security Regulation Authority (PSRA), in order to participate.
- Interested eligible bidders may obtain further information from the Jamaica Ultimate Tyre Company Ltd; Mr. Garnet Murray (960-2705 or 929-1990; gmurray@jutc.com.jm) or may purchase the Bidding Documents for a non-refundable fee of \$3,000.00 payable by cash or manager's cheque at the Receptionist, Jamaica Ultimate Tyre Company Ltd, 104 Maxfield Avenue, Kingston 13, as of **Monday, January 22, 2018**. Our offices are opened on **Monday to Thursday, 8:00 a.m. to 4:30 p.m. and on Friday, 8:00 a.m. to 4:00 p.m.**
- A mandatory Site Visit/Pre-proposal Conference will be held at **10 a.m., Thursday, February 1, 2018** on the premises of the Jamaica Ultimate Tyre Co., Ltd. Interested bidders should contact Mr. Hugh Smith (hsmith@jutc.com.jm)/Mr. Garnet Murray (gmurray@jutc.com.jm; (960-2705 or 929-1990) to confirm their attendance.
- Bids shall be valid for a period of 180 days after bid closing and shall be deposited in the tender box located at the Receptionist area, Jamaica Ultimate Tyre Company Ltd, 104 Maxfield Avenue, Kingston 13, on or before **2:00 p.m. Thursday, February 22, 2018**. Late bids will be rejected.
- Bids will be opened in the presence of the bidders' representatives, who choose to attend at the address below at **2:15 p.m. Thursday, February 22, 2018**.
- Bidders must be able to demonstrate their specific experience and capabilities in the service area.
- The Jamaica Ultimate Tyre Company Ltd is not obliged to accept the lowest bid or any bid and reserves the right to terminate the bid process at any point prior to the award of contract without incurring any liability to any of the participants.

Jamaica Ultimate Tyre Company Limited
104 Maxfield Avenue
Kingston 13
Tel: 960-2705, 929-1990 or 926-2705; Fax: 960-2434



Universal Service Fund

Expression of Interest

Procuring Entity: Universal Service Fund

Scope: Expression of Interest for Consultancy Service for the development and implementation of a loan/equity programme. This Consultancy is in fulfilment of the USF's Mandate for:

“The provision of loans or grants for information and communications technology projects operated by local non-profit organisations and loans, grants or equity investment for information and communications technology projects operated by local micro, small and medium-size businesses (excluding domestic network operators) for the purpose of stimulating the expansion of information and communications technology access.”

Procurement Method: Limited Tender

Contact Information: Cornelia Shaw (Miss)
Procurement Officer

Address: 4th Floor, PCJ Resource Centre, 36 Trafalgar Road

Telephone: 926-1727 or 926-4873

Email: cshaw@usf.gov.jm

Additional Information: Please visit www.usf.gov.jm – Tender Invitations for detailed Terms of Reference (TOR) and Standard Forms

Deadline: Interested Consultants must submit the completed Standard Form (Appendix A) and submission letter (Appendix B) to email address procurement@usf.gov.jm no later than **February 5, 2018 at 10:00 a.m.**

Note: USF reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not shortlisting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

NOTICE
PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS
For Bookings Email:
jisadvertising@gmail.com, procurement@jis.gov.jm