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.

GOVERNMENT OF JAMAICA
MINISTRY OF ECONOMIC GROWTH & JOB CREATION

INVITATION FOR BIDS (IFB)

Adaptation Programme & Financing Mechanism
For the Pilot Programme for Climate Resilience
Loan #: JA-L1048/JA-G1002

IFB Title: REHABILITATION OF THREE (3) RAINWATER PONDS IN THE UPPER RIO MINHO WATERSHED AREA, CLARENDON.
IFB #: APFM/W2/1B-2

The Ministry of Economic Growth & Job Creation (MEGJC) has received financing from the Inter-American Development Bank (IDB) towards the implementation of the Adaptation Programme & Financing Mechanism (AP&FM) for the Pilot Programme for Climate Resilience (PPCR) Jamaica, and it intends to apply part of the proceeds to the rehabilitation of three rainwater ponds in the Upper Rio Minho Watershed (URMW) area in Clarendon.

The MEGJC now invites sealed bids from Construction Firms for: **The rehabilitation of three rainwater ponds in the Upper Rio Minho Watershed (URMW) area in Clarendon.**

Bidding will be conducted through the National Competitive Bidding (NCB) procedures specified in the Inter-American Development Bank's Policies for the Procurement of Goods and Works financed by the Inter-American Development Bank.

Interested eligible bidders may obtain further information from the Ministry of Economic Growth & Job Creation; Mr. Mauro Lewis at **mauro.lewis@megjc.gov.jm** and inspect the Bidding Documents at the address given below.

Qualification requirements include: A minimum ten (10) years' experience in similar works of civil engineering in water infrastructure design and construction and expertise in water engineering, water resource management, and irrigation; and having an adequate-sized construction team to complete physical works within the agreed timeline.

Further details of the engagement are included in the Bidding Documents which will be available as of **Wednesday, February 28, 2018** between **9:00 a.m. and 3:00 p.m.** at the Ministry of Economic Growth & Job Creation, 16A Half Way Tree Road, Kingston 5.

Contact Information: Mr. Mauro Lewis
mauro.lewis@megjc.gov.jm
Procurement Method: National Competitive Bidding (NCB)
TCC Registration: Each tender must be accompanied with a valid Tax Compliance Certificate
Bid Validity Period: 120 days

Bids must be labelled **"Rehabilitation of Three (3) Rainwater Ponds"** and must be deposited in the tender box by or before **2:00 p.m.** local time, **Friday, April 13, 2018** in the Upstairs Lobby at the following address:

Ministry of Economic Growth & Job Creation
Upstairs, Lobby Area
16A Half Way Tree Road
Kingston 5

MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

INVITATION FOR BIDS (IFB)

ADAPTATION PROGRAMME AND FINANCING MECHANISM (AP&FM) FOR THE PILOT PROGRAMME FOR CLIMATE RESILIENCE (PPCR)

The Ministry of Economic Growth and Job Creation (MEGJC), acting as Executing Agency for the Adaptation Programme and Financing Mechanism (AP&FM) for the Pilot Programme for Climate Resilience (PPCR), funded by the Climate Investment Fund through the Inter-American Development Bank (IDB) (JA-L1048/JA-G1002), is desirous of engaging the services of Individual Consultants for the following positions in its Project Executing Unit (PEU). The PEU is responsible for the overall fiduciary, administrative, financial management and technical functions (including planning, coordination, supervision, staffing, procurement, monitoring and evaluation) in the implementation of the Project.

PROCUREMENT SPECIALIST
Objective of the Assignment:
The Procurement Specialist will be responsible for the effective and efficient implementation and management of the procurement processes for the Project.
Duties Include:
- Ensuring effective, transparent, accountable and efficient implementation and management of procurement processes;
- Ensuring that effective internal control mechanisms are integrated and continuously improved; and that procurements are carried out in accordance with the approved Procurement Plan; and
- Liaising with the Procurement Unit of the Administration and Asset Management Division of the MEGJC and IDB's procurement team to ensure process alignment.

Qualifications:
1. At least a Bachelor's Degree in Finance, Economics, Project Management, and/or other relevant disciplines.
2. Minimum 5 years of relevant work experience in procurement, especially in working with government, development agencies, and/or International Organizations.
3. Must have the ability to perform a broad range of specialized activities related to procurement management; including preparing bid documents and evaluation/tender reports; contract management; control of assets/inventory;
4. Candidates must be knowledgeable of the "Government of Jamaica Handbook of Public Sector Procurement Procedures";
5. Skilled in the use of Microsoft Office.

Level of Effort: full-time
Duration: This consultancy will have duration of one (1) year, renewable for further periods up to the end of the Project, by mutual agreement.

The Complete Terms of Reference for the positions may be accessed at **www.megjc.gov.jm**

The Consultant is required to have an up-to-date Tax Compliance Certificate (TCC) at the time of contract signing.

Selection will be in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Individual Consultants financed by the Inter-American Development Bank GN-2350-9, and this invitation is opened to all eligible candidates as defined in the policies.

We thank you for your expressions of interest, however only shortlisted applicants will be contacted.

All applications must be submitted on or before **Wednesday 18th April, 2018** to:

Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor – The Towers, 25 Dominica Drive
Kingston 5
human.resource@megjc.gov.jm

PETROJAM LIMITED

Invites sealed bids for

NEW 800HP Boiler Installation

Scope: Petrojam Limited hereby invites bidders to submit bids for the procurement of New 800HP Boiler Installation to Petrojam Limited's Kingston refinery located at 75-96 Marcus Garvey Drive, Kingston, Jamaica.

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 **Mechanical Works, Grade 2 minimum**

A complete set of Bidding Documents in English will be available for download as at **Tuesday, March 20, 2018** on the Government of Jamaica Electronic Procurement website **www.gojep.gov.jm.** Registration instructions 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** no later than **Friday, April 13, 2018 at 2:00 p.m.**

Online Bid Opening takes place on **Friday, April 13, 2018 at 2:05 p.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).** 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.**

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.

PETROJAM LIMITED

Invites sealed bids for

SCAFFOLDING SERVICES FOR PETROJAM LIMITED'S 2018 TURNAROUND

Scope: Petrojam Limited hereby invites sealed bids from bidders for the scaffolding services project at its facility located at 96 Marcus Garvey Drive, Kingston 15, Jamaica, during the company's turnaround exercise in **April 2018.**

Eligibility Requirements: (1) Valid Tax Compliance Certificate (TCC); and (2) Valid National Contracts Commission (NCC) Letter of Registration in the category of General Services specializing in "the erecting of scaffolding" or "the erecting and dismantling of scaffolding."

A complete set of Bidding Documents in English will be available for download as at **Tuesday, March 20, 2018** on the Government of Jamaica Electronic Procurement website **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 ninety (90) calendar days after the bid closing date. Bids must be submitted online via **www.gojep.gov.jm** no later than **Wednesday, April 4, 2018 at 3:00 p.m.**

Online Bid Opening takes place on **Wednesday, April 4, 2018 at 3:05 p.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).** 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.**

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.

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