



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.



Invites sealed bids for

SUPPLY OF ONE(1) NEW TYPE 3 AMBULANCE Deadline: December 5, 2017

The procuring entity is the Government of the Jamaica (GOJ), Petrojam Limited, Kingston Refinery located at 75-96 Marcus Garvey Drive, Kingston 15, Jamaica, W.I., which has allocated internal funds for the Procurement of a New Ambulance.

Petrojam Limited now invites sealed bids for the Supply of One (1) New Type 3 Ambulance.

Bidding Methodology: International Competitive Bidding

Bidders are not required to provide Tax Compliance Certificate (TCC) and National Contracts Commission (NCC) certificate at the time of bid submission.

Contract Award Requirement for Local Bidders: A successful local bidder will be required to provide a valid Tax Compliance Certificate and a valid National Contracts Commission certificate in the category of Motor Vehicles and Spares prior to contract award.

Collection of Bidding Documents: A complete set of Bidding Documents in English will be available for download from **Monday November 13, 2017** on the Government of Jamaica’s Electronic Procurement website www.gojep.gov.jm. Registration instructions are available at www.gojep.gov.jm and all interested Applicants are required to register.

Bids must be submitted online via www.gojep.gov.jm no later than **Tuesday December 5, 2017 at 2:00 p.m.** Jamaica time (UTC - 05:00). Late Bids will be rejected.

A prospective Bidder requiring any clarification of the Bidding Documents - including the contract document must seek clarifications no later than **Tuesday November 28, 2017 at 2:00 p.m.** All clarifications will be facilitated through the electronic platform only (www.gojep.gov.jm).

Online Bid Opening will take place on **Tuesday December 5, 2017 at 2:05 p.m.**, Jamaica time (UTC - 05:00). An online opening report will be sent to all Applicants that submitted an application.

Petrojam reserves the right to accept or reject any bid, and to annul the tender process and reject all bids at any time, without thereby incurring any liability to Bidders.

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.



REQUEST FOR PROPOSAL

Procuring Entity: Tax Administration Jamaica

Address Entity: 36 Trafalgar Road, Kingston 5

Name of Project: PROCUREMENT OF CHAIRS

Contract/Bid: TAJ-2017/Q3/004

Eligibility: Applicants must provide the following :-
 1. (Valid) Tax Compliance Letter (TCL) (along with the page detailing the expiration date)
 2. A Valid certificate of registration with the National Contracts Commission (NCC) in the categories of: Office Equipment Supplies, or Furniture Supplies

Tenders submitted without valid TCC and NCC will be automatically rejected.

Availability of Bid Document & Bid Submission deadline: This is an online tender where tender documents and bid proposals will only be made available and 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 drop box for drop-off of bid proposals. For assistance in regards to registration, training, access to tender document and upload of bid proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Service Desk at: (876) 932-5220, 932-5253 or 932-5246.

Tenders can be downloaded as of **November 13, 2017 to November 22, 2017.**

Tenders must be submitted via the electronic portal no later than **Monday December 4, 2017 at 2:00 p.m.** Late submission will be automatically rejected by the system.

Website: Please visit the website at www.jamaicatax.gov.jm, click on “Procurement Opportunities” for further details.



e-LEARNING JAMAICA COMPANY LIMITED

REQUEST FOR PROPOSAL – CORPORATE SECRETARY INSTRUCTIONS TO BIDDERS

e-Learning Jamaica Company Limited (e-LJam), an Agency of the Ministry of Science, Energy and Technology (MSET), is a limited liability company established to manage e-Learning projects in collaboration with Government Ministries, Departments and Agencies. The projects are funded by the Universal Service Fund (USF). The first project was implemented in partnership with the Ministry of Education, Youth and Information (MOEYI) focused on enhancing Jamaica’s high schools and teachers’ colleges, by providing digital content for CXC subjects, audiovisual and computing technology, and training teachers and lecturers in Basic ICT as well as the integration of technology in instructional delivery.

e-LJam and the MOEYI are now focusing on the pre-primary and primary schools across the island to implement a Tablets in Schools Project (TIS), utilising tablet devices and other supporting technology to enhance the teaching and learning process. The project is again being funded by the USF.

e-LJam now requires the services of a Corporate Secretary to support the effective operation of the Board of Directors. See the Terms of Reference (TOR) at <http://www.elearnja.org/opportunities/>.

ELIGIBILITY CRITERIA

The Bidder must possess a valid Tax Compliance Certificate.

See the Request for Proposal available from web address below, for detailed requirements.

BID/TENDER

Interested individuals may submit bids for the assignment comprising the following:

- A Technical Proposal outlining:
 - a. An understanding of and approach to the assignment
 - b. Curriculum vitae
 - c. Evidence of track record in providing the required services
 - d. Statement of availability as of January 2018
- A Financial Proposal

Proposals must be submitted by **Monday December 4, 2017 at 12:00 p.m. to:**

REQUEST FOR PROPOSAL CORPORATE SECRETARY

Chairman
e-Learning Jamaica Company Ltd
 Ground Floor, PCJ Building, 36 Trafalgar Road
 Kingston 10, Jamaica, W.I.
 email: info@e-ljam.net

FURTHER INFORMATION

Please access the website www.elearnja.org as of **November 13, 2017** to obtain:

- i. Additional information on the Organisation
- ii. Request for Proposal Document (click on “Opportunities”)

Clarification questions should be emailed to info@e-ljam.net.



Invitation for Bids --- Bid # SERHA2017/033

The South East Regional Health Authority invites sealed bids (POST-QUALIFICATION) from eligible and qualified bidders for the Provision of Security and Related Services IN LOTS at the Institutions across the Region, for a period of three years.

Procurement Method: National Competitive Bidding

Eligibility Requirements: To be eligible to bid, bidders must enclose the following:

- Valid Tax Compliance Certificate
- Valid National Contracts Commission Registration in the category – Security and Safety Services
- Current Registration with the Private Security Regulation Authority.

Documents will be issued to bidders on Compact Discs at no charge from **Thursday November 09, 2017.**

Bids shall be valid for a period of 150 days after bid closing and shall be deposited in the tender box located in the Lobby of the South East Regional Health Authority, 2nd Floor, The Towers, Dominica Drive, no later than **3:00 p.m. on Wednesday December 06, 2017. Late Bids will not be accepted.**

Bids will be opened at **3:15 p.m.** on the same day in the SERHA’s Boardroom in the presence of the bidders’ representatives who choose to attend.

Interested eligible bidders may obtain further information from:

Director, Procurement Department,
South East Regional Health Authority
 Email: procurement@serha.gov.jm
 Tel: 754-3439