



Civil Engineering-Led Team of Consultants

**MINARD ESTATE HOUSING DEVELOPMENT,
ST. ANN**

Procuring Entity:	National Housing Trust
Scope:	The team of consultants will provide the following services: <ul style="list-style-type: none"> • preparation of the Housing & Infrastructure designs • obtaining the relevant agency approvals for all related designs • facilitating the procurement of a contractor for the Housing & Infrastructure Works, and • administering the contract for the Housing & Infrastructure Works.
NCC Grade/Category:	N/A – Consultancy Services
Procurement Method:	Local Competitive Bidding
Contact Information:	Manager, Procurement & Stores Unit
Address of Entity:	4 Park Boulevard, Kingston 5
Telephone Number(s):	929-6500-9, Ext. 7265/7280
Email Address:	procurement@nht.gov.jm

This is an online Tender. No offline bids (hard copies) will be accepted. To tender, suppliers must first be registered on the Government of Jamaica Electronic Procurement System at www.gojep.gov.jm.

Tender packages are available at <https://www.gojep.gov.jm> from 9:00 am on Monday, March 5, 2018. Proposals must be submitted online on or before 10:00 am on Wednesday, April 11, 2018. Proposals will be opened online at <https://www.gojep.gov.jm> the same day, immediately after bid submission deadline. Please visit the website at www.nht.gov.jm for the full details.



INVITATION FOR BIDS

Country:	Jamaica
Procurement Entity:	Department of Correctional Services
Project Name:	Procurement of Security Services
IFB #:	DCS/018/03/001
Description of Services:	Lot 1 – To provide Sentry Box Duties at Tower Street Adult Correctional Centre. Lot 2 – To provide Sentry Box Duties at St. Catherine Adult Correctional Centre. Lot 3 – To provide Sentry Box Duties at Tamarind Farm Adult Correctional Centre.
Eligibility:	NCC TCC Valid Private Security Regulation Authority (PSRA) Licence.
Contact Information:	Chief Procurement Officer Department of Correctional Services 5-7 King Street, Kingston. 876-967-2781-3 procurement@dcs.gov.jm
Tender Document:	Tender Documents will be available as at March 5, 2018 at a non-refundable fee of \$2,000.00 payable by manager's cheque or cash to the cashier, Department of Correctional Services, 1 st Floor, 5-7 King Street, Kingston. Bidders who previously purchased bidding documents will be given a copy at no cost.
Deadline for submission:	Bids must be submitted no later than April 5, 2018, at 1:00 p.m. Bid Opening takes place publicly on the same day at 1:15 p.m.
For additional info visit:	http://www.dcs.gov.jm



COMPANIES OFFICE OF JAMAICA

INVITATION TO TENDER

Provision of Office Cleaning Services at the Companies Office of Jamaica

The Companies Office of Jamaica, an Executive Agency under the Ministry of Industry, Commerce, Agriculture and Fisheries, now invites sealed bids from eligible contractors to provide cleaning services for the building occupied by the Companies Office of Jamaica (COJ), located at 1 Grenada Way, Kingston 5 and 10 Delisser Drive, Montego Bay. Contractors may bid for the whole contract or a part thereof.

ELIGIBILITY CRITERIA

Individuals/Companies interested in bidding must submit along with their proposals:

- Copy of a valid and current Tax Compliance Certificate (TCC);
- Proof of Registration with the National Contracts Commission in the category Janitorial and Sanitation Services.

COLLECTION OF BID DOCUMENTS

Tender Documents will be available as from **10:00 a.m. Wednesday, March 7, 2018** from the Telephone Operator/Receptionist Desk (Ground Floor) at the COJ, and may be collected **Monday to Friday between 9:00 a.m. and 2:30 p.m.** upon payment of a non-refundable fee of Three Thousand Dollars (\$3,000) payable in cash or Manager's Cheque at the cashier.

BID SUBMISSIONS

Sealed Bids must be deposited in the Tender Box labelled: "Tender for Cleaning Services" located in the lobby of the COJ, 1 Grenada Way, Kingston 5, no later than **Friday, March 23, 2018** on or before **10:00 a.m. LATE BIDS WILL NOT BE ACCEPTED.**

BID OPENING

Bids will be opened at the COJ Office, Ground Floor, Lunch Room, at **10:45 a.m. on Friday March 23, 2018.** Bidders and/or their representatives are invited to attend.

THE COJ IS NOT OBLIGATED TO ACCEPT THE LOWEST OR ANY BID AND RESERVES THE RIGHT TO TERMINATE OR RESTART THE TENDER PROCESS AT ANY POINT PRIOR TO THE AWARD OF THE CONTRACT WITHOUT INCURRING LIABILITY TO ANY OF THE PARTICIPANTS.

NOTICE

PLEASE CHECK THE MINISTRY'S
WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

jisadvertising@gmail.com,
procurement@jis.gov.jm

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.