



**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.

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTANT TO PROVIDE DATA INFILLING SERVICES FOR THE METEOROLOGICAL SERVICE JAMAICA (INDIVIDUALS)

COUNTRY: Jamaica
NAME OF PROJECT: Improving Climate Data & Information Management Project
GRANT NO.: TF0A0433
COMPONENT: Upgrading Hydro-Meteorological Data Collection, Processing and Forecasting System
BID NO.: 2017/PPCR/Q3/01

The Government of Jamaica (GOJ) has received a grant through the World Bank (WB) under the Pilot Programme for Climate Resilience (PPCR) towards the cost of implementing the Improving Climate Data and Information Management Project (ICDIMP). A portion of the proceeds of this grant will be for consulting services.

The aim of this consultancy is to improve data management, quality assurance and quality control of the Meteorological Service Jamaica, reducing gaps in the dataset through the application of data infilling methods, and recommending the most suitable data archival management techniques. Specifically, the objectives of this consultancy are as follows:

1. To investigate and apply the most appropriate data infilling methods to reduce the temporal and spatial gaps in daily data for the period 1976-1995 to below 10%.
2. To build the capacity of the Meteorological Service staff in the application of the data infilling methods, data quality assurance, control and management techniques.
3. To recommend the most cost effective and appropriate data backup arrangements for climate data.

The consultancy will have a duration of five months.

The Planning Institute of Jamaica now invites eligible individuals (consultants) to indicate their interest in providing the services. Interested Consultants should provide information demonstrating the required qualifications and relevant experience to perform the services (description of similar assignments undertaken). The selection criteria are:

1. Postgraduate degree in hydro-met studies, statistics or related discipline;
2. 10 or more years’ experience in implementing data infilling methodologies and associated tools including statistical methods and programmes;
3. Candidates should have carried out similar assignments in the past 5-7 years;
4. Key competencies including the ability to interface with a wide range of stakeholders, background in utilizing computer applications, the ability to implement knowledge transfer programmes and good communication skills.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers dated January 2011 revised July 2014 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

The Consultant will be selected in accordance with the Individual Consultant Method set out in the Consultant Guidelines.

The Terms of Reference can be accessed from <http://www.pioj.gov.jm/>. Further information may be obtained by sending an email to ljohnson@pioj.gov.jm or fax (906-4465) or mail to the address below.

Expressions of interest must be delivered in writing to the address below in person, by mail, fax, or email no later than **December 21, 2017 at 5:00 p.m.** The bid number should be clearly identified on the outer packaging or in the subject heading as appropriate.

The Project Manager
Improving Climate Data and Information Management Project
Planning Institute of Jamaica
16 Oxford Road, Kingston 5, Jamaica
Tel: 935-5049, Fax: 906-4465
Email: ljohnson@pioj.gov.jm

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/E007: SUPPLY OF COMPUTER HARDWARE FOR THE MINISTRY OF FINANCE AND THE PUBLIC SERVICE

The details of the engagement are included in the Request for Quotation document which will be available for download as at **Monday, December 11, 2017** on the Government of Jamaica Electronic Procurement website (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 **Friday, December 22, 2017 at 1:00 p.m.** (Jamaica Time). Online bid opening takes place thereafter on the same day (**Friday, December 22, 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). 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.

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#2017/001: SUPPLY OF OFFICE FURNITURE AND DESKTOP COMPUTERS TO SUPPORT THE ESTABLISHMENT OF THE MONTEGO BAY ONE STOP SHOP

The details of the engagement are included in the Request for Quotation document which will be available for download as at **Tuesday, December 05, 2017** on the Government of Jamaica Electronic Procurement website (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

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 **Friday, December 22, 2017 at 2:00 p.m.** (Jamaica Time). Online Bid Opening takes place thereafter on the same day (**Friday, December 22, 2017**) at **2:15 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
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NOTICE
 PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS
For Bookings Email:
jisadvertising@gmail.com
procurement@jis.gov.jm