



**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.



e-LEARNING JAMAICA COMPANY LIMITED

REQUEST FOR PROPOSAL

**ELJ2017-ES002 PROCUREMENT OF
COMPUTER AND AUDIOVISUAL EQUIPMENT AND
SERVICES FOR TABLET IN SCHOOLS PROJECT**

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. 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 Tablet 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 Universal Service Fund.

The TIS project will be commencing September 2017, and e-LJam is seeking suitably qualified partners to supply and support the project through the provision of laptops, multimedia projectors, interactive projectors and services in up to 1,100 education institutions over an 11-year period.

REQUIREMENTS (Summary)

- Laptops should be at minimum Intel i3 processor, 8gb memory, 3ghz, 500gb hard drive.
- Multimedia projectors should be at minimum SVGA (800 x 600), 2700 ANSI Lumens, 3D capable with carrying case.
- Interactive projectors should be at minimum SVGA (1280 x 800), 3400 ANSI Lumens, NTSC/NTSC4.43/PAL/M-PAL/N-PAL/PAL69/SECAM video capability with carrying case.
- Preparation, delivery, warranty, training and other support services.

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

ELIGIBILITY

Local Suppliers must:

- Be registered with the National Contracts Commission in the following categories;
 - a. Computers and Related Services
 - b. Computers and Supplies.
- Possess a valid Tax Compliance Certificate.

Overseas Suppliers must:

- Show evidence of Tax Compliance in their country of operation
- Have a local office or an authorized local service provider

Proposals must be submitted by by Friday, November 17, 2017 at 12:00 p.m., to:

**The Tender Officer
e-Learning Jamaica Company Limited
PCJ Building – Ground Floor
36 Trafalgar Road
Kingston 10**

FURTHER INFORMATION

Please access the website www.elearnja.org as of **October 14, 2017** to obtain:

- Additional information on the project
- Request for Proposal Document (click on “**Opportunities**”)

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



REQUEST FOR PROPOSAL

Procuring Entity:	Tax Administration Jamaica
Address Entity:	36 Trafalgar Road, Kingston 5
Name of Project:	CONSULTANCY SERVICES FOR THE CONSTRUCTION OF THE PORTMORE TAX OFFICE
Contract/Bid:	TAJ-2017/Q3/001
Eligibility:	Tax Compliance Letter (TCL) (along with the page detailing the expiration date)
Availability of Tender Document:	October 17 - 31, 2017 Kindly email: tajprocurement@taj.gov.jm indicating your interest and a PDF copy of the bidding document will be sent via email.
Site Visit Date:	Mandatory– October 31, 2017
Bid Submission Deadline	
Date & Deposit Place:	November 30, 2017 at 1:00 p.m. Tax Administration Jamaica Office 10 th Floor – Reception Area The Office Centre Building 12 Ocean Boulevard Kingston
Contact Information:	tajprocurement@taj.gov.jm , 967-0208
Website:	Please visit the website at www.jamaicatax.gov.jm for further details.



INVITATION FOR BIDS

ADMINISTRATIVE STAFF UNIFORMS (2018-2020)

The Jamaica Urban Transit Company Limited (JUTC), located at Michael Manley Drive, Twickenham Park, Spanish Town, St. Catherine, is seeking to find a suitable contractor to provide uniforms for approximately 450 Administrative Staff for all locations as set out in the Standard Bidding Document. This contract will be for two (2) years.

The Contractor MUST provide proof of the eligibility conditions indicated below when submitting proposals. Failure to do so will result in the immediate rejection of the Contractor’s Proposal.

Interested Contractors must:

- Submit a Valid Tax Compliance Certificate (TCC)
- Submit a Valid National Contracts Certificate (NCC) in the respective category of “Textiles and Garments” at the time of tendering

Tender documents will be available from **Tuesday, October 17, 2017 from 9:00 a.m. to 4:00 p.m.** each working day.

From the:

**Procurement Manager – Patrick Boodie
Jamaica Urban Transit Company Limited
Michael Manley Drive
Twickenham Park, St. Catherine**

A non-refundable fee of **Three Thousand Five Hundred Dollars (\$3,500.00)** must be submitted by CASH or Manager’s Cheque payable to the Jamaica Urban Transit Company Limited (JUTC) when collecting each proposal.

Failure to directly purchase the Tender/Bid Document from the Procuring Entity will result in ineligibility/non-responsiveness of that Bid from participating in the Procurement Process.

Bids shall be valid for a period of 120 days and shall be delivered to the Tender Box at the Reception area of the:

**Jamaica Urban Transit Company Limited
Michael Manley Drive
Twickenham Park, St. Catherine**

on or before **Friday, November 24, 2017 at 3:00 p.m.** at which time Bidding is closed.

Bids will be opened at **3:15 p.m. on Friday, November 24, 2017** in the presence of the bidders who wish to attend.

Bidders are to ensure that the Bidding Document is read in its entirety prior to submission.

It is the responsibility of the parties tendering to ensure that their proposal is placed in the box provided.

NOTE: Late bids will be rejected. The JUTC reserves the right to reject any and ALL bids and is not obligated to accept the lowest priced Bid.



Invitation to Bid

Scope: The Public Broadcasting Corporation of Jamaica (PBCJ) invites tenders from suitably registered contractors for the provision of Security Services.

Eligibility Criteria: To be considered eligible at the time of the opening of tenders, your bid must include the following:

- Proof of registration with the National Contracts Commission in the Category of Safety and Security Services
- Valid Tax Compliance Certificate
- Proof of Valid Registration with the Private Security Regulation Authority (PSRA)
- Proof of coverage by Public Liability Insurance

Duration of Contract: Two (2) years: November 1, 2017-October 31, 2019

Collection of Bid Documents: Tender documents are available as at **October 9, 2017** at a non-refundable cost of \$3,000.00 payable in Manager’s cheque to the Public Broadcasting Corporation of Jamaica or in cash. Tender documents are to be collected from The Procurement Manager, PBCJ, 5-9 South Odeon Avenue, Kingston 10, between **9:00 a.m. and 4:00 p.m., Monday to Friday.** Failure to directly purchase the Tender/Bid documents from the Procuring Entity will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.

Deadline for Submission of Bids: Completed tenders sealed and labelled “Tender for the Procurement of Security Services, RFP: 2017-EX-06” must be deposited in the Tender Box located in the main reception area of PBCJ, 5-9 South Odeon Avenue, Kingston 10, no later than **3:00 p.m. on October 24, 2017.**

Bid Opening: **October 24, 2017 at 3:15 p.m.** in the 5-9 South Odeon Avenue, Kingston 10, in the presence of the Corporation’s representatives and bidders’ representative(s) who choose to attend.

The PBCJ does not bind itself to accept the lowest or any Tender and also reserves the right to cancel the tender process at any stage without incurring any liability.