



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.



INVITATION FOR BIDS

Country: JAMAICA
Project Name: Procurement of Two Scan Vans for Jamaica Customs Agency
Sector: REFORM/MODERNIZATION OF THE STATE
Project #: JA-L1039
Operation #: 2658/OC-JA
IFB #: ICB NO – GOJ/JCA/FAMP/RFP2017/Q1-7-1
Contract/Bid#: GOJ/JCA/FAMP/RFP2017/Q1-7/2017

The Government of Jamaica, through the Ministry of Finance & the Public Service as the executing agency, has received financing from the Inter-American Development Bank towards the cost of the Fiscal Administration Modernization Programme (FAMP) – JA-L1039, and it intends to apply part of the proceeds of this financing to payments under the Contract for the **Procurement of Two Scan Vans to Jamaica Customs Agency**. The procurement process will be governed by the Bank’s “Policies for the Procurement of Goods and Works financed by the Inter-American Development Bank, GN2349-9”.

Scope: Procurement of Two Scan Vans to Jamaica Customs Agency

NCC Category: Before award of contract, bidders are required to be registered with the National Contracts Commission in one of the following categories:

- Security System Grades 1-2
- Computer and Supplies
- Information Technology Services
- General Services – specializing in installation/maintenance of X-ray machines.
- General Supplies – specializing in X-ray and instruction detection systems.

Procurement Method: International Competitive Bidding

Collection Date: As of **Wednesday, November 15, 2017** (Mondays- Fridays from 9:00 a.m. to 3:00 p.m.)

Bid documents are available at a non-refundable cost of J\$5,000.00 payable in cash or Manager’s Cheque to the Commissioner of Customs. Bids shall be valid for a period of 180 days after bid closing date. Bid must be submitted between **9:00 a.m. and 2:00 p.m. Monday, January 08, 2018**. The tender opening will follow at **2:15 p.m. on Monday, January 08, 2018** in the Library of Jamaica Customs Agency.

Contact Information: Procurement Manager
naidine.samuels@jacustoms.gov.jm

Address: Jamaica Customs Agency
2-4 King Street
Kingston
Telephone no. 922-5140-9
Fax no. 948-6920



INVITATION TO BID

Carpeting for the Ward Theatre

Ref #

- The Kingston and St. Andrew Municipal Corporation (KSAMC) now invites sealed bids from eligible and qualified bidders for the supply of Installation of Carpeting in the Ward Theatre.
 - Bidders must possess a valid Tax Compliance Certificate and must be registered with the National Contracts Commission in the category of General Services or related thereof.
- A site visit is scheduled for **Thursday November 30, 2017 at 10 a.m.** in order to properly formulate bids.
- Bids shall be valid for a period of Sixty (60) days after bid closing and shall be deposited in the tender box located at the Entrance, Ground Floor of the Kingston and St. Andrew Municipal Corporation, 24 Church Street, Kingston, on or before **3:00 p.m. on December 18, 2017**. Late bids will be rejected.
- Bids will be opened in the presence of the bidders’ representatives who choose to attend at the Evaluation Meeting in the Caucus Room, 1st Floor, Kingston and St. Andrew Municipal Corporation at **3:30 p.m. on December 18, 2017**.

Interested eligible bidders may obtain further information from the Procurement Officer **procurement.officer@cwjamaica.com** or at 948-4212.



Invitation for Pre-qualification Applications

Procurement of Security Guard Services

Scope: Petrojam Limited invites firms to submit pre-qualification applications for the captioned procurement.

Eligibility: To be considered eligible, applicants must submit the following with their bids:

- Valid Tax Compliance Certificate (TCC);
- Valid National Contracts Commission (NCC) certificate in the category of Safety and Security Services; and
- Valid Private Security Regulation Authority – Registration 2 and Registration 3.

Collection Date: A complete set of Pre-qualification Documents in English will be available for download from **Monday November 27, 2017** on the Government of Jamaica Electronic Procurement website **www.gojep.gov.jm**. Registration instructions are available at **www.gojep.gov.jm** and all interested Applicants are required to register.

Submission Deadline: Applications must be submitted online via **www.gojep.gov.jm no later than Tuesday, December 19, 2017 at 2:00 p.m.** Jamaica time (UTC -05:00).

For additional information, please visit Petrojam Limited’s website at **http://www.petrojam.com**



INVITATION FOR BIDS

Country: JAMAICA
Project Name: Procurement of Electrical Works (1st and 2nd Floors) at Jamaica Customs Agency, 2-4 King Street
Sector: REFORM/MODERNIZATION OF THE STATE
Project #: JA-L1039
Operation #: 2658/OC-JA
IFB #: NCB NO – GOJ/JCA/FAMP/RFP2017/Q1-7-1
Contract/Bid#: GOJ/JCA/FAMP/RFP2017/Q1-7/2017

The Government of Jamaica, through the Ministry of Finance & the Public Service as the executing agency, has received financing from the Inter-American Development Bank toward the cost of the Fiscal Administration Modernization Programme (FAMP) – JA-L1039, and it intends to apply part of the proceeds of this financing to payments under the Contract for the **Procurement of Electrical Works (1st and 2nd Floors) at Jamaica Customs Agency, 2-4 King Street – Ministry of Finance & the Public Service**.

Scope: Supply, installing and commissioning of the electrical works and roof at Jamaica Customs Agency Corporate Office, 2-4 King Street

NCC Category: Electrical Works (Grade 1-2)

Procurement Method: National Competitive Bidding

Collection Date: Monday, November 27, 2017 (Mondays-Fridays at 9:00 a.m. to 3:00 p.m.)

Bid documents are available at a non-refundable cost of J\$3,000.00 payable in cash or Manager’s Cheque to the Commissioner of Customs. Bids shall be valid for a period of 180 days after bid closing date. Bid must be submitted between **9:00 a.m. and 11:00 a.m. Tuesday, January 09, 2018**. The tender opening will follow at **11:15 a.m. on Tuesday, January 09, 2018** in the Library of Jamaica Customs Agency.

The procurement process will be governed by the Bank’s Policies for the Procurement of Goods and Works financed by the Inter-American Development Bank, GN2349-9.

Contact Information: Procurement Manager
naidine.samuels@jacustoms.gov.jm

Address: Jamaica Customs Agency
Myers Wharf, Newport East
Kingston 15
Telephone no. 922-5140-9
Fax no. 948-6920



INVITATION TO BID

Internal Audio System for the Ward Theatre

Ref #

- The Kingston and St. Andrew Municipal Corporation (KSAMC) now invites sealed bids from eligible and qualified bidders for the supply of Installation of Internal Audio System in the Ward Theatre.
 - Bidders must possess a valid Tax Compliance Certificate and must be registered with the National Contracts Commission in the category of Audiovisual Services or related thereof.
- A site visit is scheduled for **Thursday November 30, 2017 at 10 a.m.** in order to properly formulate bids.
- Bids shall be valid for a period of Sixty (60) days after bid closing and shall be deposited in the tender box located at the Entrance, Ground Floor of the Kingston and St. Andrew Municipal Corporation, 24 Church Street, Kingston, on or before **3:00 p.m. on December 18, 2017**. Late bids will be rejected.
- Bids will be opened in the presence of the bidders’ representatives who choose to attend at the Evaluation Meeting in the Caucus Room, 1st Floor, Kingston and St. Andrew Municipal Corporation at **3:30 p.m. on December 18, 2017**.

Interested eligible bidders may obtain further information from the Procurement Officer **procurement.officer@cwjamaica.com** or at 948-4212.



INVITATION TO BID

Seating for the Ward Theatre

Ref #

- The Kingston and St. Andrew Municipal Corporation (KSAMC) now invites sealed bids from eligible and qualified bidders for the supply of seating for the Ward Theatre.
 - Bidders must possess a valid Tax Compliance Certificate and must be registered with the National Contracts Commission in the category of Furniture Supplies
- A site visit is scheduled for **Thursday November 30, 2017 at 10 a.m.** in order to properly formulate bids.
- Bids shall be valid for a period of Sixty (60) days after bid closing and shall be deposited in the tender box located at the Entrance, Ground Floor of the Kingston and St. Andrew Municipal Corporation, 24 Church Street, Kingston, on or before **3:00 p.m. on December 18, 2017**. Late bids will be rejected.
- Bids will be opened in the presence of the bidders’ representatives who choose to attend at the Evaluation Meeting in the Caucus Room, 1st Floor, Kingston and St. Andrew Municipal Corporation at **3:30 p.m. on December 18, 2017**.

Interested eligible bidders may obtain further information from the Procurement Officer **procurement.officer@cwjamaica.com** or at 948-4212.