



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

The Culture, Health, Arts, Sports and Education (CHASE) Fund invites sealed bids from eligible **CONTRACTORS** for the proposed “**Construction**” of the following infant school and community centre:

- **Cambridge Infant School – St. James**
- **Reckford Basic School – Clarendon**

DESCRIPTION OF WORKS

Cambridge Infant School – 6 months
Construction of three classroom and bathroom facilities.

Reckford Basic School – 6 Months

Construction of a three-classroom building to include: sickbay, kitchen, office and bathroom facilities.

ELIGIBILITY

It is mandatory that contractors be registered with the National Contracts Commission in the category of “Building Construction” **Grade 2** and above for Cambridge Infant and Reckford Basic School.

All bidders must be **Tax Compliant** at the bid opening. Bidding will be in accordance with tender procedures and guidelines specified in the Handbook of Public Sector Procurement Procedures (March 2014).

AVAILABILITY OF BID DOCUMENTS

Eligible bidders can obtain tender Documents as of **Tuesday, October 17, 2017 to Monday, October 23, 2017** between **9:00 a.m. and 4:00 p.m.** at the office of: CHASE Fund, 8 Belmont Road, Kingston 5. A non-refundable fee of **Five Thousand Dollars (\$5,000.00)** in cash or Manager’s cheque made payable to CHASE will be required for each set of tender documents. All queries concerning the Tender documents/drawings shall be made in writing to the Chief Executive Officer, CHASE, 8 Belmont Road, Kingston 5.

SUBMISSION OF TENDERS

The Tender/s along with the required documents, i.e. NCC certificate of registration, a valid TCC/ TCL and Tender Bond, are to be placed in a sealed envelope and placed in the designated tender box provided marked with the name of the respective schools which is located in the waiting area of the CHASE Office, 8 Belmont Road, Kingston 5, on or before **2:00 p.m. Friday, November 10, 2017. Late Bids will be rejected.**

OPENING OF TENDERS

Tender envelopes will be opened publicly on **Friday, November 10, 2017** in the main conference room at CHASE Fund, 8 Belmont Road, Kingston 5, at the following times:

- **Cambridge Infant School – 2:15 p.m.**
- **Reckford Basic School – 2:30 p.m.**

After evaluation of these documents by the evaluating committee, and subsequent referral to the appropriate authorities for approval, the successful contractor will be accordingly notified.

CHASE Fund is not obliged to accept the lowest or any bid and also reserves the right to terminate the bid process at any point before the award of a contract without incurring liability to any of the bidders.

(TENDERERS SHOULD NOTE THAT THE CONTRACT IS FIXED AND NOT SUBJECT TO PRICE ADJUSTMENTS.)



INVITATION FOR BIDS

The Culture, Health, Arts, Sports and Education (CHASE) Fund invites sealed bids from eligible **CONTRACTORS** to complete the **Renovation and Expansion Project at the Caribbean Child Development Centre – Mona, St. Andrew.**

DESCRIPTION OF WORKS

Caribbean Child Development Centre – 5 months
Renovation of the existing building to include a nursery, two classrooms, kitchen, seminar room and offices.
Construction of additional classroom, resource room/library, sickbay and bathroom block for staff and students

ELIGIBILITY

It is mandatory that contractors be registered with the National Contracts Commission in the category of “Building Construction” **Grade 2** and above.

All bidders must be **Tax Compliant** at the bid opening. Bidding will be in accordance with tender procedures and guidelines specified in the Handbook of Public Sector Procurement Procedures (March 2014).

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OPENING OF TENDERS

Tender envelopes will be opened publicly on **Friday, November 10, 2017** in the main conference room at CHASE Fund, 8 Belmont Road, Kingston 5, at the following time:

Caribbean Child Development Centre – 2:45 p.m.

After evaluation of these documents by the evaluating committee, and subsequent referral to the appropriate authorities for approval, the successful contractor will be accordingly notified.

CHASE FUND is not obliged to accept the lowest or any bid and also reserves the right to terminate the bid process at any point before the award of a contract without incurring liability to any of the bidders.

(TENDERERS SHOULD NOTE THAT THE CONTRACT IS FIXED AND NOT SUBJECT TO PRICE ADJUSTMENTS.)



invites sealed bids for

Mechanical Manpower for Oil Movement and Tank Field Operations 2017-2019

Scope: The contract is a time and materials contract and timesheets must be submitted for invoice payments. The field supervision will be provided by the Oil Movement Supervisor on behalf of the Project Manager. The expected duration of the project is **two (2) years.**

Eligibility Requirements: (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Proof of registration with the National Contracts Commission in the category of **Mechanical Works Grade 2 minimum**

A complete set of Bidding Documents in English will be available for download as at **Tuesday, October 17, 2017** on the Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Registration instructions available on the website listed on the system.

Registration is required for vendors to participate in the Tender.

Bids shall be valid for a period ninety (90) calendar days after the bid closing date. Bids must be submitted online via www.gojep.gov.jm no later than **Thursday, November 2, 2017 at 11:00 a.m.**

Online Bid Opening takes place on **Thursday, November 2, 2017 at 11:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

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

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.



Invites sealed bids for

Remediation of Tank 118 Tank Field

Petrojam Limited hereby invites bids from eligible and qualified bidders to supply supervision, labour, quality assurance, transportation, tools and equipment necessary for the Remediation of the Tank 118 Tank Field located at Petrojam Limited Refinery, 75-96 Marcus Garvey Drive, Kingston 15. The work involves the construction of a Land Treatment Unit at the Riverton City Landfill and the transportation of sludge pit contents and contaminated soil to the off-site Land Treatment Unit.

Eligibility: To be considered eligible, applicants must provide the following documents with their:

1. A Valid Tax Compliance Certificate (TCC)
2. A Valid certificate of registration with the National Contracts Commission (NCC) in the category of **Civil Engineering Works Grade 1**

Collection Date: A complete set of Bidding Documents in English will be available for download from **Saturday, October 14, 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.

Site Visit: A mandatory site visit will be held on **October 24, 2017** at the Petrojam Refinery, 75-96 Marcus Garvey Drive, Kingston 15. Instructions regarding Petrojam Limited’s Safety and Security procedures are attached to the bidding documents.

Submission

Deadline: Bids must be submitted online via www.gojep.gov.jm no later than **Monday, November 6, 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>