



## 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.



**PETROLEUM CORPORATION OF JAMAICA**  
**INVITATION TO BID**

**GROUND FLOOR PLANTER BOXES, BASEMENT CEILING & SKYLIGHT RENOVATION PROJECT**  
MSET/PCJ/2017/10/183/PT

PETROLEUM CORPORATION OF JAMAICA (PCJ) hereby invites sealed bids from eligible and qualified bidders to carry out renovation works to the existing Ground Floor Planter Boxes, Basement Ceiling and Skylight at the PCJ Resource Centre, 36 Trafalgar Road, Kingston 10.

**NCC Category:** Building Construction OR Civil Engineering Grades 1 & 2

**Contact Information:** ProcurementU@pcj.com

Bid Documents will be available on **Wednesday, November 1, 2017, between 9:00 a.m. and 4:00 p.m.** from the Receptionist on the 5<sup>th</sup> floor of the PCJ Resource Centre at a cost of J\$3,500.00, and on the PCJ's website (<http://www.pcj.com/working-with-pcj/>). **A site visit will be arranged for Monday, November 13, 2017 at 10:00 a.m. at the PCJ Resource Centre.**

**Tender Closing Date:** **Wednesday, November 29, 2017 at 2:00 p.m.** Late Bids will not be accepted.

**Tender Opening:** **Wednesday, November 29, 2017 at 2:15 p.m.** Blue Meeting Room, 5<sup>th</sup> Floor, PCJ Resource Centre Building

**Submission:**  
Bidders must submit One (1) Original and Five (5) copies of their proposal in a sealed envelope. **All Bids must be accompanied by a valid Tax Compliance Certificate (TCC) and proof of current registration with the National Contracts Commission (NCC) in any of the abovementioned categories.** All bid submissions must be addressed to The Procurement Officer and should be placed in the Bid Box located at:

Petroleum Corporation of Jamaica (PCJ)  
5<sup>th</sup> Floor, PCJ Resource Centre  
36 Trafalgar Road, Kingston 10

Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.



**HEART Trust/NTA**

**INVITATION TO BID**

**Scope:** General Insurance Placement for a period of three (3) years

**NCC Category:** Insurance Services

**Procurement Method:** Local Competitive Bidding

**Contact:** Miss Sharon Graham

**Address of Entity:** Corporate Office, 6B Oxford Road, Kingston 5.

**Telephone No(s):** 929-3410-8

**Email Address:** instender@heart-nta.org

For further information on the Insurance Placement Request for Proposal and requirements, please refer to: [www.heart-nta.org](http://www.heart-nta.org) or the Government of Jamaica Procurement Noticeboard at: [www.procurement.gov.jm](http://www.procurement.gov.jm)



**HEART Trust/NTA**

**INVITATION TO BID**

**Scope:** To provide Consultancy Service – Organisational Development

The Bid Package is:  
• HEART Trust/NTA – 2017-11-22 – Organisational Development Consultancy Services

**Procurement Method:** Local Competitive Bidding


**Contact:** Mr. Glen Douglas

**Address of Entity:** HEART Trust/NTA Corporate Office  
6B Oxford Road, Kingston 5

**Telephone No(s):** 929-3410-8 or 482-2127

**Email Address:** glen\_douglas@heart-nta.org

**Collection and Submission Information:**  
Bidding document will be available starting **Monday, November 27, 2017 to Monday, December 4, 2017**, at 6B Oxford Road, Kingston 5, between **9 a.m. and 3 p.m. Mondays to Fridays**. Bids should be returned by **Monday, December 11, 2017 at 10 a.m.** Opening is the same day at **10.15 a.m.**



**PETROLEUM CORPORATION OF JAMAICA**  
**INVITATION TO BID**

**Petroleum Retail Market Validation Study**  
MSET/PCJ/2017/11/190/OG

PETROLEUM CORPORATION OF JAMAICA (PCJ) hereby invites sealed bids from eligible and qualified bidders to carry out **Consultancy Services for a Petroleum Retail Market Validation Study.**

The main objective of the consultancy is to guide the PCJ's strategic push to re-enter the petroleum retail space. The Consultant will be required to conduct a thorough market evaluation to determine the viability of the PCJ re-entering the local petroleum retail market; outlining preferred locations, price points, and service offering and capabilities.

**Contact Information:** ProcurementU@pcj.com

Bid Documents will be available on **Monday, November 27, 2017, between 9:00 a.m. and 4:00 p.m.** from the Receptionist on the 5<sup>th</sup> floor of the PCJ Resource Centre at a cost of J\$3,500.00, and on the PCJ's website (<http://www.pcj.com/working-with-pcj/>).

**Tender Closing Date:** **Thursday, December 28, 2017 at 10:00 a.m.** Late Bids will not be accepted.

**Tender Opening:** **Thursday, December 28, 2017 at 10:15 a.m.** Blue Meeting Room, 5<sup>th</sup> Floor, PCJ Resource Centre Building

**Submission:**  
Bidders must submit One (1) Original and Three (3) copies of their proposal in a sealed envelope. **All Bids must be accompanied by a valid Tax Compliance Certificate (TCC).** All bid submissions must be addressed to The Procurement Officer and should be placed in the Bid Box located at:

Petroleum Corporation of Jamaica (PCJ)  
5<sup>th</sup> Floor, PCJ Resource Centre  
36 Trafalgar Road, Kingston 10

Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.



**PETROLEUM CORPORATION OF JAMAICA**  
**INVITATION TO BID**

**Consultancy Services for Feasibility Study for a Floating Solar PV Grid-Tied Plant with Energy Storage for the Mona Reservoir Project**  
MSET/PCJ/2017/11/189/REEED

PETROLEUM CORPORATION OF JAMAICA (PCJ) hereby invites sealed bids from eligible and qualified bidders to carry out **Consultancy Services for a Feasibility Study for a Floating Solar PV Grid-Tied Plant with Energy Storage for the Mona Reservoir.**

The objective of this assignment is to conduct a solar photovoltaic feasibility study. The study is to provide the PCJ and the NWC with the necessary technical, financial and environmental assessments to inform the potential for the implementation and operation of a floating solar photovoltaic (PV) grid-tied power plant with storage system at the Mona Reservoir in St. Andrew, Jamaica.

**Contact Information:** ProcurementU@pcj.com

Bid Documents will be available on **Tuesday, November 28 2017, between 9:00 a.m. and 4:00 p.m.** from the Receptionist on the 5<sup>th</sup> floor of the PCJ Resource Centre at a cost of J\$3,500.00, and on the PCJ's website (<http://www.pcj.com/working-with-pcj/>). **A Pre-Bid site visit will take place on Thursday, December 14, 2017 beginning at 10:00 a.m. at the Mona Reservoir in St. Andrew.**

**Tender Closing Date:** **Friday, January 12, 2018 at 2:00 p.m.** Late Bids will not be accepted.

**Tender Opening:** **Friday, January 12, 2018 at 2:15 p.m.** Blue Meeting Room, 5<sup>th</sup> Floor PCJ Resource Centre Building.

**Submission:**  
Bidders must submit One (1) Original and Three (3) copies of their proposal in a sealed envelope. All bid submissions must be addressed to The Procurement Officer and should be placed in the Bid Box located at:

Petroleum Corporation of Jamaica (PCJ)  
5<sup>th</sup> Floor, PCJ Resource Centre  
36 Trafalgar Road, Kingston 10

Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.

## NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

### For Bookings Email:

[jsadvertising@gmail.com](mailto:jsadvertising@gmail.com)  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)