



**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 – CORPORATE SECRETARY INSTRUCTIONS TO BIDDERS**

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 (USF). 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 Tablets 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 USF.

e-LJam now requires the services of a Corporate Secretary to support the effective operation of the Board of Directors. See the Terms of Reference (TOR) at <http://www.elearnja.org/opportunities/>.

**ELIGIBILITY CRITERIA**

The Bidder must possess a valid Tax Compliance Certificate.

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

**BID/TENDER**

Interested individuals may submit bids for the assignment comprising the following:

- A Technical Proposal outlining:
  - a. An understanding of and approach to the assignment
  - b. Curriculum vitae
  - c. Evidence of track record in providing the required services
  - d. Statement of availability as of January 2018
- A Financial Proposal

**Proposals must be submitted by Monday, December 4, 2017 at 12:00 p.m. to:**

**REQUEST FOR PROPOSAL  
CORPORATE SECRETARY**

**Chairman  
e-Learning Jamaica Company Ltd  
Ground Floor, PCJ Building, 36 Trafalgar Road  
Kingston 10, Jamaica, W.I.  
email: [info@e-ljam.net](mailto:info@e-ljam.net)**

**FURTHER INFORMATION**

Please access the website [www.elearnja.org](http://www.elearnja.org) as of **November 13, 2017** to obtain:

- i. Additional information on the Organisation
- ii. Request for Proposal Document (click on “Opportunities”)

**Clarification questions should be emailed to [info@e-ljam.net](mailto:info@e-ljam.net).**



**Jamaica Fire Brigade  
Administrative Branch**

**INVITATION FOR BIDS**

**Major Refurbishing & Renovation Work Administration Building, Proposed Site, Training School, Twickenham Park, St. Catherine**

The Jamaica Fire Brigade invites sealed bids from eligible bidders to supply **Major Refurbishing & Renovation Work, Administration Building, Proposed Site, Training School, Twickenham Park, St. Catherine.**

In order to have their bids considered

**Bidders must meet the following criteria:**

- Be registered with the National Contracts Commission (NCC) in any of the following category:

**- Building Construction – Grade 1 or 2**

- Be in possession of a valid Tax Compliance Certificate (TCC);

**Bid Documents**

A complete set of bid documents may be viewed and purchased from the cashier at the Jamaica Fire Brigade, 14 Port Royal Street, Kingston as of **Monday, 20<sup>th</sup> November 2017** for a non-refundable fee of \$3,000.00. Payment should be in the form of cash or certified cheque made payable to the Jamaica Fire Brigade.

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

**Bid Receipt & Opening**

This completed bid document should be placed in the tender box at the address below no later than **12:00 p.m. on Monday, 4<sup>th</sup> December 2017.**

To obtain further information on this bid invitation, contact:

**Rory Chin  
The Office/Procurement Manager  
Jamaica Fire Brigade  
4th Floor, Century Bank Building  
14 Port Royal Street  
Kingston  
Tel: 948-7934, 922-0007 or 922-0027  
Cell: 469-1165  
Fax: 967-3594**

**INVITATION TO BID**

The Port Authority of Jamaica invites qualified bidders to submit electronic bids for the following: -

**Provision of Hygiene Services at the Port Authority of Jamaica Locations**

The details of the procurement may be viewed at the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)) as of **Saturday, November 11, 2017.**

**Procurement Method:** National Competitive Bidding (NCB)

**NCC Category:** **Janitorial, Sanitation Services**  
The closing date for the Bid submission is **24 November 2017**

**Contact:** [smhamilton@portjam.com](mailto:smhamilton@portjam.com)

**Tel:** (876) 922-0290-8 Ext. 2231

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

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](http://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 – Proposals.

To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, [www.gojep.gov.jm](http://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.

**INVITATION TO BID**

The Port Authority of Jamaica invites qualified bidders to submit electronic bids for the following: -

**Provision of Pest Control Services at the Port Authority of Jamaica Locations**

The details of the procurement may be viewed at the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)) as of **Saturday, November 11, 2017.**

**Procurement Method:** National Competitive Bidding (NCB)

**NCC Category:** **General Services/Pesticide Control Services**  
The closing date for the Bid submission is **27 November 2017**

**Contact:** [smhamilton@portjam.com](mailto:smhamilton@portjam.com)

**Tel:** (876) 922-0290-8 Ext. 2231

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

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](http://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 – Proposals.

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**Ministry of Industry, Commerce, Agriculture & Fisheries**

**Invitation to Bid (ITB) Bid No. 2017T017**

On behalf of the Government of Jamaica, The Procuring Entity **Ministry of Industry, Commerce, Agriculture & Fisheries** from its budgetary allocation from the Ministry of Finance and the Public Service intends to apply part of the proceeds of these funds to payments under the Contract for “**Modification and Upgrading of MICAF Entrance**” at the **Ministry of Industry, Commerce, Agriculture & Fisheries, Head Office.**

The Procuring Entity Ministry of Industry, Commerce, Agriculture & Fisheries now invites sealed bids from eligible and qualified invited bidders for “Modification and Upgrading of MICAF Entrance” at the Ministry of Industry, Commerce Agriculture & Fisheries, Head Office.”

1. Interested bidders may obtain further information from Ministry of Industry, Commerce, Agriculture & Fisheries, Head Office Hope Gardens ([facilities@moa.gov.jm](mailto:facilities@moa.gov.jm)), and collect the Bidding Documents at the address given below from **9:00 a.m. to 3:00 p.m. Mondays to Fridays.**
2. Qualification requirements include:
  - National Contracts Commission Certificate (NCC) in Building Construction in Grade 2-3 (valid at the time of bidding).
  - Tax Compliance Certificate (TCC), valid at the time of bidding.
  - Tender Bond of 2% of the Tendered Sum OR Manager’s Cheque in the Sum of 1% of the Tendered Sum. Additional details are provided in the Bidding Documents.
3. A complete set of Bidding Documents in English may be collected as of **Friday November 10, 2017 - November 23, 2017** by interested bidders at the address below. Upon payment of a non-refundable fee of Three Thousand Dollars (\$3,000.00) the method of payment is cash.
4. Bids must be delivered to the address below before **10:00 a.m.**, on or before **Friday November 24, 2017**. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to attend in person at the address below at **10:35 a.m., November 24, 2017.**

The address referred to above is:

**Facilities and Property Management Division  
Ministry of Industry, Commerce, Agriculture & Fisheries  
Head Office, Hope Gardens, Kingston 6.**