# GOJ PUBLIC PROCUREMENT PAGE

## 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.**

### Invitation to Tender

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| **Procuring Entity:** | **St Catherine Parish Council** |
| **Scope:** | Collection of garbage to include but not limited to the transportation of waste to Landfill Site (14m³ Average). Payment of tipping fee at landfill site. All requisite labour for the handling of waste. |
| **NCC Grade and/or Category:** | Transportation and Haulage (Specializing in collection and disposal of garbage) |
| **Contact Information:** | Mr. Upton Fisher (Commercial Services Manager)<br>Tel: 984-3111-2/ Cell: 595-8111 |
| **Address of Entity:** | Old House of Assembly Building<br>Emancipation Square, Spanish Town<br><br>Documents will be available as of **22nd August 2016** between the hours of **9:00 a.m.** and **5:00 p.m.** each weekday |
| **Closing Date:** | **20th September 2016 at 2:30 p.m.** |
| **Tender Opening Date:** | **20th September 2016 at 3:00 p.m.** |
| **Cost of Tender Document:** | $5000.00 |
| **Information for Submitting Bids:** | Sealed bids must be received in the tender box provided outside the Council Chamber and should be clearly marked **Commercial Service - Garbage Collection and Disposal (Markets)** |

### Invitation to Tender

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| **Procuring Entity:** | **St Catherine Parish Council** |
| **Scope:** | Road rehabilitation to include but not limited to double surface dressing, Asphaltic concrete works and construction of "v" drains at Cocoa Ridge (Ginger Ridge Division) |
| **NCC Grade and /or Category:** | General Road Works (1-3) |
| **Contact Information:** | Mr. Everton Ricketts (Superintendent)<br>Tel: 984-3111-2/ Cell: 478-6936 |
| **Address of Entity:** | Old House of Assembly Building<br>Emancipation Square, Spanish Town<br><br>Documents will be available as of **22nd August 2016** between the hours of **9:00 a.m.** and **5:00 p.m. each weekday** |
| **Closing Date:** | **20th September 2016 at 2:30 p.m.** |
| **Tender Opening Date:** | **20th September 2016 at 3 p.m.** |
| **Cost of Tender Document:** | $5000.00 |
| **Information for Submitting Bids:** | Sealed bids must be received in the tender box provided outside the Council Chamber and should be clearly marked **Parochial Revenue Fund, Roads and Works Department- Cocoa Ridge Road.** |

### INVITATION FOR BIDS

**The Culture, Health, Arts, Sports and Education (CHASE) Fund** invites sealed bids from eligible **CONTRACTORS** for the proposed renovation, expansion and construction of the following projects:

- **Belair Early Childhood School – Mandeville, Manchester**
- **Salem Early Childhood Development Centre - James Hill, Clarendon**
- **Silent Hill Community & Cultural Centre – Silent Hill, Clarendon (Re-tender)**

**DESCRIPTION OF WORKS**
**Belair Basic School - 6 months**
Construction of a new four classroom school building with kitchenette and bathroom facilities.

**Salem Early Childhood Development Centre - 4 months**
Construction of an additional classroom and renovation of existing school building.

**Silent Hill Community & Cultural Centre - 5 months**
Construction of a multipurpose facility including a main auditorium, kitchen and restrooms.

**ELIGIBILITY:**
It is mandatory that contractors be registered with the National Contracts Commission in the following categories:

- **Belair Basic School** - Building Construction, **Grade 2** and above.
- **Salem Early Childhood Development Centre** - Building Construction, **Grade 4** and above.
- **Silent Hill Community & Cultural Centre** - Building Construction, **Grade 3** and above.

All bidders must be **Tax Compliant** at the bid opening and submit a copy of the **tax expiration date**. 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 **Monday, August 22, 2016** to **Friday, August 26, 2016** between the hours of **9:00 a.m. - 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 Fund, 8 Belmont Road, Kingston 5.

**SUBMISSION OF TENDERS:**
The Tender(s) along with the required documents i.e. NCC certificate of registration, a valid TCL (with tax expiration date) and Tender Bond (for Belair Basic School and Silent Hill Community & Cultural Centre) are to be placed in a sealed envelope and placed in the designated tender box provided, marked with the name of the respective projects, which is located in the waiting area of the CHASE Office, 8 Belmont Road, Kingston 5 by or before **2:00 p.m. Friday, September 9, 2016.**
**Late Bids will be rejected.**

**OPENING OF TENDERS:**
Tender envelopes will be opened publicly on **Friday, September 9, 2016** in the main conference room at CHASE Fund, 8 Belmont Road, Kingston 5 at the following times:

- **Belair Basic School - 2:15 p.m.**
- **Salem Early Childhood Development Centre – 2:30 p.m.**
- **Silent Hill Community & Cultural 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.)**

**CHASE FUND**
**8 Belmont Road, Kingston 5**
**Tel: 908-4134/4144**
**Email: chase12@cwjamaica.com**

## NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS