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.

MINISTRY OF SCIENCE ENERGY & TECHNOLOGY
ENERGY EFFICIENCY AND CONSERVATION PROGRAMME

Request for Proposals (RFP) MSTEM-EECP-042:

Development of National Guidelines for the Management of Hazardous Waste resulting from EE/EC Interventions in the Jamaican Public Sector

The Government of Jamaica has allotted funds from its 2016/2017 budget for consulting services under the Energy Efficiency and Conservation Programme (EECP) within the Ministry. The main objective of this programme is to enhance Jamaica's Energy Efficiency (EE) and Energy Conservation (EC) potential through the design and implementation of cost saving Energy Efficiency (EE) and Energy Conservation (EC) measures in the public sector.

The Ministry of Science, Energy and Technology, now invites proposal(s) from eligible Consultants for the **Development of National Guidelines for the Management of Hazardous Waste resulting from EE/EC Interventions in the Jamaican Public Sector.**

The specific objective of this consultancy is to design and develop guidelines for the management of hazardous waste to include its safe collection, handling, storage, transportation, treatment and disposal, in particular mercury from fluorescent light bulbs and refrigerants/chemicals from air conditioning units. The document will be a comprehensive guide for stakeholders in the Energy Efficiency and Energy Conservation sector and will outline standards, systems and procedures for managing waste in the sector.

The Consultant will be selected under **Quality and Cost Based Selection (QCBS)** and procedures specified in this Request for Proposals (RFP), in accordance with the Government of Jamaica Handbook of Public Sector Procurement Procedures (revised March 2014).

Required Qualification and Experience

- Post-graduate qualifications in Natural Sciences, Environmental Science, Engineering or related field.
- At least five (5) years' experience in the development of environmental standards, protocols and guidelines for the management of hazardous materials including chemical waste
- Working knowledge of the rules, regulations and procedure for the application and processing of environment standards.
- Strong interpersonal, technical, observational, communication and networking skills complemented by fluency in English, strong writing skills and the ability to simplify complex material.
- Fluency in English.
- Possession of a valid Tax Compliance Certificate (TCC); required at bid submission.

RFP Details

Availability of RFP:	**On request from the MSET-PEU**
Deadline for submission:	**Tuesday, October 25, 2016 at or before 3:00 p.m. EST**
Location for submission:	**Receptionist Area, Second Floor, Ministry of Science, Energy and Technology**

*Interested eligible consultants may obtain further information between the hours of **10:00 a.m. and 4:00 p.m.,** Mondays to Fridays from the,*

Energy Efficiency Conservation Programme
Ministry of Science, Energy and Technology
PCJ Building, 36 Trafalgar Road
Kingston 10, Jamaica,
Tel: 876-929-8990-9 or 876-754-6355
Fax: 876-754-6351
E-mail: eecp@mstem.gov.jm

Proposals will be opened in the presence of the consultant's representatives who choose to attend at the address below at **3:15 p.m. EST** on **Tuesday, October 25, 2016.**

Energy Efficiency Conservation Programme
Ministry of Science, Energy and Technology
PCJ Building, 36 Trafalgar Road
Kingston 10, Jamaica, West Indies

Late proposals will not be accepted.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

OFFICE OF THE PRIME MINISTER
INVITATION TO TENDER
Janitorial and Related Services
LCB #2016/09/015A

The Office of the Prime Minister (OPM) now invites sealed bids from eligible and qualified suppliers for the provision of **Janitorial and Related Services** at the Office of the Prime Minister and the Office of the Cabinet. Bidding will be conducted through the Local Competitive Bidding (LCB) procedures as outlined in the Government of Jamaica Handbook of Public Sector Procurement Procedures, March 2014 **(http://www.mof.gov.jm)** and is open to all bidders locally.

The service includes the cleaning of all offices, corridors and common areas; dusting of all files in the registries, cleaning of blinds as well as the washing of all external windows. Further details may be obtained from the Bid Document.

Eligibility Requirement: Tenders MUST provide:

1. A valid National Contracts Commission (NCC) Certificate in the category of **Janitorial, Sanitation Services**
2. A Valid Tax Compliance Certificate/Tax Compliance Letter
3. Bid Security: Fixed Sum JMD**$250,000.00** in the form of a Manager's Cheque or a Bank Guarantee

A complete set of bidding documents, in English, may be purchased by interested bidders as of **Tuesday, September 20, 2016** for a non-refundable fee of **$3,000.00** JMD at the Cashier, and the submission of a receipt to the **Procurement Manager, Administration Building, Office of the Prime Minister, 1 Devon Road, Kingston 6.** The method of payment may be cash or Manager's Cheque.

Bids **MUST** be placed in the designated Tender Box located in the Procurement Unit, the Administration Building, Office of the Prime Minister, on or before **Friday, October 7, 2016 at 10:00 a.m.** Bids must be returned in a plain, sealed envelope appropriately marked on the outside of the envelope: **"Janitorial and Related Services"** addressed to:

The Procurement Manager
Office of the Prime Minister
1 Devon Road, Kingston 6

Opening Information: The public opening of proposals will take place in the Press Room, Administration Building, at **Friday, October 7, 2016 at 10:15 a.m.** For further information, please contact:

The Procurement Manager
Office of the Prime Minister
1 Devon Road
Kingston 6
Tel: 927 – 9941 – 3, 927-4101-3, 920-8788
Fax: 978-3073
Email: procurement@opm.gov.jm

Please visit the website at **www.opm.gov.jm** for additional information.

OUR

OFFICE OF UTILITIES REGULATION

Regulating Utilities for the Benefit of All

PROCUREMENT NOTICE: INVITATION FOR BIDS (IFB)

The Office of Utilities Regulation (OUR) invites tenders from suitably qualified bidders in relation to the procurement and supply of Laptop Computers and Accessories.

Details:	The Bidding Documents with details of the Invitation For Bids (IFB) can be viewed on the OUR's website: **www.our.org.jm.**
Contact:	Email enquiries to: **donovan.smith@our.org.jm.**
Deadline:	11:00 am Eastern Standard Time (EST) on Monday, 2016 October 03.
Submissions:	As specified in the IFB Bidding Documents.
Issued by:	*The Office of Utilities Regulation on 2016 September 20.*