



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:

- 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 TO TENDER

Housing Agency of Jamaica Limited (HAJL)
Invites sealed bids for Consulting Services Preparation of Survey Drawings for Lands at Grange Pen, St. James

The Housing Agency of Jamaica Limited (HAJL) invites consultants to submit proposals to provide detailed survey drawings for lands at Grange Pen, St. James.

Eligibility Requirements

- Tax Compliance Letter (TCL) or valid Tax Compliance Certificate (TCC),
- A Commissioned Land Surveyor’s Certificate
- Current Practicing Certificate

Procurement Method: Local Competitive Bidding

Collection of Bidding Documents

Request for Proposals are available as of **Monday October 3, 2016 @ 9:00 a.m. – 4:00 p.m.**, from the Procurement Unit, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5 at a cost of **Two Thousand Jamaican Dollars (J\$2,000)** payable by Debit card or by lodgement to HAJL’s NCB Account using the Customer #99-555555

Submission Deadline

Bids shall be valid for a period of ninety (90) calendar days after the bid closing date. Bids must be submitted by **10:00 a.m., Tuesday, October 18, 2016**

For additional information please visit the Housing Agency of Jamaica Limited’s website at <http://hajl.gov.jm/www/>



INVITATION TO TENDER

Scope: The Caribbean Maritime Institute (CMI) invites bids from suitably qualified Security Companies to provide security services.

The proposal should be in accordance with the requirements of the Bidding Documents which will be available from the offices of the Caribbean Maritime Institute as of Tuesday October 4, 2016, at a cost of **J\$1,500.00** (non-refundable). In entering into contractual arrangements with the selected Bidder the procuring entity will be guided by the Government of Jamaica Handbook of Public Sector Procurement Procedures, March 2014.

Collection Time: Mondays to Friday (8:30 a.m. to 4:00 p.m.)

- Eligibility:** Bidders must be registered with the National Contracts Commission (NCC) and possess the following:
- Valid Tax Compliance Certificate (TCC).
 - Valid National Contracts Commission Certificate (NCC) - Safety and Security Services.
 - Valid Private Security Regulation Authority Certificate (PSRA).

Procurement Method: Local Competitive Bidding

Address of Entity: THE CARIBBEAN MARITIME INSTITUTE, Palisadoes Park, Kingston, CSO. Bidders or their representatives are allowed to be present at the opening of the Bids.

Contact Information: **Dean of Discipline, rshaw@cmi.edu.jm, or Senior Manager Projects and Strategic Initiatives rhyayden@cmi.edu.jm**

Site Visit Date: Friday, October 7, 2016 @ 10:00 a.m.

Tender Closing Date: Friday, October 28, 2016 @ 2:00 p.m.

Tender Document Opening Date: Friday, October 28, 2016 @ 2:30 p.m.

Bid documents must be labeled **SAFETY AND SECURITY SERVICES** and deposited in the tender box located at the offices of the **Caribbean Maritime Institute**. Late bids will be rejected.



INVITATION TO TENDER

NMIA Airports Limited invites eligible vehicle rental operators to tender for the following commercial activity:

- OPERATION OF VEHICLE RENTAL CONCESSION – NORMAN MANLEY INTERNATIONAL AIRPORT**

Proponents MUST possess the licences, permits or approvals from the relevant Government authorities needed to provide vehicle rental service, as well as a valid Tax Compliance Certificate. The period of operation will be for three (3) years with the successful Proponent.

The Request for Proposal Document may be obtained from the following address as of **Friday, 2016 September 30 at a non-refundable cost of J\$2,500.00, which must be paid for in cash or manager’s cheque:**

**Senior Director,
Commercial Development & Planning
NMIA Airports Limited
Administration Building
Norman Manley International Airport
Palisadoes, Kingston**

Tender submissions should be deposited in the Tender Box at the address below **NO LATER THAN 2:00 pm ON TUESDAY, NOVEMBER 01, 2016:**

**NMIA Airports Limited,
Administration Building
Norman Manley International Airport
Palisadoes Kingston**

PROPOSALS SUBMITTED AFTER THIS TIME AND DATE WILL BE AUTOMATICALLY DISQUALIFIED

Proposals will be opened promptly at **2:30 p.m. on Tuesday, November 01, 2016** in the Board Room of the Airports Authority of Jamaica located on the Administration Building at the Norman Manley International Airport, Palisadoes, Kingston.

NOTICE

PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS



Invitation for Bids (IFB)

To offer security services at Bellevue Hospital

- Bellevue Hospital now invites sealed bids from eligible and qualified bidders “To offer security services at Bellevue Hospital for a three (3) year period”
- Bidders must possess a valid Tax Compliance Certificate, must be registered with the National Contracts Commission in the category of “**Safety and Security Services**”. They should also be registered with the Private Security Regulation Authority (PSRA) in order to participate.
- Bidding Documents will be made available for a non-refundable fee of \$3000.00 payable by cash or manager’s cheque at the Bellevue Hospital, 16 ½ Windward Road Kingston 2 from **Wednesday October 5, 2016 9:30 a.m. - 4:00 p.m. Site visit will be at 11:00 a.m. on Tuesday October 11, 2016.**
- For queries, please contact the following: Procurement Officer, Email: bellevueprocurement@gmail.com. Contact #: 928-1380-7 (Ext 2074) Fax no.: 928-1236**
- Bids shall be valid for a period of **120** days after bid closing and shall be deposited in the tender box located at the Ground Floor - 16 ½ Windward Road, Kingston 2 of the Bellevue Hospital by or before **11:00 a.m. Tuesday, October 25, 2016. Late bids will be rejected.**
- Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address above at **11:15 a.m., October 25, 2016.**

Scope of Work

To provide security services at Bellevue Hospital for a three (3) year period.



Invitation for Bids (IFB)

To offer security services at Kenneth Royes Rehabilitation Centre

- Bellevue Hospital now invites sealed bids from eligible and qualified bidders “To offer security services at Kenneth Royes Rehabilitation Centre for a three (3) year period”
- Bidders must possess a valid Tax Compliance Certificate, must be registered with the National Contracts Commission in the category of “**Safety and security services**”. They should also be registered with the Private Security Regulation Authority (PSRA) in order to participate.
- Bidding Documents will be made available for a non-refundable fee of **\$3000.00** payable by cash or manager’s cheque at the Bellevue Hospital, 16½ Windward Road, Kingston 2 from **Wednesday October 5, 2016, 9:30 a.m. - 4:00 p.m.** Site visit will be at **10:00 a.m. on Monday October 10, 2016** at 2 Windsor Road, Spanish Town, Kenneth Royes Rehabilitation Centre.
- For queries, please contact the following: Procurement Officer Email: bellevueprocurement@gmail.com Contact #: 928-1380-7 (Ext 2074) Fax no.: 928-1236.**
- Bids shall be valid for a period of **120** days after bid closing and shall be deposited in the tender box located at the Ground Floor 16½ Windward Road, Kingston 2 of the Bellevue Hospital by or before **11:00 a.m., Tuesday, October 25, 2016.** Late bids will be rejected.
- Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address above at **11:15 a.m., October 25, 2016.**

Scope of Work

To provide security services at Kenneth Royes Rehabilitation Centre for a three (3) year period.



INVITATION TO TENDER

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)
Tel: 984-3111-2/ Cell: 478-6936

Address of Entity: Old House of Assembly Building
Emancipation Square, Spanish Town

Documents will be available as of **3rd October 2016** between the hours of 9:00 a.m. and 5:00 p.m. each weekday

Closing Date: 21st October, 2016 at 2:30 p.m.

Tender Opening Date: 21st October, 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 **Parochial Revenue Fund, Roads and Works Department - Cocoa Ridge Road.**



INVITATION TO TENDER

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)
Tel: 984-3111-2/ Cell: 595-8111

Address of Entity: Old House of Assembly Building
Emancipation Square, Spanish Town

Documents will be available as of **3rd October, 2016** between the hours of 9:00 a.m. and 5:00 p.m. each weekday

Closing Date: 21st October, 2016 at 2:30 p.m.

Tender Opening Date: 21st October, 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 **Parochial Revenue Fund, Roads and Works Department - Garbage Collection and Disposal (Markets).**