



# 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 ROADS REHABILITATION PROJECT Long Pond – Appleton (Phase 1)



The Ministry of Industry, Commerce, Agriculture & Fisheries/Sugar Transformation Unit invite contractors to submit tenders to undertake the rehabilitation of the roadway leading from Long Pond to Appleton under phase 1 of the project which is to be undertaken this Financial Year and consist of two (2) packages.

- Package 1, Deeside – Shaw Castle, (Trelawny)
- Package 2, Arcadia – Eldersley – Jointwood, (St. Elizabeth)

### DESCRIPTION OF WORKS:

The contractor will be required to undertake the rehabilitation of road pavements inclusive of asphaltic double surface treatment, improvement of some curves, drainage improvement (culverts, kerb & channel) and some asphaltic concrete cross drains and surface treatment.

### ELIGIBILITY

Tenderers must provide: A valid Tax Compliance Certificate (TCC). A valid National Contract Commission (NCC) registration certificate in the category of **General Road Work – Grade 1**.

A tender bond in the prescribed form stamped by the Commissioner of Stamp Duty or a managers/certified cheque in the amount of not less than 2% of the total tender price.

### COLLECTION OF DOCUMENTS:

Tender documents will be available beginning **September 14, 2016**, between the hours of **10:00 a.m. and 4:00 p.m.** at the Offices of the Sugar Transformation Unit, Ministry of Industry, Commerce, Agriculture and Fisheries, Hope Garden, Kingston 6.

Tenderers will be required to pay a non-refundable fee of **\$4,000.00** for each document. Payment should be made in cash or manager’s cheque to the “**Permanent Secretary, Ministry of Industry, Commerce, Agriculture & Fisheries**”.

### RETURN OF TENDERS:

Sealed Bids must be placed in the designated tender box labeled “**Cane Haul Road Rehabilitation Project, Long Pond – Appleton Contract (Phase 1), Package No**” located at the Facilities and Property Management Department on or **before 10:00 a.m. on Friday, October 7, 2016**.

Public Opening of the tenders will follow at **10:15 a.m.** in the Conference Room of the Facilities and Property Management Department.

**For further information / clarification please contact the Project Engineer, Sugar Transformation Unit.**

## MINISTRY OF LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT INVITATION TO BID

The Ministry of Local Government and Community Development in collaboration with the St. Mary Parish Council now invites sealed bids from eligible and qualified bidders for **the construction of the Port Maria Market at Hodgson and Market Street in Port Maria, St. Mary.**

**Scope:** To construct approximately 5000 square foot of concrete building to house vendors. All amenities to be constructed as per design and bills of quantities.

**NCC Registration:** **Minimum Grade 2 in the category of Building Construction**

**Procurement Method:** Local Competitive Bidding

**Collection Date:** As of **Monday, September 19, 2016** (Mondays-Thursday @ 8:30 a.m to 4:30 p.m. and Fridays, 8:30 a.m. to 3:30 p.m.)

Bid documents are available at a cost of **\$4,000.00 (non-refundable)** payable in cash or Manager’s cheque to the Ministry of Local Government and Community Development. Bids shall be valid for a period of 120 days after bid closing date. The required Bid Security should be 0.25% of the Bid Amount.

Bid along with supporting documents must be submitted by **3:00 p.m., Thursday, October 13, 2016**, Bid opening **October 13, 2016 at 3:15 p.m.** Conference Room D at the Ministry of Local Government and Community Development Bldg. Two.

**Contact Information:** Procurement Manager  
wharris@mlge.gov.jm

**Address:** Ministry of Local Government & Community Development  
85 Hagley Park Road, Kingston 10  
Telephone No. 754-0992-9  
CUG: 579-7910

## OFFICE OF THE CABINET

### REQUEST FOR QUOTATION

The Office of the Cabinet, Public Sector Transformation and Modernisation (PSTM) invites eligible suppliers to submit bids for the:

**RFQ#2016/E005: SUPPLY OF SCANNER AND COMPUTER HARDWARE FOR THE AUDITOR GENERAL’S DEPARTMENT**

The details of the engagement are included in the Request for Quotation document which will be available for download as at **Tuesday, September 13, 2016** on the Government of Jamaica Electronic Procurement website ([www.gojep.gov.jm](http://www.gojep.gov.jm)). Registration is a prerequisite for Consultants to participate in the Tender and therefore instructions (relating to registration) are available on the website.

**Procurement Method:** Local Competitive Bidding

**Source of Funding:** Project is funded by the European Union (EU) under the Project No. GRT/EX-14238-JA. The Inter-American Development Bank (IDB) policy (GN-2349-9) and the Government of Jamaica (GOJ) Handbook of Public Sector Procurement Procedures, 2014 will guide the process.

**Compliance Certificates:** Jamaican nationals must submit a valid Tax Compliance Certificate (TCC) and a National Contracts Commission Certificate (NCC) with their bid.

The closing date for the submission of proposal is **Tuesday, September 27, 2016 at 1:00 p.m.** (Jamaica Time). Online Bid Opening takes place thereafter on the same day (on **Tuesday, September 27, 2016**) at **1:15 p.m. (Jamaica Time)**. An online bid opening report will be sent to all Bidders that submitted a proposal.

**Late submissions will not be accepted.**

Further information may be obtained from:

**The Procurement Officer  
Office of the Cabinet  
Public Sector Transformation and Modernisation  
Room 219, (Upstairs) 2A Devon Road  
Kingston 6  
Jamaica, West Indies**

This is an online Tender where tenders will only be accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) will be accepted and there will be no physical tender box for drop-off of Tender documents. To obtain the Tender documents and to participate in the Tender opportunity, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, **Register as a Supplier** from the Home page. System User Manual can also be accessed by selecting the **User Manual** option.

For assistance, in registration or to receive training, please contact the support desk at: (876) 932-5220 or select the **Contact us** link from the Home page to send an e-mail.

## Ministry of Industry, Commerce, Agriculture & Fisheries (MICAF)

### INVITATION TO TENDER

**PROCURING ENTITY:** Ministry of Industry, Commerce, Agriculture & Fisheries (MICAF)

**SCOPE:** “Rental & Clearance of Skips” at the Ministry of Industry, Commerce, Agriculture & Fisheries.

**NCC GRADE &/OR CATEGORY:** National Contracts Commission Certificate (NCC) in “Transportation & Haulage” category (Additional requirements are outlined in Criteria for Evaluation)

**Procurement Method:** Local Competitive Bidding

**Collection Date:** As of **August 29<sup>th</sup> 2016**. (9.00 a.m. to 3:30 p.m. Mondays-Fridays)

**CONTACT INFORMATION:** NAME & POST OF OFFICER: Michelle Lindo, Director (Acting) of Facilities and Property Management Division

**ADDRESS OF ENTITY:** Hope Gardens, Kingston 6

**TELEPHONE NO(S):** 927-1731-50

**FOR ADDITIONAL INFORMATION**  
E-MAIL ADDRESS: [facilities@moa.gov.jm](mailto:facilities@moa.gov.jm)

**COST OF TENDER DOCUMENT:** \$1,500.00

The bid documents are available at a cost of **\$1,500.00** payable to the cashier. Bids must be valid for **90 days** after the closing date. Bids must be submitted by **10:00 a.m., October 14, 2016**.



## Information Technology Audit Services National Housing Trust

**Procuring Entity:** National Housing Trust

**Scope:** Provide Information Technology Audit Services to the NHT.

**NCC Grade/Category:** N/A

**Procurement Method:** Local Competitive Bidding

**Contact Information:** Manager, Procurement & Stores Unit

**Address of Entity:** 4 Park Boulevard, Kingston 5

**Telephone Number(s):** 929-6500-9, Ext. 7281/7283

**Email Address:** [procurement@nht.gov.jm](mailto:procurement@nht.gov.jm)

Bid packages are available on the payment of a non-refundable fee of \$1,000 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from **Monday, September 19, 2016**. Bids must be submitted to Procurement & Stores Unit, on or before **11:00 am on Thursday, October 6, 2016**; public opening of bids same day immediately after bid submission deadline. Please visit the website at [www.nht.gov.jm](http://www.nht.gov.jm) for the full details.



## INVITATION TO BID

**PROCURING ENTITY - NATIONAL SOLID WASTE MANAGEMENT AUTHORITY**

**NAME OF PROJECT -** Provision for Security Guard Services  
**PROCUREMENT METHOD –** Local Competitive Bidding  
**ELIGIBILITY REQUIREMENTS -** Interested contractors must have at the time of submission:

- A valid Tax Compliance Certificate/Tax Compliant Letter
- A valid National Contract Commission Certificate “Safety and Security Services”
- A valid Private Security Regulation Authority Licence
- A Fixed sum of \$50,000 Bid Security Manager’s Cheque

**DOCUMENT AVAILABLE –** As of **Tuesday, September 20, 2016**  
**CLOSING DATE:** **Monday, October 10, 2016 at 11:00 a.m.**

**CONTACT INFORMATION:** Sheena Henry-Procurement Officer

**ADDRESS OF ENTITY:** 61 Half –Way-Tree Road, Kingston 10

**TELEPHONE NO(s):** 926-8559, 960-4511, Fax: 876-920-1415

**FOR ADDITIONAL INFORMATION:** [procurement@nswma.gov.jm](mailto:procurement@nswma.gov.jm)

**COST OF TENDER DOCUMENT:** \$2000.00