



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.



SPECTRUM-MANAGEMENT AUTHORITY INVITATION FOR BIDS

The Spectrum Management Authority invites sealed bids from eligible and qualified bidders for the **Provision of Janitorial, Sanitation and Ground Maintenance Services** at 13-19 Harbour Street, Kingston.

NCC Category:	Janitorial, Sanitation Services
Contract/Bid#:	SMA-JSGMS-006/2016
Procurement Method:	Bidding will be conducted through Local Competitive Bidding (LCB) procedures specified in the GOJ’s Handbook of Public Sector Procurement Procedures.
Eligibility of Contractors:	Copy of a valid Tax Compliance Certificate (TCC) indicating they are tax compliant at the time of submission of tenders. Copy of National Contracts Commission registration in the category of Janitorial, Sanitation Services , reflecting validity at the time of tender submission. Bids must be valid for a period of 90 days, after bid closing.
Site Visit:	A site visit of the facilities will be conducted on October 4, 2016 at 10:00 a.m.
Tender Document:	Bid documents are available at a cost of \$3,000.00 payable by cash or manager’s cheque. Bids shall be deposited in the tender box located in the lobby at Spectrum Management Authority, 13-19 Harbour Street, Kingston on or before Friday, 2016 October 21 at 3:00 p.m. Late Bids will be rejected.
Collection Date:	As of Monday 2016 September 26 (Mon-Fri @ 9:00 a.m. to 3:30 p.m.)
Deadline for Submission:	Friday, 2016 October 21 at 3:00 p.m.
Bid Opening:	Bids will be opened publicly on Friday, 2016 October 21 at 3:15 p.m. in the Board Room located on the Ground Floor, Spectrum Management Authority, 13-19 Harbour Street, Kingston.
Contact Information:	Procurement Officer procurement@sma.gov.jm Telephone: 876-922-8884
Address:	Spectrum Management Authority 13-19 Harbour Street Kingston



INVITATION TO BID

PROCURING ENTITY:	BANK OF JAMAICA
SCOPE:	Supply of Motor Vehicles (Lot I – Seven (7) Sports Utility Vehicles) (Lot II – One (1) Single Cab Pick-Up Truck)
NCC GRADE &/OR CATEGORY:	Motor Vehicles & Spares
TENDER SECURITY:	Required. Please see the Bid Data Sheet of the RFP.
CONTACT INFORMATION:	Head of Procurement, Procurement Administration Section
ADDRESS OF ENTITY:	Nethersole Place, Kingston
TELEPHONE NO(S).	876 922 0750-9
FOR ADDITIONAL INFORMATION:	bojtender@boj.org.jm
COST OF TENDER DOCUMENT:	No Cost. Download document from the Bank’s Website www.boj.org.jm
DEADLINE:	14 October 2016 at 10:00 am
For Additional Information Visit: (www.boj.org.jm) under the section Tenders	
Please note that notwithstanding the information provided in this advertisement the final instructions to bidders is the RFP and any notification that may be posted on the Bank of Jamaica website. Bidders are therefore required to monitor the website for the most current information.	



Maintenance Services for Fire & Safety Systems/Equipment

Procuring Entity:	National Housing Trust
Scope:	Provide maintenance services for fire and safety systems/equipment at all NHT locations island-wide.
NCC Grade/Category:	Safety and Security Services OR General Services – specializing in maintenance of fire and safety system/equipment
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
Bid packages are available on the payment of a non-refundable fee of \$1,500 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from Monday, September 26, 2016 . Bids must be submitted to Procurement & Stores Unit, on or before 10:00 am on Monday, October 10, 2016 ; public opening of bids same day immediately after bid submission deadline. Please visit the website at www.nht.gov.jm for the full details.	



NATIONAL IRRIGATION COMMISSION LIMITED INVITATION TO BID

BID NO. –NIC/G028/2016

PROCUREMENT OF SPARE ELECTRICAL MOTORS FOR PUMPS

- The National Irrigation Commission Limited invites bids from eligible Bidders for the Procurement of **Electrical Motors for Pumps**. The National Irrigation Commission Limited as part of its strategic objective for the financial year 2016-2017 has set itself a target to reduce pump downtime as well as future failure risk in order to increase service quality. Bidding will be conducted through the Local Competitive Bidding (LCB) procurement method, governed by the Government of Jamaica Handbook of Public Sector Procurement Procedures - Procurement of Goods, Works and General Services.
- To be eligible, local entities are required to be currently registered with the National Contracts Commission in the Category **Industrial, Construction Equipment and Machinery, and possess a valid Tax Compliance Certificate (TCC)**.
- Interested eligible Bidders may obtain further information, and may inspect the Bidding Document by contacting:

The Procurement Manager – Wesley Blake
The Finance Department
National Irrigation Commission Limited
191 Old Hope Road, Kingston 6
Tel: 977-6446/4022 Fax: 977-6133
E-mail: wesleyb@nicjamaica.com

- Bid Collection Period: September 26, 2016 to October 7, 2016 from 9:00 a.m. – 3:00 p.m.** The Bidding Document may be purchased by interested Bidders upon payment of a non refundable fee of **Three Thousand Jamaican Dollars (J\$3,000.00)** in cash or certified cheque made payable to the National Irrigation Commission Limited, and can be collected from the address above.
- Bid Submission Deadline:** Bids must be delivered to the address below on or before **12:00 noon Friday October 14, 2016**, and deposited in the Tender Box located in the Administrative Building at the address below. Bids shall be appropriately marked on the outside of the sealed envelope:

PROCUREMENT OF SPARE ELECTRICAL MOTORS FOR PUMPS BID No.- NIC/G028/2016

Bids will be opened in the presence of the Bidders’ representatives who choose to attend in person at the address below at **12:15 p.m. Friday October 14, 2016**. **Late bids will be rejected.**

Bids submitted by Bidders who do not purchase the Bid Document from the National Irrigation Commission will be rejected.

The address referred to above is:

National Irrigation Commission Limited
191 Old Hope Road
Kingston 6

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.