



# 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.**

## OFFICE OF THE CABINET

### REQUEST FOR CURRICULA VITAE

#### PUBLIC SECTOR TRANSFORMATION & MODERNISATION PROGRAMME

The pursuit of the Shared Corporate Services (SCS) initiative was among the recommendations articulated in the White Paper regarding the 2011 Master Rationalization Plan. The Government of Jamaica, under the auspices of the Public Sector Transformation and Modernisation Programme (PSTMP), Office of the Cabinet (OoC), has received funding from the Inter-American Development Bank to implement the Public Sector Efficiency Programme (PSEP). The programme is designed to improve government efficiency and effectiveness, and encompasses the introduction of SCS across the public sector.

The OoC is seeking to recruit a **SCS Strategy and Planning Specialist and a Project Manager for the Human Resource Shared Services**, to develop the strategies and plans required to guide the introduction of SCS. Eligible and qualified individuals are invited to submit full Curricula Vitae (CV) to provide technical assistance on a contractual basis.

#### CV#2016/E011: ENGAGEMENT OF SCS STRATEGY AND PLANNING SPECIALIST

##### The consultant will be required to, among other things:

- Formulate and implement the Enterprise-wide Strategies and Plans for the use of shared services across the corporate functions of the public sector
- Develop Transition Plans for migration to shared services
- Develop Change Management Plans
- Develop Risk Management Plans
- Identify building/office space and establish the SCS entity

##### The consultant will be required to have the following qualifications and experience:

- A minimum of a MBA or MSc in Management Studies, Strategic Management/Planning, Public Sector Management, Public Administration (or any related field) from an accredited tertiary institution
- A minimum of 10 years' involvement in strategy formulation and the development of Transformational Change Plans
- A minimum of 10 years' experience in managing projects, with at least two years dedicated to developing and implementing Shared Services Strategies and Projects
- At least 5 years' experience working in a senior executive management position for a large private, non-governmental or public sector organization

#### CV#2016/E012: ENGAGEMENT OF PROJECT MANAGER, HUMAN RESOURCE SHARED SERVICES

##### The consultant will be required to, among other things:

- Develop and deliver the following:
  - Operating Model
  - Transition Plan
- Develop an Implementation Strategy and Plan
- Prepare a Risk Management Plan
- Prepare a Change Management Plan

##### The consultant will be required to have the following qualifications and experience:

- A minimum of a MBA or MSc in Management Studies, Public Sector Management, Public Administration, Human Resource Management (or any related field) from an accredited tertiary institution
- A minimum of 5 years' experience in managing projects, with at least 2 years dedicated to the development and implementation of a HRSS project
- At least 5 years' experience working in a senior executive management position for a large private, non-governmental or public sector organization

The full details of the engagement are included in the Request for CV document which will be available for download as of **September 3, 2016** on the website of the OoC ([www.cabinet.gov.jm](http://www.cabinet.gov.jm)).

Tenders for this procurement will be accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)) as well as via email at [psmd.proc@cabinet.gov.jm](mailto:psmd.proc@cabinet.gov.jm). To obtain the Tender documents via the Government Procurement Portal, 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.

CV and all related documents should be submitted in English **NO LATER THAN September 19, 2016 at 2:00 p.m. (Jamaica Time, UTC-5)**. The opening of CV will be done electronically on **September 19, 2016 at 2:15 p.m.**

**Late submissions will not be accepted.**

**The OoC reserves the right to withdraw this Request for CV without providing any reason(s) at any time before the stipulated deadline for submission.**



### Invitation to Bid

#### Petrojam Limited Invites sealed bids for Refurbishment of Antilles Farmhouse Building Phase II

Petrojam Limited hereby invites sealed bids from eligible bidders for the **Refurbishment of Antilles Farmhouse Building Phase II** at its Refinery located at 96 Marcus Garvey Drive, Kingston, Jamaica.

**Eligibility Requirements:** (1) Copy of valid Tax Compliance Certificate (TCC) (2) Proof of registration with the National Contracts Commission's certificate in the category of **Building Construction Grade 3 minimum**

A mandatory Site Visit will be held on **Tuesday, September 13, 2016 at 10:00 a.m.**, at the Petrojam Limited, Kingston Refinery, 96 Marcus Garvey Drive, Kingston 15, Jamaica, W.I. location.

##### Collection of Bidding Documents

Bidding Documents will be available from the Receptionist, Petrojam Limited, 75 Marcus Garvey Drive, Kingston 15 as of **Monday, September 5, 2016 to Monday, September 12, 2016** between the hours of **9:00 a.m. and 4:00 p.m.**, at a cost of **Two Thousand Jamaican Dollars (J\$2000)** in the form of cash or manager's cheque. **Failure to purchase the bidding documents directly from Petrojam Limited shall result in the rejection of the bid.**

Bids shall be valid for a period of **ninety (90)** calendar days after the bid closing date. Bids must be submitted by **Monday, September 19, 2016 at 10:00 a.m.**

**For additional information please visit Petrojam Limited's website at <http://www.petrojam.com>**



## INVITATION TO BID

### Jamaica Customs Agency

Invites sealed bids for the **Supply and Delivery of Five (5) Gallon Spring Water and Cone Cups for Three (3) Years.**

**Scope:** Supply and Delivery of Five (5) Gallon Spring Water and Cone Cups for Three (3) Years

**NCC Category:** General Supplies specializing in Water or Bottled Water

**Procurement Method:** Local Competitive Bidding

**Collection Date:** As of **Monday September 5, 2016 (Mondays-Fridays @ 9:00 a.m. to 3:00 p.m.)**

Bid documents are available for the non-refundable cost of **\$3,000.00** payable in cash or Managers' Cheque to the Commissioner of Customs at the below address. Bids shall be valid for a period of **180 days** after bid closing date. Bids must be submitted between the hours of **9:00 a.m. and 11:00 a.m. Wednesday September 21, 2016**. The tender opening will follow at **11:15 a.m. on Wednesday September 21, 2016** in the Multipurpose Room of Jamaica Customs Agency.

**Contact Information:** Procurement Manager  
Email: [naidine.samuels@jacustoms.gov.jm](mailto:naidine.samuels@jacustoms.gov.jm)

**Address:** Jamaica Customs Agency  
2-4 King Street, Kingston  
Telephone No. 922-5140-9  
Fax No. 948-6920



## INVITATION TO BID

### Jamaica Customs Agency

Invites sealed bids to **Supply and Installation of Commercial Racks** at Jamaica Customs Agency (Queens Warehouse) 230 Spanish Town Road, Kingston

**Scope:** Supply and Installation of Commercial Racks at Jamaica Customs Agency (Queens Warehouse) 230 Spanish Town Road, Kingston.

**NCC Category:** Office Equipment Supplies

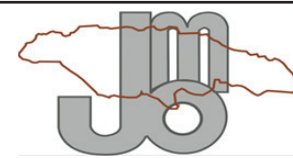
**Procurement Method:** Local Competitive Bidding

**Collection Date:** As of **Monday September 5, 2016 (Mondays-Fridays @ 9:00 a.m. to 3:00 p.m.)**

Bid documents are available at the non-refundable cost of **\$3,000.00** payable in cash or Managers' Cheque to the Commissioner of Customs at the below address. Bids shall be valid for a period of **120 days** after bid closing date. Bids must be submitted between the hours of **9:00 a.m. and 11:00 a.m. Tuesday September 27, 2016**. The tender opening will follow at **11:15 a.m. on Tuesday September 27, 2016** in the Library of Jamaica Customs Agency.

**Contact Information:** Procurement Manager  
[naidine.samuels@jacustoms.gov.jm](mailto:naidine.samuels@jacustoms.gov.jm)

**Address:** Jamaica Customs Agency  
2-4 King Street, Kingston  
Telephone No. 922-5140-9  
Fax No. 948-6920



## INVITATION TO TENDER

**Procuring Entity:** JAMAICA BAUXITE MINING LIMITED

**Scope:** Resurfacing of Road Way at Beulah Park, Lydford, St. Ann

**NCC Grade and/or Category:** General Road Works (3-4)

**Contact Information:** Mr. Kenneth Anglin (Deputy Port & Property Manager)

**Tele:** 974-7463/Cell: 776-9287

**Address of Entity:** Jamaica Bauxite Mining Ltd,  
Petroleum Corporation building,  
36 Trafalgar Rd., Kingston 10.

Documents will be available as of the **5th September 2016** between the hours of **9:00 a.m. and 4:00 p.m.** each weekday.

**Procurement Method:** Local Competitive Bidding

**Closing Date:** 14th October 2016 at 10 a.m.

**Tender Opening:** 14th October 2016 at 10:15 a.m.

**Cost of Tender Document:** \$5,000.00

**Additional Information:** [anglin.kenneth@cwjamaica.com](mailto:anglin.kenneth@cwjamaica.com)