



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.

MINISTRY OF LABOUR & SOCIAL SECURITY

Invitation for Bids (IFB)

Bid No. MLSS/LCB/GMS/01-2016

- Ministry of Labour & Social Security** now invites sealed bids from eligible and qualified bidders for **General Maintenance Services for Air Conditioning Units Bid No: MLSS/LCB/GMS/01-2016**
- Scope:** “The successful bidder is responsible to perform periodic routine preventative maintenance and repair of all accepted air conditioning units and will report, quarterly, on each units status and all work performed. Contractor will be responsible to initially inspect all MLSS air conditioning units and provide a written report of the inspection within **forty-five (45) days** of contract acceptance. Contractor will inspect all units for defective units or parts prior to begin routine preventative maintenance. The initial report will list the status of all air conditioning units. The report will delineate each air conditioning unit by location and floor and; **(1). If it is operational (2) requires repair and (3) recommended for replacement**”.
- Bidders must possess a valid Tax Compliance Certificate and must be registered with the National Contracts Commission **Grade 3 or 4** in the category “**Heating, Ventilation, Air-Conditioning and Refrigeration**” in order to participate.
- Interested eligible bidders may obtain further information from Ministry of Labour & Social Security; Owen Whitely, owhitely@mlss.gov.jm and may purchase the Bidding Documents for a non-refundable fee of **Two Thousand Dollars (J\$2,000.00)** payable by cash or manager's cheque at the address given below from **Wednesday, August 10, 2016 – Tuesday, August 16, 2016** between the hours of **10:00 a.m. and 4:00 p.m.**
- Bids shall be valid for a period of **Ninety (90) days** after bid closing and shall be deposited in the tender box located at Customer Service Area, Ground Floor, 1F North Street of the Ministry of Labour & Social Security on or before **Friday, September 2, 2016 at 2:00 p.m. Late Bids will be rejected.**
- Bids will be opened in the presence of the bidders' representatives who choose to attend in person at the address below at **2:05 p.m. (Friday, September 2, 2016).**

Ministry of Labour & Social Security
1F North Street
Kingston

MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE & FISHERIES

INVITATION TO BID

PROCURING ENTITY:

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

SCOPE:

“Termite Treatment & Pest Control” at the Ministry of Industry, Commerce, Agriculture & Fisheries, Head Offices, Bodles Research Station & Orange River.

NCC GRADE &/OR CATEGORY:

National Contracts Commission Certificate (NCC) in “General Service” specializing in Pest Control (Additional requirements are outlined in Criteria for Evaluation)

Procurement Method:

Local Competitive Bidding

Collection Date:

As of **August 12 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

COST OF TENDER DOCUMENT:

\$3,500.00

The bid documents are available at a cost of **\$3,500.00** payable to the cashier. Bids must be valid for **90 days** after the closing date. Bids must be submitted by **10:00 a.m., August 12 2016.**



JAMAICA CIVIL AVIATION AUTHORITY

The Provision of Female Uniforms (RFP#2016/JCAA/12)

The Jamaica Civil Aviation Authority (JCAA) invites sealed bids from eligible bidders for the **provision of Female Uniforms.**

ELIGIBILITY REQUIREMENTS

Companies must submit valid/current copies of the following documents with their technical proposal

- NCC Registration under the category **Textile and Garments**
- Tax Compliant Certificate/Letter (TCC/L)

BID DOCUMENT

Details of the engagement are included in the Request for Proposal which may be viewed at the Jamaica Civil Aviation Authority's Website at www.jcaa.gov.jm as of **Tuesday, July 19, 2016 at 12 noon.**

RETURN OF BID DOCUMENT

Companies will be expected to provide proposals for the provision of female uniforms in accordance with the specification outlined in the Tender Documents.

Completed tender documents should be returned in sealed plain envelopes, clearly marked as follows:

Request For Proposal, RFP # 2016/JCAA/12
The Provision of Female Uniform
Jamaica Civil Aviation Authority
4 Winchester Road, Kingston 10

Envelopes should be deposited in the Tender Box at the Jamaica Civil Aviation Authority, 4 Winchester Road, Kingston 10, in the Lobby, no later than **Thursday, August 04, 2016 at 3:00 p.m.**

Public opening of bids follows at **3:15 p.m. on Thursday, August 04 2016** in the Procurement Meeting Room of the Jamaica Civil Aviation Authority.

Late Submissions will NOT be accepted.



INVITATION TO BID

NATIONAL LAND AGENCY
Invites sealed bids for the
PROCUREMENT OF THREE (3) VEHICLES

Scope: **Procurement of Three (3) Double-Cab Four-Wheel Drive Pick-up Vehicles**

NCC Registration: **Motor Vehicles and Spares**

Procurement Method: **Local Competitive Bidding**

Collection Date: **As of August 3 – 12, 2016 (9:00 a.m. - 3:00 p.m. Monday to Friday)**

Cost of Tender Document: **\$2,500.00 (payable to Cashier)**

Bid Validity Period: **90 days after bid closing date**

Bid Submission Deadline: **August 26, 2016 at 11:00 a.m.**

Bid Opening: **August 26, 2016 at 11:15 a.m.**

Contact Information: **The Procurement Officer**
nlaprourement@nla.gov.jm

For additional information, please visit the National Land Agency's Website at <http://www.nla.gov.jm>



PLANNING INSTITUTE OF JAMAICA

Invitation for Bids (IFB)
Improving Climate Data and Information Management Project
August 2, 2016
NCB No: PPCR/2016/Q3-01

The Planning Institute of Jamaica now invites sealed bids from eligible and qualified bidders for the **supply of Equipment and Software for National Geospatial Portal.**

The Bidding Documents can be found at:
www.pioj.gov.jm
www.mwh.gov.jm

Interested eligible bidders may obtain further information from the:
Planning Institute of Jamaica
Attention: **Mr. Lehome Johnson**
ljohnson@pioj.gov.jm

Bids shall be valid for a period of **90 days** after bid closing and shall be deposited on or before **August 26, 2016 at 10 a.m.**, in the tender box located at the:

Planning Institute of Jamaica
16 Oxford Road
Kingston 5

(Late bids will be rejected)

Bids will be opened in the presence of the bidders' representatives, who choose to attend at the address below at **10:15 a.m. on August 26, 2016:**

Planning Institute of Jamaica
16 Oxford Road
Kingston 5



INVITATION TO TENDER

Petrojam Limited
invites sealed bids for
Ships Agency Services

Scope: **To provide ships agency services for Petrojam Limited for one (1) year.**

NCC Registration: **Marine Services**

Procurement Method: **Local Competitive Bidding**

Collection date: **As of Tuesday, August 2, 2016 to Friday, August 12, 2016 @ 9:00 a.m. – 4:00 p.m. Companies that previously purchased bidding documents before the cut off period will be given a new document free of cost.**

Bid documents are available at a cost of **J\$2,000** payable to the cashier 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 **90 days** after bid closing date. Bids must be submitted by **10.00 a.m. Wednesday, August 17, 2016.**

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