



**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.



REQUEST FOR CURRICULUM VITAE

BUSINESS PROCES RE-ENGINEERING CONSULTANT

The Government of Jamaica has received funding from the World Bank towards the Strategic Public Sector Transformation Project and intends to apply a portion of the proceeds to fund a **Business Process Re-engineering Consultant to the Public Sector Learning Framework.**

The Ministry of Finance and the Public Service (MOFPS) now invites eligible and qualified individuals to submit full Curriculum Vitae for Consultancy Services as Business Process Re-engineering Consultant for a period of two (2) years commencing September 2016.

The consultant will work closely with the international change and culture management partners as well as with Strategic Organisational Development Branch to develop and recommend effective organisational development solutions including: conducting business process reviews/reengineering exercises, developing functional profiles, job descriptions and procedural manuals as well as providing advice on the development and implementation of the new organisational structure.

The consultant will be required to, among other things;

- Develop and recommend appropriate organizational development programmes and solutions with a view to improving the efficiency and effectiveness of the Ministry’s operations;
- Study, propose and implement systems and procedures to develop greater efficiency and productivity;
- Conduct organizational reviews, systems and procedures studies and make recommendations;
- Examine the operations and workflow of identified divisions to determine systematic weaknesses

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

- Masters Degree in Organizational Development or Business Management or similar discipline.
- Certificate/Diploma in Management Analysis.
- Seven (7) years experience in the organizational development process design or improvement.
- Experience with process mapping and modelling software, including Microsoft Visio and the development of process maps for current and future states of an organization’s business processes.
- MS Office Proficiency in Word, Excel, Power Point.

The detailed Terms of Reference for the Consultancy Services is available on the website of the Ministry of Finance and the Public Service at www.mof.gov.jm. Interested persons should forward their applications and curriculum vitae **NO LATER THAN August 26, 2016** to: -

The Procurement Specialist
Strategic Public Sector Transformation Project
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4
Email: spstp@mof.gov.jm

We thank all interested persons for applying, however please note that only shortlisted applicants will be contacted. The Ministry of Finance and the Public Service reserves the right to withdraw this invitation without providing reasons(s) at any time before the indicated deadline for submission of curriculum vitae.



INVITATION TO BID

PROCURING ENTITY: PORT AUTHORITY OF JAMAICA

SCOPE: The works comprise the Construction of a Bus Staging Area at Lot B 17, Montego Freeport, St. James.

NCC Grade &/or Category: GRADE 2 “Civil Engineering Works”

Contact Information: Gary Lawrence – Vice President - Engineering

Address Of Entity: 15 - 17 Duke Street, Kingston, Jamaica

Telephone No (s): 922-0290 - 8 (ext.) 2129

Email Address: glawrence@portjam.com
vkelly@portjam.com

Cost Of Tender Document: \$3,500.00 (JA)

For Additional Information: www.portjam.com.

MINISTRY OF HEALTH

LCB# IMM/2016-08-15

INVITATION TO BID

PROCUREMENT FOR THE SUPPLY OF REAGENTS AND CONSUMABLES WITH THE PROVISION OF THREE (3) ANALYZERS FOR PERFORMING SCREENING TESTS FOR INFECTIOUS DISEASE MARKERS - IMMUNOLOGY

The Ministry of Health of the Government of Jamaica invites sealed bids from eligible and qualified bidders for the **Supply of Reagents and Consumables with the provision of three (3) analyzers for performing screening tests for infectious disease markers - Immunology.**

Eligibility Requirements

- Bidders must submit the following with their bids at the time of bid opening:
- Copy of a valid and current National Contracts Commission Certificate (NCC) in the category of **Medical, Pharmaceutical Equipment and Supplies**
 - Copy of a valid and current Tax Compliance Certificate (TCC) / Tax Compliance Letter (TCL)

Collection of Tender Documents

Interested eligible Bidders may obtain further information from the address below from **9:00 a.m.-4:00 p.m. Mondays - Fridays**. Tender documents will be available for purchase from **Monday, August 15, 2016**. A complete set of bidding documents is available at a non-refundable cost of **J\$1,500.00** payable by cash or manager’s cheque to the cashier located on the Ground Floor, 10a Chelsea Avenue, Kingston 5.

Bids shall be valid for a period of **120 days** after bid closing and **MUST** be deposited in the tender box at the address below by **11:00 a.m.** local time, **Tuesday September 20, 2016**. Bids will be opened publicly at **11:15 a.m.** local time, **Tuesday, September 20, 2016** at the offices of the Ministry of Health.

Tenders submitted after the stipulated date and time will be rejected.

The Ministry of Health reserves the right to accept or reject any or all bids (s) or to re-tender, without thereby incurring any liability to the Bidders.

The Procurement Manager
Ministry of Health
Ground Floor, 10-16 Grenada Way
Kingston 5, Jamaica.
Email: procurement@moh.gov.jm

INVITATION TO BID

The Ministry of Health

Invites sealed bids for Motor Vehicle

Procuring Entity: North East Regional Health Authority (NERHA)

Scope: To Supply one (1) Medical Waste Truck at the Regional Maintenance Unit located at the St. Ann’s Bay Regional Hospital

NCC Registration: Motor Vehicle and Spares

Procurement Method: Local Competitive Bidding

Collection date: As of **August 15, 2016 (Mondays – Fridays at 9:00 a.m.-4:00 p.m.)**. Documents are available at a cost of **J\$2000.00** payable to the cashier located at Offices 34-38, Ocean Village Shopping Centre, Ocho Rios St. Ann. The Procurement Unit will issue the bid document upon presentation of a receipt.

Bids shall be valid for a period of **120 days** after bid closing date. The tender closes at **3:00 p.m.** on **Monday August 29, 2016**, and bids are to be deposited in the tender box located at offices 34-38.

For additional information please visit the North East Regional Health Authority’s Website at <http://www.nerha.gov.jm>



**Jamaica Fire Brigade
Administrative Branch**

INVITATION FOR BIDS

Procurement of Hydraulic Rescue Equipment

The Jamaica Fire Brigade invites sealed bids from eligible bidders to supply **Hydraulic Rescue Equipment.**

In order to have their bids considered; bidders must meet the following criteria:

- Be registered with the National Contracts Commission (NCC) in the following category:
 - Safety Products**
- Be in possession of a valid Tax Compliance Certificate (TCC);

Bid Documents

A complete set of bid documents may be viewed and purchased from the cashier at the Jamaica Fire Brigade, 14 Port Royal Street, Kingston as of **Monday, 15th August, 2016** for a non-refundable fee of **\$3,000.00**. Payment should be in the form of cash or certified cheque made payable to the Jamaica Fire Brigade.

Bid Receipt & Opening

This completed bid document should be placed in the tender box at the address below no later than **12:00 p.m. on Monday, 29th August, 2016**.

To obtain further information on this bid invitation, contact:

The Office/Procurement Manager
Jamaica Fire Brigade
4th Floor, Century Bank Building
14 Port Royal Street, Kingston
Tel: 948-7934, 922-0007, 922-0027
Cell: 469-1165; Fax: 967-3594

Bids will be opened at the address above at **12:15 p.m.** on **Monday, 29th August, 2016**, in the presence of bidders or their representative.

NOTICE

PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:
jisadvertising@gmail.com
procurement@jis.gov.jm



RURAL WATER SUPPLY LTD

INVITATION TO BID

Project: GOLDMINE WATER SUPPLY SCHEME (ST. CATHERINE) NWC K-FACTOR TANK & PUMP PROGRAMME COCOA RIDGE 1.125 MILLION LITRES (250,000 IMG) RESERVOIR REHABILITATION CONTRACT No. KF-TP - 07/WST/01

Procuring Entity: Rural Water Supply Limited acting on behalf of the National Water Commission

Description: The selected contractor will be required to refurbish a Welded Steel Tank by cutting, removing and disposing of corroded members and steel plating and replacing these with new material. Sandblasting of the remaining tank structure and painting internally with a specialized coating and externally with oil paint. Repositioning and installation of existing and new steel pipework respectively.

Eligibility for Tenders:

- Tenders must provide:
- A valid Tax Compliance Certificate (TCC).
 - A valid National Contracts Commission (NCC) registration certificate indicating **minimum Grade 2** rating in the category of **Tank Erection OR Steel Fabrication.**
 - A Tender Guarantee in the amount and format specified.
 - A completed, signed and sealed Form of Tender.

Contact Information: General Manager, Engineering

Address of Entity: 3rd Floor The Towers, 25 Dominica Drive, Kingston 5

Telephone: 754-5485

Email: info@rwslja.com

Tender documents may be picked up as of **Monday, August 15, 2016** after **10:30 a.m.** from Rural Water Supply Limited at a cost of **\$5,000.00** each (non-refundable). Tender documents must be submitted to Rural Water Supply Limited on or before **2:00 p.m.** on **Monday, September 05, 2016**; public opening of tenders same day at **2:15 p.m.** Please visit the website at www.rwslja.com for the full details.