



# 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.**

### REQUEST FOR EXPRESSION OF INTEREST

#### CONSULTING FIRM FOR SOCIAL NORMS BASELINE STUDY

**Country:** JAMAICA  
**Project:** CITIZEN SECURITY & JUSTICE PROGRAMME III  
**IDB Loan No:** 3191/OC-JA

The Government of Jamaica (GOJ) through the Ministry of National Security (MNS) and with financing from the Inter-American Development Bank, the UK Department for International Development (DFID) and Global Affairs Canada, formerly the Department of Foreign Affairs Trade and Development (DFATD) of Canada, is implementing the Citizen Security and Justice Programme III (CSJP III). The programme seeks to enhance citizen security and justice in fifty (50) volatile and vulnerable communities across eight parishes.

The CSJP III is guided by three principal objectives; (i) improve behaviour for non-violent conflict resolution; (ii) increase labour market attachment among youth; and (iii) increase access to effective community and alternative justice services. The MNS has been designated the Executing Agency for the Programme and the Programme Execution Unit (PEU) of this Ministry is also responsible for the implementation of this phase of the programme. The activities under objectives (i) and (ii) will be carried out by the MNS while those activities under objective (iii) will be implemented by the Ministry of Justice (MOJ).

The MNS Citizen Security & Justice Programme invites eligible firms ("Consultants") to undertake a Social Norms Baseline Study to inform the design of its social marketing campaigns and to assess the impact of the campaigns on attitudes, perceptions and norms relating to violence and crime amongst the CSJP target population. The Survey Firm will be responsible for the design, implementation and reporting of all the findings from the Study.

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-9 and is open to all eligible bidders as defined in the policies. A Consultant will be selected in accordance with the Quality-and Cost Based Selection (QCBS) method set out in the Consultant Policies. For the purpose of establishing the shortlist, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

Consulting firms may request Terms of Reference from [csjptender@cwjamaica.com](mailto:csjptender@cwjamaica.com) for further details on the scope of services. Expressions of Interest must also be delivered to [csjptender@cwjamaica.com](mailto:csjptender@cwjamaica.com) by **Monday, September 5, 2016** in a written form detailing the consultant's experience and competence relevant to this assignment.

## NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:  
[jisadvertising@gmail.com](mailto:jisadvertising@gmail.com)  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)



HEART Trust/NTA

**Scope:** To provide computer equipment for the HEART Trust/NTA training system. The bid packages are:  
• Light Weight Laptop Computers (ICT2016-LT01)  
• Enterprise Multi-function Colour Printers (ICT2016-EMFP01)

**Procurement Method:** Local Competitive Bidding

**Contact:** Messrs. William Malabver or Handel Blake

**Address of Entity:** National TVET Resource Centre, Gordon Town Road, Kingston 6

**Telephone No(s):** 929-3410-8

**E-Mail Address:** [wmalabver@heart-nta.org](mailto:wmalabver@heart-nta.org) or [Handel\\_Blake@heart-nta.org](mailto:Handel_Blake@heart-nta.org)

#### Collection and Submission Information:

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 documents. To submit tender, please register on the e-GP System ([www.gojep.gov.jm](http://www.gojep.gov.jm)). For assistance, please contact the support desk at: (876) 932-5220. Documents are available for download until **Tuesday, September 6, 2016**. Tender closing date **Tuesday, September 6, 2016** at **3 p.m.** Tender opening starts at **3:15 p.m.** same day.



**PROCURING ENTITY:** The Port Authority of Jamaica

**SCOPE:** The provision of Landscape Maintenance Services at the Falmouth Cruise Ship Terminal (FCST), Falmouth, Trelawny.

**NCC Grade &/or Category:** Landscaping (Minimum Grade 3)

**Contact Information:** Mrs. Karla Huie, Port Authority of Jamaica

**Address of Entity:** 15 – 17 Duke Street, Kingston

**Telephone No(s):** 922-0290-9

**Email Address:** [khuie@portjam.com](mailto:khuie@portjam.com)

**Collection Date:** Bid documents will be made available at the Port Authority of Jamaica, Monday to Friday, between the hours of **9:00 a.m. and 3:00 p.m.** as of **Wednesday, 17th August 2016**. Bid documents will be provided at a cost of **J\$3000.00**, payable to the cashier.



## Government of Jamaica

Ministry of Economic Growth and Job Creation



### NATIONAL WORKS AGENCY

#### Invitation to Tender

The National Works Agency invites eligible contractors to submit tenders for **Road Rehabilitation Works: Barclays Town, St. Mary**. The works include but is not limited to demolition, site clearance, drainage, earth works and pavement application.

**Eligibility:** It is mandatory that contractors be on the National Contracts Commission (NCC) List of Registered Contractors at the specified level in any of the following categories for their tenders to be eligible: Grades 1 - 4 in the Civil Engineering or General Roadworks categories.

**Availability:** Tender Documents will be made available from **Monday, August 22, 2016, until Tuesday, September 6, 2016** from the National Works Agency, Corporate Office, 140 Maxfield Avenue, Kingston 10 in the Directorate of Regional Implementation & Special Projects.

The closing date for the return of Tenders is **10:00 a.m. on Wednesday, September 7, 2016** and Tenders will be opened on the same day at **10:15 a.m.** Please log on to [www.nwa.gov.jm](http://www.nwa.gov.jm) for further details.

"Developing Safe, Reliable & Quality Roads"

[www.nwa.gov.jm](http://www.nwa.gov.jm)



HEART Trust/NTA

**Scope:** To provide basic meals daily for trainees at **sixteen (16)** locations for a period of 36 months.

#### Fully equipped canteens at the following locations:

Buff Bay Vocational Training Centre – Portland  
LEAP Centre – Duke Street, Kingston  
STVET Institute - Black River Campus – St Elizabeth  
STVET Institute Newport Campus – Manchester  
Ebony Park Academy – Toll Gate, Clarendon  
HEART College of Hospitality Services – St Ann  
Eastern TVET Institute – Stony Hill Campus  
HEART College of Construction Services - St Catherine  
Garmex Academy – Marcus Garvey Drive, Kgn.  
National Tool & Engineering Institute- Ashenheim Road – Kingston  
Rockfort Vocational Training Centre – Windward Road, Kingston  
HEART College of Beauty Services – Hope Road, Kingston

#### Pre-packaged meals to be delivered to the following location:

Port Maria Vocational Training Centre – St Mary  
Old Harbour Vocational Training Centre – Old Harbour, St Catherine  
Petersfield Vocational Training Centre - Westmoreland  
Boys' Town Vocational Training Centre- Collie Smith Drive

**NCC Grade:** Catering/Concessionaire Services

**Procurement Method:** Local Competitive Bidding

**Contact Information:** Sharon Graham  
Snr Manager - Administration

**Address of Entity:** 6B Oxford Road, Kingston 5

**Telephone No(s):** 929-3410-8

**Email Address:** [Sharon\\_graham@heart-nta.org](mailto:Sharon_graham@heart-nta.org)

#### Collection and Submission

Bid packages which are available at a cost of **J\$3000.00 (non-refundable)** are available from **Monday, August 22, 2016**. Bids must be returned to the Administration Department, 6B Oxford Road, Kgn 5, no later than **10 a.m. on Friday, September 23, 2016**. Opening of bids – same day at **10.15 a.m.**