



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 CURRICULUM VITAE

The Office of the Cabinet, Public Sector Transformation and Modernisation (PSTM) requires individuals to submit Curriculum Vitae to provide technical assistance for the following:

CV#2016/E009: PROGRAMME MANAGER FOR PUBLIC SECTOR EFFICIENCY PROGRAMME (PSEP)

The details of the engagement are included in the Request for Proposal document which will be available for download as at **Tuesday, July 19, 2016** on the Government of Jamaica Electronic Procurement website (www.gojep.gov.jm). Registration is a prerequisite for Consultants to participate in the Tender and therefore instructions (relating to registration) are available on the website.

Procurement Method: Individual Consultant

Source of Funding: Project is funded by the Inter-American Development Bank under the **Project No. JA-L1046 and JA-X1007**. The Inter-American Development Bank (IDB) policy (GN-2350-9) and the Government of Jamaica (GOJ) Handbook of Public Sector Procurement Procedures, 2014 will guide the process.

The closing date for the submission of proposal is **Thursday, August 11, 2016 at 1:00 p.m.** (Jamaica Time). Online Bid Opening takes place thereafter on the same day (on **Thursday, August 11, 2016 at 1:15 p.m.** (Jamaica Time). An online bid opening report will be sent to all Bidders who submitted a proposal.

Late submissions will not be accepted.

Further information may be obtained from:

**The Procurement Officer
Office of the Cabinet
Public Sector Transformation and Modernisation
Room 219, (Upstairs) 2a Devon Road, Kingston 6
Jamaica, West Indies**

This is an online Tender where tenders will only be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) will be accepted and there will be no physical tender box for drop-off of Tender documents. To obtain the Tender documents and to participate in the Tender opportunity, 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.

OFFICE OF THE CABINET

REQUEST FOR CURRICULUM VITAE

The Office of the Cabinet, Public Sector Transformation and Modernisation (PSTM) requires individuals to submit Curriculum Vitae to provide technical assistance for the following:

CV#2016/E010: REVISION OF THE INTERNAL AUDIT MANUAL FOR THE GOVERNMENT OF JAMAICA INTERNAL AUDIT FUNCTION

The details of the engagement are included in the Request for Proposal document which will be available for download as at **Tuesday, July 19, 2016** on the Government of Jamaica Electronic Procurement website (www.gojep.gov.jm). Registration is a prerequisite for Consultants to participate in the Tender and therefore instructions (relating to registration) are available on the website.

Procurement Method: Individual Consultant

Source of Funding: Project is funded by the European Union (EU) under the Project No. **GRT/EX-14238-JA**. The Inter-American Development Bank (IDB) policy (GN-2350-9) and the Government of Jamaica (GOJ) Handbook of Public Sector Procurement Procedures, 2014 will guide the process.

The closing date for the submission of proposal is **Wednesday, August 10, 2016 at 1:00 p.m.** (Jamaica Time). Online Bid Opening takes place thereafter on the same day (on **Wednesday, August 10, 2016 at 1:15 p.m.** (Jamaica Time). An online bid opening report will be sent to all Bidders who submitted a proposal.

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NOTICE

PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS

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

MINISTRY OF TOURISM

Invitation to Tender

NATIONAL PUBLIC AWARENESS CAMPAIGN- PUBLIC RELATIONS AND ADVERTISING SERVICES

The Ministry of Tourism (MT) invites tenders from eligible and qualified entities to submit bids to undertake a National Public Awareness Campaign.

Scope:

An all-encompassing Tourism Awareness Campaign across the broadest cross section of society, to engender on-going public goodwill, buy in and support for the industry as a critical foundation on which to develop the sector.

Interested persons may collect a copy of the Tourism Perception Survey Report from the Ministry’s Front Desk, 64 Knutsford Boulevard, Kingston 5.

Tender Requirements:

- Copy of a valid Tax Compliance Certificate (TCC);
- Copy of a valid NCC Certificate (NCC), and
- A Bid Security in the form of a Managers Cheque or Stamp Office Endorsed Bank Guarantee payable to the Ministry of Tourism in the amount of Three Hundred and Five Thousand Dollars (\$305,000.00), must accompany each bid.

Tenders submitted without these documents will be automatically rejected.

Collection of Tender Documents:

Tender Documents will be available at the Ministry of Tourism in the Reception Area on the First Floor as at **July 11, 2016**, between the hours of **9:00 a.m.** and **4:00 p.m.**

Return of Tenders:

Your completed Technical and Financial Proposals should be labelled and sealed separately and enclosed in one envelope clearly marked:

“NATIONAL PUBLIC AWARENESS CAMPAIGN - PUBLIC RELATIONS AND ADVERTISING SERVICES”

Tenders must be deposited in the Tender Box located in the Reception Area on the First Floor of the Ministry of Tourism, 64 Knutsford Boulevard, Kingston 5, on or before **11:00 a.m. on August 15, 2016**. Any submission received after the closing time will not be accepted.

Bid Opening:

Proposals will be opened on **August 15, 2016 at 11:15 a.m.** in the 1st Floor Conference Room of the Ministry of Tourism. Bidders and their representatives are invited to attend the Opening.

For further information please contact:

**Director Corporate Services
Ministry of Tourism
64 Knutsford Boulevard, Kingston 5
Telephone: 920-4926-30**

PLEASE ALSO CHECK THE MINISTRY’S WEBSITE <http://www.mot.gov.jm> FOR THE BIDDING DOCUMENTS



OFFICE OF UTILITIES REGULATION

Regulating Utilities for the Benefit of All

Procuring Entity: **OFFICE OF UTILITIES REGULATION**
 Title: **Request For Proposals (RFP): Consultancy — Development of Policy Recommendations on Enhanced Access to Emergency Services in Jamaica (Telecommunications sector).**
 Details: The document with details of the RFP can be viewed on the OUR’s website: www.our.org.jm.
 Contact: Send enquiries in writing to:
Email: RFP-EServiceAccess@our.org.jm.
 Deadline: Submit proposals by 11:00 am Eastern Standard Time on 2016 August 25.
 Send to: **OFFICE OF UTILITIES REGULATION
 Attention: RFP CONSULTANCY - DEVELOPMENT OF POLICY RECOMMENDATIONS ON ENHANCED ACCESS TO EMERGENCY SERVICES IN JAMAICA (Telecoms sector)
 3rd Floor, PCJ Resource Centre, 36 Trafalgar Road, Kingston 10, Jamaica**
 Issued by: The Office of Utilities Regulation on 2016 July 12.



BUREAU OF STANDARDS JAMAICA

TENDER NOTICE

UNIFORMS FOR MALE & FEMALE STAFF

The Bureau of Standards Jamaica (BSJ) invites qualified and eligible bidders to tender for the procurement of uniforms for male & female staff. Bids can be submitted for both or either category staff.

NCC Category: Textiles and Garments

Procurement Method: Local Competitive Bidding

Address of Procuring Entity: Bureau of Standards Jamaica
6 Winchester Road, Kingston 10
Jamaica, W. I.

Contact: Miss Donna Marshall – Procurement Officer

Email: dmarshall@bsj.org.jm

Tel. No.: (876) 926-3140-5, ext. 3113

Collection Date: Bid packages are available at the address given above from **Tuesday, 05 July 2016, 9:00 a.m. to 4:00 p.m.** from the Customer Service Department, at a cost of **J\$3,000.00** (non-refundable), payable in **cash or Manager’s Cheque**, at the Cashier.

Bids shall be valid for **120** calendar days after the closing date, **26 July 2016 at 3:00 p.m.** Bids will be opened publicly on **26 July 2016 at 3:15 p.m.** in the Standards Meeting Room, at the address given above.