



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 CURRICULUM VITAE

CONSULTANT TO DEVELOP ONLINE PORTAL FOR PIMS

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 **Consultant to Develop an Online Portal for the Public Investment Management System (PIMS)**.

The Ministry of Finance & Public Service (MOFPS) now invites eligible and qualified individuals to **submit full Curriculum Vitae for Consultancy to Develop an Online Portal for PIMS for a period of two (2) Months commencing September 2016**.

The consultancy seeks to sensitize the main stakeholders of **Public Investment Management System (PIMS)**, being the Ministries, Agencies and Departments of the Government of Jamaica. It also seeks to increase the awareness of the wider public on the PIMS and its relevance and benefits for Jamaica. At the conclusion of this consultancy, a PIMS Online Portal shall be designed and developed.

The consultant will be required to, among other things;

- Review all the relevant literature, including legislation, regulations, institutional assessments, PIMS Guidelines, other technical work that will be used to develop the PIMS website
- Design & develop a website in keeping with the Software Requirements Specification provided in Annex 1 of the Terms of Reference.
- Submit all HTML files, the graphic design files, final site map, etc. developed during the process
- Test and launch

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

- Bachelor's degree in Information Technology, Computer Science or a related field or Professional certification in website development
- Demonstrated experience in website design and development for Government agencies (at least 7 years)
- Demonstrated competence and experience in web programming languages, web security and social media integration

The detailed Terms of Reference for the Consultancy Services is available on the website of the Ministry of Finance and Public Service at www.mof.gov.jm. Interested persons should forward their applications and curriculum vitae **NO LATER THAN August 12, 2016** to :-

The Procurement Specialist
Strategic Public Sector Transformation Project
Ministry of Finance & 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 short listed applicants will be contacted. The Ministry of Finance and 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.**

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

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/E011: ENGAGEMENT OF SHARED CORPORATE SERVICES STRATEGY AND PLANNING SPECIALIST

The details of the engagement are included in the Request for Proposal document which will be available for download as at **Monday, August 1, 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 **Monday, August 22, 2016** at **1:00 p.m.** (Jamaica Time). Online Bid Opening takes place thereafter on the same day (on **Monday, August 22, 2016**) at **1:15 p.m.** (Jamaica Time). An online bid opening report will be sent to all Bidders that 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.

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

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DEADLINE EXTENSION Planning Services

The Villages Of Colbeck Castle Housing Development Commercial Centre, St. Catherine

Procuring Entity: National Housing Trust
Scope: Undertake the preparation of a master plan (including subdivision layout plans) for the commercial centre in The Villages of Colbeck Castle Housing Development. The parcel of land comprises 14.57 hectare (36 acres) and is to support approximately 2,500 housing solutions.
NCC Grade/Category: N/A
Procurement Method: Local Competitive Bidding
Contact Information: Manager, Procurement & Stores Unit
Address of Entity: 4 Park Boulevard, Kingston 5
Telephone Number(s): 929-6500-9, Ext. 7281/7283
Email Address: procurement@nht.gov.jm

Request for Proposals are available at a cost of \$2,500 (payable in cash or Manager's Cheque at the NHT Cashier – 4 Park Blvd.) from **Tuesday, July 5, 2016**. Proposals must be submitted to Procurement & Stores Unit, on or before **11:00 am on Tuesday, August 9, 2016**; public opening of bids will follow immediately after the bid submission deadline. Please visit the website at www.nht.gov.jm for the full details.



INVITATION TO TENDER

SELECTION OF CONSULTANT TO CONDUCT AN ASSESSMENT OF THE NATIONAL HEALTH FUND'S FINANCIAL SUSTAINABILITY (RFP #: NHF/FS/8-2016)

Scope: A consultant to conduct an assessment to determine the financial sustainability of the National Health Fund.

Procurement Method: Local Competitive Bidding

Pre-Proposal Conference: **August 9, 2016** at **2:00 p.m.** at the NHF, 6th Floor, 25, Dominica Drive, Kingston 5.
Bidders are encouraged to attend.

Submission: Proposals must be submitted no later than **2:00 p.m.** on **August 19, 2016**.

Bid Opening: Bids will be opened publicly at **2:15 p.m.** on **August 19, 2016** to check for eligibility requirements, i.e. **TCC and completed & signed Technical Proposal Submission Forms**. Financial Proposals will **not** be opened at this bid opening.

Availability of Tender Document: **As of Tuesday, August 2, 2016**

Format and Cost of Tender Document: Printed – from the address below **9:00 a.m. to 4:00 p.m. Monday – Friday for \$2,000.00** in cash or manager's cheque payable to The National Health Fund.
Soft copy – www.nhf.org.jm no charge.

Address of Procuring Entity: 6th Floor, The Towers, 25 Dominica Drive, Kingston 5

Contact: I. Ricardo Corrie
Procurement Specialist

Email: icorrie@nhf.org.jm