



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 Finance & the Public Service

REQUEST FOR EXPRESSIONS OF INTEREST

COUNTRY: JAMAICA
PROJECT NAME: STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
Loan No./Credit No. /Grant No.: 8406JM
Assignment Title: Consultancy to develop full project proposal for the replacement of the Passport, Immigration & Citizenship Agency's (PICA) Border Management System.
Reference No.: JM-MOFPS-56937-CS-CQS

The Government of Jamaica (GOJ) has received financing from the World Bank towards the cost of Strategic Public Sector Transformation Project (SPSTP), and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include the development of a full project proposal for the replacement of the Passport, Immigration & Citizenship Agency's (PICA) Border Management System (BMS). The consultancy will have duration of 4 months.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: Ministry of Finance & the Public Service, www.mof.gov.jm or can be obtained at the address given below.

The Ministry of Finance & the Public Service now invites eligible consulting firms ("Consultants") to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The shortlisting criteria are:

- At least seven (7) years experience in project/programme design and management.
- At least seven (7) years experience in proposal development for medium to large-scale projects.
- At least seven (7) years experience in project/programme design in the field of Border Management Control Systems, including Automated Border Control (ABC) systems, E-Visa systems, Interactive APIS, and E-passport systems.

Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Consultant's Qualification-Based Selection Method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours **Mondays to Thursdays, 9:00 a.m. to 5:00 p.m. and Fridays 9:00 a.m. to 4:00 p.m.**

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by email) by **May 29, 2018 at 4:00 p.m.**

Ministry of Finance & the Public Service
Strategic Public Sector Transformation Project
Attn: The Procurement and Administrative Manager
30 National Heroes Circle
Kingston 4, Jamaica, WI
Tel: 1(876) 932-5474
Fax: 1(876) 932-5977
Email: spstp@mof.gov.jm or terryann.frith@mof.gov.jm

Ministry of Finance & the Public Service

Public Financial Management Specialist to develop asset and liability treatment plan for the integration of a public body into Central Government

The Government is committed to enhancing the efficiency, quality and cost effectiveness of public services. An action plan for public sector transformation has been approved to include: merge, close, divest, and outsource government functions which are better performed by the private sector; introduce shared corporate services for communications, human resource management and asset management, and centralize legal services; reduce the number of public bodies and strengthen the financial reporting requirements on those entities that remain; and ensure, where required, that a well-structured transition plan is in place to support those public employees who may be affected by restructuring and/or reorganization.

As part of the overall Rationalisation Policy for Public Bodies, the MoFPS is conducting preliminary actions with the objective of integrating the Public Bodies into the Central Government.

The consultant is being contracted to provide technical guidance and support to the MoFPS for the implementation of the Public Financial Management (PFM) actions that are to be undertaken to facilitate the integration of a Public Body with assets and liabilities into the MoFPS. Specifically, the consultant will provide technical support for the development of a compendium of all Assets and Liabilities being administered and reconcile the register with the Balance Sheet of the Public Body. Additionally, the consultant will develop a plan that will examine each asset and liability and provide a mechanism and methodology for the treatment of each item in the register in accordance with the current PFM legislation i.e. FAA Act, PBMA Act, Procurement Act, the approved Medium - Term Debt Management Strategy for FY 2018/19 – FY 2020/21 and the Public Debt Management Act, 2012.

The consultant is required to have the minimum professional requirements to include:

- A minimum of a Bachelor's Degree in Economics, Finance, or a related field
- At least 10 years in Debt Management
- At least 5 years of experience in undertaking Debt Transactions for the Central Government
- Worked within one (1) agency institution related to the development and implementation of Public Debt Strategies
- Evidence of having led and executed at least 2 debt management actions for transactions over US\$30M

The Ministry of Finance & the Public Service (MoFPS) now invites eligible and qualified individuals to submit full curricula vitae for the mentioned consultancy. **The Consultant will be engaged for six (6) months in the first instance after which the contractual terms will be reviewed and an extension of the period may be considered.**

The detailed Terms of Reference for the consultancy are available on the website of the Ministry of Finance & the Public Service at www.mof.gov.jm. Interested persons should forward their applications and curricula vitae **NO LATER THAN Friday, May 18, 2018 to:**

The Procurement Officer
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4
Email: procure@mof.gov.jm

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