



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.

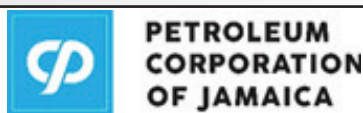
A Bid Bond is deemed valid and acceptable if it satisfies all of the following criteria:

- 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.



INVITATION TO BID

To determine the level of Energy Efficiency & Conservation Awareness among Public Sector Employees MSET/PCJ/2018/05/211/EECP

The Ministry of Finance and the Public Service has made funds available for the Petroleum Corporation of Jamaica's (PCJ) Energy Efficiency and Conservation Programme (EECP), to promote energy efficiency and to initiate energy conservation projects.

The PCJ now invites sealed bids from eligible and qualified consultants to determine the level of Energy Efficiency & Conservation Awareness among public sector employees.

The consultant(s) shall submit the following with their proposal at the time of opening:

- Copy of a valid Tax Compliance Letter (TCL)

Contact Information: Procurement Officer – ProcurementU@pcj.com

Qualified firms can collect bid documents on **Thursday, May 24, 2018, between 9:00 a.m. and 4:00 p.m.** from the Receptionist on the 5th floor of the PCJ Building, 36 Trafalgar Road, Kingston 10, at a cost of JA\$1,500.00 (cash or Manager's Cheque) and on the PCJ's website <http://www.pcj.com/working-with-pcj/>.

Tender Closing Date: Thursday, June 14, 2018 at 2:00 pm.
Late Bids will not be accepted.

Tender Opening: Thursday, June 14, 2018 at 2:15 p.m.
Blue Meeting Room, 5th Floor, PCJ Resource Centre Building

Submission:

Bidders must submit One (1) Original, Five (5) copies, and a softcopy version on a flash drive/CD of their proposal in a sealed envelope. All bid submissions must be delivered to the tender box and addressed to:

The Procurement Unit
Petroleum Corporation of Jamaica (PCJ)
5th Floor, PCJ Resource Centre Building
36 Trafalgar Road, Kingston 10

Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.



JAMAICA CIVIL AVIATION AUTHORITY TENDER NOTICE INSURANCE PLACEMENT

Tenders are invited from pre-registered insurance companies and brokers with the Financial Services Commission (FSC) and which are on the National Contracts Commission (NCC) register for insurance services to the Jamaica Civil Aviation Authority:

Pre-qualified Brokers and Insurers will be required to submit in their tenders:

- Copies of a valid Tax Compliance Letter (TCL) indicating that they are tax compliant at the time of submission of tenders; and,
- Copies of valid NCC registration

Tender document may be obtained from:

The Procurement Manager
Jamaica Civil Aviation Authority
4 Winchester Road, Kingston 10
Telephone #936-6509

Tender Packages will be available as of **Tuesday, May 29, 2018** at a cost of JA\$3,000.00, which must be paid in cash or Manager's cheque.

The period of placement will be for **3 years** with the successful Broker.

Cover is required for the following classes of insurance: -

Property Inclusive All Risks: - Burglary First Loss, Computer, Employer's Liability, Public Liability, Cash-in-Transit, Fidelity Guarantee; **Fire & Allied Perils:** - Communication, Navigation and Surveillance Equipment; **Motor:** - Private Commercial Comprehensive, Private Comprehensive.

Tenders should be deposited in the Tender Box located in the Lobby at:

Jamaica Civil Aviation Authority
4 Winchester Road
Kingston 10

Each tender should contain a summary of the risk(s) and should be submitted in duplicate (two identical copies) in sealed envelopes bearing the name and seal of the Bidder and clearly marked and addressed as follows: -

INSURANCE PLACEMENT FOR
JAMAICA CIVIL AVIATION AUTHORITY
4 Winchester Road
Kingston 10

Tender should be deposited by **3:00 p.m. on June 18, 2018.**

TENDERS SUBMITTED AFTER THIS TIME AND DATE WILL BE AUTOMATICALLY DISQUALIFIED.

Opening will be at **3:15 p.m. June 18, 2018** in:

The Procurement Meeting Room
4 Winchester Road
Kingston 10

Recommendations for award(s) will not necessarily be made to the lowest tender but in respect of the best overall proposal (s).



INVITATION TO BID

To conduct an Impact Assessment of the Energy Efficiency & Conservation Programme MSET/PCJ/2018/05/210/EECP

The Ministry of Finance and the Public Service has made funds available for the Petroleum Corporation of Jamaica's (PCJ) Energy Efficiency and Conservation Programme (EECP), to promote energy efficiency and to initiate energy conservation projects.

The PCJ now invites sealed bids from eligible and qualified consultants to conduct an Impact Assessment of the Energy Efficiency & Conservation Programme.

The consultant(s) shall submit the following with their proposal at the time of opening:

- Copy of a valid Tax Compliance Letter (TCL)

Contact Information: Procurement Officer – ProcurementU@pcj.com

Qualified firms can collect bid documents on **Thursday, May 24, 2018, between 9:00 a.m. and 4:00 p.m.** from the Receptionist on the 5th floor of the PCJ Building, 36 Trafalgar Road, Kingston 10, at a cost of JA\$1,500.00 (cash or Manager's Cheque) and on the PCJ's website <http://www.pcj.com/working-with-pcj/>.

Tender Closing Date: Wednesday, June 20, 2018 at 2:00 p.m.
Late Bids will not be accepted.

Tender Opening: Wednesday, June 20, 2018 at 2:15 p.m.
Blue Meeting Room, 5th Floor, PCJ Resource Centre Building

Submission:

Bidders must submit One (1) Original, Five (5) copies, and a softcopy version on a flash drive/CD of their proposal in a sealed envelope. All bid submissions must be delivered to the tender box and addressed to:

The Procurement Unit
Petroleum Corporation of Jamaica (PCJ)
5th Floor, PCJ Resource Centre Building
36 Trafalgar Road, Kingston 10

Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.



COMPANIES OFFICE OF JAMAICA

INVITATION TO TENDER

Provision of Security Services At the Companies Office of Jamaica

The Companies Office of Jamaica (COJ), an Executive Agency of the Ministry of Industry, Commerce, Agriculture and Fisheries, now invites sealed bids from eligible contractors to provide security services at the offices of the COJ, located at 1 Grenada Way, Kingston 5. Contractors may bid for all, one or a combination of the following packages:

- Package 1:** Provision of Armed and Unarmed Security Officers
- Package 2:** Provision of Armed Courier Services
- Package 3:** Maintenance of Access Control and CCTV, Maintenance and Monitoring of Intrusion Detection and Panic/Hold-Up Systems

ELIGIBILITY CRITERIA

Individuals/Companies interested in bidding **must submit** along with their proposals:

- Copy of a valid and current Tax Compliance Certificate (TCC);
- Proof of Registration with the National Contracts Commission in the category *Safety and Security Services* and;
- Letter of Good Standing from the Companies Office of Jamaica
- Evidence of Registration with the Private Security Regulation Authority

COLLECTION OF BID DOCUMENTS

Tender documents will be available from the Telephone Operator/ Receptionist at the COJ offices at a cost of \$3,500.00 (non-refundable fee payable to the Cashier at the COJ offices by cash or manager's cheque) during the period **Wednesday May 30, 2018 to Thursday June 28, 2018 between 9:00 a.m. and 2:30 p.m.** The organisations which purchased bid documents in response to the earlier advertisement in April 2018 are not required pay another fee, but are required to collect the new bid documents from the Telephone Operator/Receptionist on presentation of the last receipt. Alternately, these organisations may scan their receipts and request the Bid Documents by electronic mail using either of the email addresses provided below.

Other interested persons/companies may request that Tender documents also be sent to them by electronic mail upon payment of the non-refundable fee of Three Thousand Five Hundred Dollars (\$3,500.00).

BID SUBMISSIONS

Sealed Bids must be deposited in the Tender Box labelled: “Tender for Security Services” located in the lobby of the COJ offices, 1 Grenada Way, Kingston 5 **no later than 10:00 a.m. on Friday June 15, 2018. Late bids will not be accepted.**

BID OPENING

Bids will be opened at the COJ Offices (the Lunch Room), Ground Floor, at **10:30 a.m. on Friday June 15, 2018.** Bidders and/or their representatives are invited to attend.

The COJ is not obligated to accept the lowest or any bid and reserves the right to terminate or restart the tender process at any point prior to the award of the contract without incurring liability to any of the participants.

SITE VISIT

One general site visit will be held at the COJ to assist bidders to be properly acquainted with the facility. No other site visit will be accommodated. This site visit will take place on **Tuesday June 5, 2018 commencing at 3:30 p.m.** All interested bidders are required to contact Jean McNaughton-Douett by telephone at 908-4419-25, extension 23202 or by email at mcaughtonj@orcjamaica.com to make arrangements to attend.

CLARIFICATIONS

Clarifications relating to this tender may be directed to the Director, Human Resource Management & Administration by email at daviskn@orcjamaica.com.