



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

PROCURING ENTITY: BANK OF JAMAICA

SCOPE: Provision of Catering Services

NCC CATEGORY: Catering

BID SECURITY: \$800,000.00

CONTACT INFORMATION: Head of Procurement, Procurement Administration Section

ADDRESS OF ENTITY: Nethersole Place, Kingston

TELEPHONE NO(S): (876) 922-0750-9

FOR ADDITIONAL INFORMATION: bojtender@boj.org.jm

COST OF RFP DOCUMENT: No Cost. Download document from: www.boj.org.jm.

DEADLINE FOR SUBMISSION: Thursday, 07 June 2018 at 10:00 a.m.

BID OPENING: 07 June 2018 at 10:10 a.m.

For Additional Information Visit: (www.boj.org.jm) under the section –Tenders.

The Bank is not obligated to accept the lowest or any of the bids received and reserves the right to terminate the bidding process at any point prior to the award of contract without incurring any liability.

Ministry of Finance & the Public Service

REQUEST FOR EXPRESSIONS OF INTEREST

Curriculum Development and Training in Medium-Term Results-Based Budgeting

COUNTRY: JAMAICA

PROJECT NAME: STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

IBRD LOAN NO.: 8406JM

COMPONENT: STRENGTHENING THE BUDGET PREPARATION PROCESS AND RESULTS-BASED BUDGETING SYSTEM

BID NO.: JM-MOFPS-55468-CS-INDV

SELECTION METHOD: INDIVIDUAL CONSULTANTS SELECTION

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds for consulting services. The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

The main objective of the consultancy is to assist the Government of Jamaica in the roll-out of a comprehensive training programme on Medium Term Results-Based Budgeting (MTRBB) and programme budgeting for all budget/finance officers in the Public Expenditure Division of the Ministry of Finance and the Public Service and in all Ministries, Departments and Agencies (MDAs). The Consultant will carry out an assessment of the proposed curriculum and update where necessary, prepare training materials and conduct training. The consultancy will have duration of **6 months**.

The Ministry of Finance and the Public Service now invites eligible individuals to indicate their interest in providing the consultancy service. Interested individuals should provide information demonstrating that they have the required qualifications and relevant experience to perform the service. The short listing criteria are:

- A minimum of a Master’s Degree in the field of economics, political science, public administration, or international relations.
- A minimum of 10 years in the preparation of programme budgets in a national government setting, either as a government employee, or in a senior consulting or advisory role.
- Experience in adult-learning techniques, designing and delivering effective training programmes in medium term, and programme budgeting.

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, Revised November 2017 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A consultant will be selected in accordance with the Individual Consultants 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 (including Curricula Vitae) must be delivered in a written form to the address below (in person, or by mail, or by fax, or by email) by **May 25, 2018**. The detailed Terms of Reference for the Consultancy Service are available on the website of the Ministry of Finance and the Public Service at www.mof.gov.jm.

Interested consultants may submit Expressions of Interest/CV by **May 25, 2018** to:

**THE PROCUREMENT AND ADMINISTRATIVE MANAGER
STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
Ministry of Finance and the Public Service
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**

NATIONAL EXPORT-IMPORT BANK OF JAMAICA LIMITED

TENDER NOTICE

Provision of Security Services

Name of Entity: National Export Import Bank of Jamaica Limited

Scope of Work: Tender – Security Services

Procurement Method: National Competitive Bidding

Document will be available: As of **Tuesday, May 15, 2018 at 12.00 Noon** at EXIM Bank’s Offices located at Sagcor Building, 85 Hope Road (Entrance on Clieveden Avenue), Kingston 6

Closing Date: **3.00 p.m.** local time on **Wednesday, May 30, 2018**

Contact Information: General Manager, Corporate Services Division

Telephone No: 630-1400

Email Address: procurement@eximbankja.com

Cost of Document: \$2,000.00 Manager’s cheque only

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

Ministry of Finance & the Public Service

REQUEST FOR EXPRESSIONS OF INTEREST

QUALITY SYSTEMS IMPLEMENTATION TRAINEE TECHNICIANS

COUNTRY: JAMAICA

PROJECT NAME: STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

IBRD LOAN NO.: 8406JM

COMPONENT: TRADE FACILITATION AND INDUSTRIAL GROWTH

SELECTION METHOD: INDIVIDUAL CONSULTANTS SELECTION

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds for the hiring of Quality Systems Implementation Trainee Technicians. The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

The Quality Systems Division of the Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF), in collaboration with the Strategic Public Sector Transformation Project of the Ministry of Finance & the Public Service wishes to recruit **unemployed holders of a First Degree. Young graduates and experienced retired civil servants and teachers are encouraged to apply. No prior experience in quality systems is required. However, a trainee must be computer savvy, articulate, businesslike, efficient, have good presentation skills, able to write well without grammatical or typographical errors and have an interest in becoming a professional quality systems implementation technician.** The shortlisting criteria are:

- First Degree in any field
- Working experience in at least one private sector or public sector entity
- Experience using Microsoft Office Suite.

Trainees will go through an **initial two-week period of training**. This will be followed by subsequent day-release training and on-the-job coaching. Following the initial training, technicians will work with priority Ministries, Departments and Agencies in the implementation of ISO 9001:2015 Quality Management System Standard to enable these entities to become ISO 9001 certified by early 2019. Successful candidates will be given short term contracts **of about six months** and assigned to selected Ministries, Departments and Agencies where they will work as quality systems implementation technicians under the supervision of quality systems consultants or staff of the ISO Quality Systems Division of MICAF.

During the two week period of training, trainees will receive a transport and lunch subsidy of \$1,500 per day. Training is scheduled to commence June 18, 2018. A Q-SIT will be paid a gross salary of J\$100,000 per month. This will be subject to normal income tax and statutory deductions at source. A batch of approximately 25 candidates will be contracted as Q-SITs. Persons must be available to work for the contract period **of about six months**. Premature termination of contract by a candidate could result in the candidate being required to repay the cost of the training of \$100,000.

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, Revised November 2017 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Technician will be selected in accordance with the Individual Consultants 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.**

Curricula Vitae must be delivered in a written form to the address below (in person, or by mail, or by fax, or by email) by **May 22, 2018**. The detailed Terms of Reference for the Consultancy Service are available on the website of the Ministry of Finance & the Public Service at www.mof.gov.jm. Note: **Only serious candidates should apply.**

Interested consultants may submit Expressions of Interest/CV by **May 22, 2018** to:

**THE PROCUREMENT AND ADMINISTRATIVE MANAGER
STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
Ministry of Finance & the Public Service
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**