



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:

- i. an irrevocable letter of credit or
- ii. a Bank guarantee or
- iii. a bid bond issued by a surety which is incorporated and domiciled in Jamaica or
- iv. a bid-securing declaration or
- v. a certified manager’s cheque or
- vi. an insurance certificate.

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

- i. It is denominated in Jamaica Dollars or the equivalent amount in a freely convertible currency;
- ii. 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.
- iii. It conforms with the bid validity period prescribed in the bidding documents;
- iv. 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;
- v. It shall be worded in the same language as the Bid Security Form, provided in the Bid Documents;
- vi. 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.



Sugar Industry Authority

TENDER NOTICE EXTERNAL AUDIT SERVICES

The Sugar Industry Authority invites proposals from suitably qualified firms of Chartered accountants for the provision of external audit services to the Authority, commencing with the fiscal year ending **October 31, 2018**.

Eligibility Requirements

- A. Copy of a valid Tax Compliance Certificate
- B. Proof of current registrations with the Institute of Chartered Accountants of Jamaica (ICAJ) and the Public Accountancy Board

The Request for Proposal will be made available at a non-refundable cost of \$3,500 per copy (cash or manager’s cheque) from **May 29-June 6, 2018** between **9:00 a.m. and 4:00 p.m.** on weekdays at the address given below:

**Sugar Industry Authority
Human Resource & Administration Division (Procurement Section)
5 Trevennion Park Road
Kingston 5**

Proposals must be deposited in the Tender Box located in the Conference Room - Room 1, Sugar Industry Authority, 5 Trevennion Park Road, Kingston 5, on or before **10:00 a.m., Friday, June 22, 2018** in sealed envelopes bearing the name of the tenderer and clearly marked:

**“Tender for External Audit Services”
Sugar Industry Authority
RFP No. SIA/EAS/04-2018**

Opening of the proposals will take place at **10:15 a.m. on Friday June 22, 2018** in the Conference Room, Room 1, Sugar Industry Authority, 5 Trevennion Park Road, Kingston 5.

Bidders may contact the following person for any additional information:

**Leonie Ballen-Webb
Manager, Human Resource and Administration
Sugar Industry Authority
5 Trevennion Park Road, Kingston 5
email: personnel@jamaicasugar.org
copied to: patricia.small@jamaicasugar.org**

Only those companies which have purchased tender documents will be allowed to participate in the procurement process.

FAILURE TO ADHERE TO REQUIREMENTS A-B ABOVE and PROPOSALS SUBMITTED AFTER 10:00 a.m. Friday, June 22, 2018 WILL AUTOMATICALLY BE DISQUALIFIED AND THE BID RETURNED TO BIDDER.

NOTICE
PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS
For Bookings Email:
jisadvertising@gmail.com,
procurement@jis.gov.jm



Security Services Granville Housing Development, Trelawny

Procuring Entity:	National Housing Trust
Scope:	Provide 24-hour security services at Granville Housing Development, Trelawny.
NCC Grade/Category:	Safety & Security Services
Tender Security:	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. 7270/7280
Email Address:	procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$1,000 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from **Monday, May 28, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Monday, June 11, 2018**. Public opening of bids will take place same day immediately after bid submission deadline. Please visit the website at www.nht.gov.jm for details.

Note: Failure to purchase the bid documents directly from the NHT, will make that bid ineligible for participating in the procurement process.



REPAIRING OF GYM ROOF, NHT MULTI-STOREY CAR PARK 4 Park Boulevard, Kingston 5

Procuring Entity:	National Housing Trust
Scope:	The works to be undertaken include the waterproofing of 292 m ² or 3,143 sq. ft. of roof.
NCC Grade/Category:	Minimum Grade 2 rating in the category of Roofing
Tender Security:	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. 7271/7280
Email Address:	procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$1,000 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from **Monday, April 16, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **11:00 am on Wednesday, May 2, 2018**. Public opening of bids will take place same day immediately after bid submission deadline. Please visit the website at www.nht.gov.jm for details.

Note: Failure to purchase the bid documents directly from the NHT, will make that bid ineligible for participating in the procurement process.



Invitation for Bids

Transportation of debris and contaminated soil – Tank 118

Scope: Petrojam Limited hereby invites bids from eligible and qualified bidders for the provision of services for the transportation of debris and contaminated soil from its Kingston refinery located at 75-96 Marcus Garvey Drive, Kingston 15.

Eligibility requirements: Valid Tax Compliance Certificate and Valid National Contracts Commission Registration in the category of **General Services – Specializing in Transportation and Haulage OR Heavy Equipment Rental**

Collection Date: A complete set of Bidding Documents in English will be available for download from **Saturday May 26, 2018** on the Government of Jamaica’s Electronic Procurement website – www.gojep.gov.jm. Registration instructions are available at www.gojep.gov.jm and all interested bidders are required to register.

Submission Deadline: Bids must be submitted online via www.gojep.gov.jm no later than **Monday, June 11, 2018 at 10:00 a.m. Jamaica time (UTC - 05:00)** and bids must be valid for One Hundred and Twenty (120) calendar days after the date of bid submission. Late Bids will be rejected. Bids will be opened online on **Monday, June 11, 2018 at 10:05 a.m. Jamaica Time (UTC -05:00)**.

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids. To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm.

Please register on the e-GP System by selecting the Register as a supplier link from the home page.

For assistance and training, please contact the support desk at: (876) 932-5220.



Invitation for Bids

Supply of Garbage Disposal Services for Petrojam Limited 2018-2019

Scope: Petrojam Limited hereby invites bids from eligible and qualified bidders for the provision of garbage disposal services for its Kingston refinery located at 75-96 Marcus Garvey Drive, Kingston 15, and its Montego Bay Freeport facility.

Eligibility requirements: Valid Tax Compliance Certificate and Valid National Contracts Commission Registration in the category of **Transportation and Haulage – Specializing in collection and disposal of garbage.**

Collection Date: A complete set of Bidding Documents in English will be available for download from **Saturday May 26, 2018** on the Government of Jamaica’s Electronic Procurement website – www.gojep.gov.jm. Registration instructions are available at www.gojep.gov.jm and all interested bidders are required to register.

Submission Deadline: Bids must be submitted online via www.gojep.gov.jm no later than **Monday, June 11, 2018 at 2:00 p.m. Jamaica time (UTC-05:00)** and bids must be valid for One Hundred and Twenty (120) calendar days after the date of bid submission. Late Bids will be rejected. Bids will be opened online on **Monday, June 11, 2018 at 2:05 p.m. Jamaica Time (UTC-05:00)**.

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids. To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm.

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