



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.

Ministry of Finance & the Public Service

REQUEST FOR EXPRESSIONS OF INTEREST

TEAM LEAD FOR 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-55477-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 the 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 support the Government of Jamaica in rolling out the agreed Medium-Term Results-Based Budgeting (MTRBB) reform programme to all Ministries, Departments and Agencies (MDAs) by providing implementation support (sharing know-how, on-site training and technical assistance, assessing the implementation process, engaging in training activities) and advising the Government in the course of implementation. The consultancy will have a duration of **8 months**.

The Ministry of Finance & 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 shortlisting 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 advising governments on reform trajectories for Public Financial Management.

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 & 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 & 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**



Labour & Small Materials Programme SUPPLY OF 6" CONCRETE BLOCKS Darliston Housing Development, Westmoreland

Procuring Entity: National Housing Trust
Scope: Supply, deliver and offload 101,500 6" concrete blocks at the Darliston Housing Development, Westmoreland
NCC Grade/Category: Hardware & Haberdashery OR General Supplies specializing in Cement or Concrete Blocks
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 14, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Wednesday, May 30, 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 tender/bid documents directly from the NHT, will make that bid ineligible for participating in the procurement process.



NATIONAL ROAD OPERATING AND CONSTRUCTING COMPANY LIMITED INVITATION TO BID

**HIGHWAY 2000 – MOBAY PERIMETER ROAD, ST. JAMES
REQUEST FOR PROPOSALS TO PROCURE LAND
SURVEYING SERVICES FOR ANY OF TWO (2) PACKAGES
– BOGUE TO IRONSHORE**

The National Road Operating and Constructing Company Limited (NROCC), acting on behalf of the GOJ, is in the process of effecting acquisition of lands to establish a Perimeter Road for Montego Bay as a project of Highway 2000 which expands the Toll Road system to the parish of St. James. The new project covers a Right of Way (ROW) corridor of some 100m width and extends for some 15km with interchanges which link to local road networks. Commissioned Land Surveyors are invited to submit proposals for any of two (2) packages to carry out the following services:

- (a) Determination of the portions of land to be acquired to satisfy the requirements of the Right of Way (ROW) in relation to having pegged the centre line within that package.
- (b) Establish the boundaries of the ROW, including those for interchanges, bridges, water crossings and to show relevant retentions of rights of way and wayleaves and other easements in the preparation and delivery of relevant Surveyor's Identification Reports for each affected parcel and any remaining portions of such or other parcels which shall be severed as a result of the loss of access.
- (c) Preparation and delivery of Final Survey Plans at submission for Checking and when finally approved for each affected parcel and for any severed portions due to a loss of access consequent on the acquisition.
 - (i) Tabulation and submission of all information in graphical and written form in physical/hard copies and originals as necessary together with submission of all works electronically
 - (ii) Provide deliverables to conform to the standards set by the regulations enforced from time to time by the Land Surveyors Act of Jamaica.

Interested parties will be required to bid using only the prescribed Bid Proposal Form in the Tender Form and as guided by the Tender Document. Tender Documents will be available from **Monday May 14, 2018** during our normal working hours, **8:30 a.m. to 4:30 p.m.** each day from our receptionist at our offices for a non-refundable cost of \$2,000 each.

Failure to fully comply with the requirements of the Tender Documents will result in the rejection of the Bid.

Tender proposals are to be placed in the tender box located in the NROCC's Reception area no later than **Thursday June 14, 2018 at 3:00 p.m.** local time. Proposals are to be in sealed envelopes addressed in the following manner:

**Managing Director
 National Road Operating and Constructing Company
 4th Floor, DBJ Building
 11a - 15 Oxford Road
 Kingston 5
 Requests for Proposal, Land Surveying Services – Highway
 2000 – Montego Bay Perimeter Road
 Clearly indicating the Package # for which the bid proposal
 is being made (Package #1 or Package #2)**

Tenders will be opened at the same address at **3:15 p.m.** on the same day in the presence of representative(s) of any bidder who wishes to attend. Bids will NOT be accepted after the closing time for receipt of proposals. NROCC does not bind itself to accept the lowest or any other bid and will NOT defray any costs incurred by bidders in preparing their bids.

MINISTRY OF HEALTH LCB#MOHHQ 2018/05-03

INVITATION TO TENDER

SELECTION OF CONSULTANCY SERVICES TO CONDUCT FEASIBILITY STUDY FOR THE DEVELOPMENT OF THE MINISTRY OF HEALTH'S CORPORATE HEAD OFFICE

The Ministry of Health of the Government of Jamaica invites sealed bids from eligible and qualified consultants to Conduct Feasibility Study for the Development of the Ministry of Health's Corporate Head Office.

Consultant(s) must submit the following with their proposal at the time of opening:

- Copy of a valid and current Tax Compliance Certificate (TCC/Tax compliance Letter (TCL) or
- In the case of an individual Consultant, Tax Registration Number (TRN)

Qualified consultant(s) can collect bid document from the cashier, Ministry of Health's office, 10a Chelsea Avenue, Kingston 5, commencing **Monday, May 14, 2018** between **9 a.m. and 4 p.m. Monday to Friday**. The cost of the Bid document is J\$2,000.00; this amount is non-refundable and must be in cash or manager's cheque payable to the Ministry of Health.

**Ministry of Health
 Procurement Unit
 Ground Floor
 RKA Building
 10-16 Grenada Way
 Kingston 5
 Email: procurement@moh.gov.jm**

Proposals shall be valid for a period of 90 days after bid closing and MUST be deposited in the tender box at the same address above by **2 p.m.** local time, **Tuesday, June 5, 2018**. Proposals will be opened publicly at **2:15 p.m. Tuesday, June 5, 2018** at the office of the Procurement Unit, Ministry of Health, Ground Floor, RKA Building, 10-16 Grenada Way, Kingston 5.

Proposals submitted after the stipulated date and time will be rejected.

The Ministry of Health reserves the right to accept or reject any or all proposal(s) or to re-tender without thereby incurring any liability to the Bidder(s).