



INVITATION FOR BIDS

Date: Friday, April 6, 2018
Contract Identification No: RFP: 2018-AM-001

On behalf of the Government of Jamaica, the Jamaica Cultural Development Commission (JCDC) has committed funding for the cost of the services and intends to apply part of the proceeds of these funds to payments under the Contract for **Extension of Building – Head Office - RFP: 2018-AM-001**.

The JCDC now invites sealed bids from eligible and qualified bidders for the **Extension of building at the Head Office**.

ELIGIBILITY CRITERIA

All Bidders must submit valid copies of the following to be eligible for consideration:

- National Contracts Commission Registration in the category of **Building Construction Grade 1 or 2**
- Tax Compliance Letter (TCL) or Tax Compliance Certificate (TCC), if current/not expired.
- Tender Bond representing 1% of the tender Sum
- Bank Statement reflecting ability to Finance the Project or audited company accounts
- Names and Addresses of Two (2) Referees
- List of jobs currently being executed by the Company
- A copy of the list of Directors certified by the Registrar of Companies

Failure to enclose these documents will result in the quotation being non-responsive, and thus will be rejected.

PROCUREMENT METHOD

Local Competitive Bidding

SCOPE OF WORK

The scope of works for the project will entail concrete work, painting, tiling, electrical and A/C installation, windows and doors installation etc.

COLLECTION OF BIDDING DOCUMENTS

Bidding documents (and additional copies) may be purchased at Jamaica Cultural Development Commission, 3-5 Phoenix Avenue, Kingston 10 from **April 6, 2018 between 9:00 a.m. and 3:30 p.m. Mondays to Fridays**, (not on weekends) for a non-refundable fee of One Thousand Five Hundred Dollars (\$1,500.00), for each set, payable by cash or by manager's cheque only.

BID VALIDITY

Bids shall be valid for a period of One Hundred and Twenty (120) days after Bid closing.

RECEIPT OF BIDS

Tender packages must be enclosed in a sealed unmarked envelope addressed to:

**“Tender – Extension of Building – Head Office”
Jamaica Cultural Development Commission
3-5 Phoenix Avenue, Kingston 10**

JCDC, 3-5 Phoenix Avenue, Kingston 10 The envelope must be returned on or before **3:00 p.m. on Thursday, May 10, 2018** and deposited in the designated Tender Box in the main reception area. Tenders submitted after this time and date will automatically be disqualified.

OPENING OF TENDERS

Tenders will be opened in the presence of the bidders, who wish to attend at **3:15 p.m. on, Thursday, May 10, 2018** at the JCDC Boardroom.

For further information please contact:

**Mr. Kmar Coombs
Procurement Manager
Jamaica Cultural Development Commission
3-5 Phoenix Avenue
Kingston 10
Tel (876) 906-4252-3 or 926 5726-9
Email: kmar.coombs@jcdc.gov.jm**



KINGSTON & ST. ANDREW MUNICIPAL CORPORATION

INVITATION TO BID

The Kingston & St. Andrew Municipal Corporation (KSAMC) now invites sealed bids from eligible and qualified bidders for the **Provision of Private Security Services for a period of three years (2018-2021)**.

Scope: To provide Security Services to the KSAMC for the following locations:

- Kingston & St. Andrew Municipal Corporation Head Office
- Municipal Car Pound
- 65 Mall Arcade
- Pearnel Charles Arcade
- Redemption Arcade
- Constant Spring Arcade
- St. William Grant Park
- Ward Theatre
- Poor Relief Department
- New Kingston Parking Lot D
- New Kingston Parking Lot F

Procurement Method: Local Competitive Bidding

Eligibility: A valid Tax Compliance Certificate (TCC), a valid National Contracts Commission (NCC) registration certificate in the category of **Safety & Security Services** and proof of valid registration with the Private Security Regulation Authority (PSRA).

A complete set of Bidding Documents in English will be available for download as at **Wednesday April 25, 2018** on the Government of Jamaica Electronic Procurement website **www.gojep.gov.jm**. Bidder **MUST** be registered on the GOJEP system in order to access the bidding documents and participate in the tender. Registration can be done by following instructions listed on the website at **www.gojep.gov.jm**.

Bids shall be valid for a period of **120 days** after bid closing date.

Bid Submission & Opening: Bids must be submitted online via in the Government of Jamaica Electronic Procurement website **www.gojep.gov.jm** no later than **Wednesday May 16, 2018 at 3:00 p.m.** Online Bid Opening will take place on **Wednesday May 16, 2018 at 3:15 p.m.** An online Bid Opening Report will be sent to all bidders. **Late submissions will not be accepted.**

Contact information:
Mr. Joie James – procurement.officer@cwjamaica.com
Mr. Shackeel Walker – swalker@mlgcd.gov.jm

The Kingston & St. Andrew Municipal Corporation reserves the right to accept or reject any or all bids and restart the entire bid process.

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.

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