



# GOJ PUBLIC PROCUREMENT PAGE

## Circular No. 9 (March 13, 2014)

Re: Amendments to GOJ Handbook of Public Sector Procurement Procedures Approval for Direct Contracting

### Section 1:

Procuring Entities are no longer required to obtain the prior approval of the National Contracts Commission (NCC) to use the Direct Contracting nor the Limited Tender Methodologies above the specified thresholds. Heads of Procuring Entities now have the authority to grant such approvals, however, the recommendation for contracts award must be submitted to the relevant authorities for final approval, in accordance with the thresholds established in the Handbook.

### 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.



## THE UNIVERSITY HOSPITAL OF THE WEST INDIES

### TENDER NOTICE

#### MEDICAL GRADE REVERSE OSMOSIS (RO) WATER TREATMENT SYSTEM

The University Hospital of the West Indies, located at Golding Avenue, Mona, Jamaica, requests bids to Supply, Install and Commission Medical Grade Reverse Osmosis (RO) Water Treatment System.

#### ELIGIBILITY OF CONTRACTORS

To be considered eligible at the time of tender opening, your tender must include the following:

- Copy of a valid Tax Compliance Certificate
- Proof of current registration with the National Contracts Commission in the categories of Industrial, Construction Equipment & Machinery or Medical, Pharmaceutical Equipment & Supplies
- Completed and signed Manufacturer's Authorization Form
- Completed and signed Bid Submission Form

**Non-compliance with all or any of the criteria above will result in automatic disqualification of tender.**

#### SCOPE OF WORK

- Decommission and remove existing Reverse Osmosis (RO) System
- Supply, install and commission Medical Grade Reverse Osmosis (RO) Water Treatment System.

#### AVAILABILITY OF TENDERS

Tender documents will be available at a cost of Five Thousand Dollars (\$5,000.00) in cash or manager's cheque payable to the University Hospital of the West Indies to the cashier, Accounts Department, Administration Building. Tender documents may be obtained on presentation of the receipt to the Procurement Unit, UHWI Administration Building, from **Monday, June 04, 2018 between 9:00 a.m. and 4:00 p.m.** at the address cited above.

#### RETURN OF TENDERS

Bids in sealed envelopes must be returned no later than **2:00 p.m. Tuesday, June 26, 2018** and deposited in the marked tender box located at the Procurement Unit, Administration Building, UHWI. Bid opening will commence at **2:15 p.m., Tuesday, June 26, 2018** in the Boardroom, UHWI. Bidders' representatives are invited to attend the opening.

The University Hospital of the West Indies reserves the right to accept or reject all bids. Visit our website at [www.uhwi.gov.jm](http://www.uhwi.gov.jm)

**THE PROJECT IS BEING FUNDED BY THE UNIVERSITY HOSPITAL OF THE WEST INDIES.**



**National Housing Trust**  
...the key to your home

### Supply and Installation of Standby Generators at 5 NHT Business Offices

Procuring Entity:	National Housing Trust
Scope:	The contractor will be required to: <ul style="list-style-type: none"> <li>• clear area for the Generators and supply materials and labour for the construction of the generator plinth where required</li> <li>• supply materials and labour to construct Electrical Room as shown on drawings, where required</li> <li>• remove current generators and associated electrical works where required</li> <li>• removed existing cables and install new cables where required and as outlined on drawings and Bill of Quantities</li> <li>• install generator and Automatic Switch Transfer (ATS) as shown in Drawings</li> <li>• install circuit breakers, cables and grounding rods, and</li> <li>• test and commission with the presence of the engineers.</li> </ul>
NCC Grade/Category:	A minimum Grade 2 rating in the categories of Electrical Appliance and Equipment and Electrical Works OR minimum Grade 2 rating in the categories of Industrial Construction Equipment and Machinery and Electrical Works.
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. 7269/7279
Email Address:	procurement@nht.gov.jm

Participation to the competition will be possible only for NCC registered suppliers/contractors.

This is an online tender. No offline bids (hard copies) will be accepted. To tender, suppliers must first be registered on the Government of Jamaica Electronic Procurement System at [www.gojep.gov.jm](http://www.gojep.gov.jm).

Tender packages are available at <https://www.gojep.gov.jm> from **9:00 am on Tuesday, June 5, 2018**. Bids must be submitted online on or before 10:00 am on **Monday, June 25, 2018**. Bids will be opened online at <https://www.gojep.gov.jm> the same day, immediately after bid submission deadline. Please visit the website at [www.nht.gov.jm](http://www.nht.gov.jm) for the full details.



## THE UNIVERSITY HOSPITAL OF THE WEST INDIES

### TENDER NOTICE

#### INSTALLATION OF HURRICANE SHUTTERS

The University Hospital of the West Indies invites Contractors to submit tenders for the said Project.

#### ELIGIBILITY OF CONTRACTORS

To be considered eligible at the time of tender opening, your tender must include the following:

- Proof of registration with the National Contracts Commission (NCC), in the category: Building Construction - Grade 1 or 2
- Copy of a valid Tax Compliance Certificate (TCC)

**Non-compliance with all or any of the criteria above will result in automatic disqualification of tender.**

#### SCOPE OF WORK

Supply, Install and Commission Aluminum Storm Shutters

#### AVAILABILITY OF TENDERS

Tender documents will be available at a cost of Five Thousand Dollars (\$5,000.00) in cash or manager's cheque payable to the University Hospital of the West Indies to the cashier, Accounts Department, Administration Building. Tender documents may be obtained on presentation of the receipt to the Procurement Unit, UHWI Administration Building, from **Monday, June 04, 2018 between 9:00 a.m. and 4:00 p.m.** at the address cited above.

#### RETURN OF TENDERS

Bids in sealed envelopes must be returned no later than **2:00 p.m. Friday, June 29, 2018** and deposited in the marked tender box located at the Procurement Unit, Administration Building, UHWI. Bid opening will commence at **2:15 p.m., Friday, June 29, 2018** in the Boardroom, UHWI. Bidders' representatives are invited to attend the opening.

The University Hospital of the West Indies reserves the right to accept or reject all bids. Visit our website at [www.uhwi.gov.jm](http://www.uhwi.gov.jm)

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## THE UNIVERSITY HOSPITAL OF THE WEST INDIES

### TENDER NOTICE

#### SUPPLY, INSTALL AND COMMISSION MORGUE REFRIGERATOR UNIT

The University Hospital of the West Indies, located at Golding Avenue, Mona, Jamaica, requests bids to Supply, Install and Commission New Morgue Refrigerator Unit at the Hospital's Morgue.

#### ELIGIBILITY OF CONTRACTORS

To be considered eligible at the time of tender opening, your tender must include the following:

- Copy of a valid Tax Compliance Certificate
- Proof of current registration with the National Contracts Commission in the category of **Medical, Pharmaceutical Equipment and Supplies**
- Completed and signed Manufacturer's Authorization Form
- Completed and signed Bid Submission Form

**Non-compliance with all or any of the criteria above will result in automatic disqualification of tender.**

#### SCOPE OF WORK

- Decommission and remove Existing Morgue Refrigerator Unit and
- Supply, install and Commission New Morgue Refrigerator Unit

#### AVAILABILITY OF TENDERS

Tender documents will be available at a cost of Five Thousand Dollars (\$5,000.00) in cash or manager's cheque payable to The University Hospital of the West Indies to the cashier, Accounts Department, Administration Building. Tender documents may be obtained on presentation of the receipt to the Procurement Unit, UHWI Administration Building, from **Monday, June 04, 2018 between 9:00 a.m. and 4:00 p.m.** at the address cited above.

#### RETURN OF TENDERS

Bids in sealed envelopes must be returned no later than **2:00 p.m. Tuesday, July 03, 2018** and deposited in the marked tender box located at the Procurement Unit, Administration Building, UHWI. Bid opening will commence at **2:15 p.m. Tuesday, July 03, 2018** in the Boardroom, UHWI. Bidders' representatives are invited to attend the opening.

The University Hospital of the West Indies reserves the right to accept or reject all bids. Visit our website at [www.uhwi.gov.jm](http://www.uhwi.gov.jm)

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