



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.



MINISTRY OF EDUCATION, YOUTH & INFORMATION (MoEYI) through the National Education Trust (NET)

INVITES TENDERS FOR THE PROPOSED SIXTH FORM BLOCK AT MOUNT ST. JOSEPH CATHOLIC HIGH SCHOOL IN MANDEVILLE, MANCHESTER

Scope: The proposed works consist of basement, ground floor, first & second floors, reinforced concrete foundations, frames, suspended floor and slab roof, aluminium louvre windows, timber doors, electrical, painting and other ancillary works.

NCC Grade: Contractors are required to possess a valid National Contracts Commission Certificate (NCC) in the **Building Construction category at the Grade 1 level** at the time of bid submission. Absence of same will be considered non-responsive.

TCC: Contractors are required to possess a **valid & current Tax Compliance Certificate (TCC)** at the time of bid submission. Absence of same will be considered non-responsive.

Procurement Method: Local Competitive Bidding

Contact Information: The Procurement Manager

Address of Entity: 37 Arnold Road, Kingston 5, Caenwood Centre, MoEYI

Telephone No(s): 967-7995/967-9007

Email Address: procurement@net.org.jm

Collection Information:

Bid packages will be available from **Wednesday, May 30, 2018 between 9:00 a.m. to 12 noon and 1:00 p.m. to 4:00 p.m. weekdays** from the National Education Trust located at The Allen Hall Bldg, Caenwood Centre, 37 Arnold Road, Kingston 5, upon payment of a non-refundable fee of **\$2,500.00**. This fee is to be paid to the Cashier in the Accounts Unit of the Ministry of Education, Youth & Information, 2nd Floor, 2-4 Heroes Circle, Kingston 4. Cut-off date for the sale of Bid Documents is **Wednesday, June 20, 2018 at 4:00 pm**.

Submission Information:

Bids should be submitted in sealed envelopes to the address below by deadline **Wednesday, June 27, 2018 at 11:00 a.m.** and be clearly marked “**Tender for the Proposed 6th Form Block at Mount St. Joseph Catholic High School, Mandeville, Manchester**”. The Tender Box will be placed at:

**The Lobby
The National Education Trust (NET)
37 Arnold Road
Kingston 5
The Allen Hall Bldg
Caenwood Centre**



INVITATION TO TENDER FOR THE PROCUREMENT OF 900 DESKTOP COMPUTERS (6 LOTS) Tranche 2

The **Overseas Examinations Commission (OEC)**, an agency of the **Ministry of Education, Youth and Information (MoEYI)**, invites sealed bids from suitably qualified suppliers for the supply, delivery and installation of 900 computers to schools within the six regions of the MoEYI islandwide.

SCOPE: Supply, delivery and installation of 900 desktop computers (6 Lots) islandwide.

Eligibility Criteria:

- Applicants must submit a valid Tax Compliance Certificate (TCC)
- Applicants must submit a valid National Contracts Commission (NCC) registration in the category of: **Computers and Supplies OR Computers and Related Equipment OR Information Technology Services**

Procurement Method: Local Competitive Bidding

Collection of Tender Documents:

Tender documents will be available as of **Tuesday, May 29, 2018** and can be collected Mondays to Fridays between **9 a.m. and 3 p.m.** from:

**Information Desk (First Floor, E.A. Barrett Wing)
Overseas Examinations Commission
6 Manhattan Road
Kingston 5**

A non-refundable cost of Two Thousand Dollars (\$2,000.00) per document in the form of cash or manager’s cheque is required. Cheques should be made payable to the Overseas Examinations Commission.

Bid Validity Period: 120 days after bid closing date

Bid Submission Deadline: June 28, 2018 at 2:00 p.m.

Bid Opening: June 28, 2018 at 2:15 p.m.

Contact Information: Novelette Heslop-Crossman
Procurement Officer
ncrossman@overseasexams.org.jm

NOTE: FAILURE TO DIRECTLY PURCHASE THE TENDER DOCUMENT FROM THE OEC WILL RESULT IN INELIGIBILITY/ NON-RESPONSIVENESS OF ANY BID SO SUBMITTED FROM PARTICIPATING IN THE PROCUREMENT PROCESS.

INVITATION TO TENDER Static Guard Services

The Firearm Licensing Authority invites tenders from suitably qualified security providers for the Provision of Static Guard Services.

SCOPE OF WORK

To Provide armed and unarmed Security Officers; To provide Supervisor for Security Personnel on a 24-hr basis for premises located at:

- Head Office: 91A Old Hope Road, Kingston 6
- Montego Bay Regional Office, Bogue City Centre, Montego Bay, St. James
- Mandeville Regional Office, James Warehouse Plaza, Mandeville, Manchester
- Ocho Rios Regional Office (Proposed).

Specific assignments will require the position of Security Officers at predetermined strategic locations as well as patrol. Officers will have the responsibility to monitor all activities on the premises identified above and make daily reports on these activities.

ELIGIBILITY OF CONTRACTOR

Companies responding to the tenders should:

- Submit a valid National Contracts Commission (NCC) Certificate in the grade and category of **SAFETY AND SECURITY SERVICES**;
- Present a valid Tax Compliance Certificate (TCC)/Letter (TCL);
- Proof of registration with the Private Security Regulation Authority (PSRA);
- Demonstrate competence and experience in the provision of similar services to industrial and commercial properties;
- Submit a Manager’s Cheque representing Bid Security.

TENDER DOCUMENT

Interested companies are required to collect Tender Packages as at **Monday June 04, 2018, Monday to Friday between 9:00 a.m. and 4:00 p.m.**

FEE

A non-refundable fee of Four Thousand Dollars (\$4,000.00) In the form of a **manager’s cheque only** made payable to the Firearm Licensing Authority will be required for each tender document.

RETURN OF TENDERS

Completed Tenders should be submitted in plain sealed envelopes and should bear the following identifying marks:

**REQUEST FOR PROPOSAL
NCS-06-18/001
PROVISION OF PRIVATE SECURITY SERVICES
Firearm Licensing Authority (FLA)**

Tenders are to be deposited in the Tender Box located in the Lobby of FLA’s Head Office at 91A Old Hope Road, Kingston 6, and will be received no later than **2:00 p.m. on Monday July 9, 2018**

OPENING OF TENDERS

Public opening of tenders will be on **Monday July 9, 2018 at 2:15 p.m.** in the Boardroom located on the Ground Floor of the FLA Head Office.

Bidders or their representatives are invited to attend.

The FLA reserves the right:

- Not accept the lowest bid;
- Reject or accept any or all tenders or to annul the tender process at any time prior to the award of the contract without incurring any liability.

N.B. Failure to directly purchase the Tender/Bid Document from the Procuring Entity will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.

In order to collect documentation and further information, please contact:

**Firearm Licensing Authority
91A Old Hope Road, Kingston 6
Telephone: 876-927-5158 (60)**



INVITATION TO BID

The Port Authority of Jamaica invites qualified bidders to submit electronic bids for the Supply and Installation of a Structured Cabling System for its locations.

The details of the procurement may be viewed at the electronic Government Procurement Portal (www.gojep.gov.jm) as of **May 28, 2018**.

Procurement Method: National Competitive Bidding

Closing date for Bid submission: June 21, 2018 at 11:00 a.m., EST

Contact: jrose@portjam.com

Tel: (876) 922-0290-8 ext. 2234

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

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/Proposals.

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 or select the Contact us link from the Home page to send an email.