



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.



INVITATION TO BID

PROCURING ENTITY: BANK OF JAMAICA

SCOPE: Supply and Installation of Counter Flow Cooling Tower

NCC GRADE &/OR CATEGORY: Heating, Ventilation, Air Conditioning & Refrigeration – Grade 1

SITE VISIT: Friday, 13 July 2018 at 11:00 a.m.

CONTACT INFORMATION: Head of Procurement, Procurement Administration Section

ADDRESS OF ENTITY: Nethersole Place, Kingston

TELEPHONE NO(S): 876-922-0750-9

FOR ADDITIONAL INFORMATION: bojtender@boj.org.jm

COST OF TENDER DOCUMENT: No Cost. Download document from www.boj.org.jm

DEADLINE FOR SUBMISSION: Friday, 27 July 2018 at 10:00 a.m.

For Additional Information Visit: (www.boj.org.jm) under the section –Tenders.

Please note that notwithstanding the information provided in this advertisement the final instructions to bidders is the RFP and any notification that may be posted on the Bank of Jamaica website. Bidders are therefore required to monitor the website for the most current information.



INVITATION TO BID

PROCURING ENTITY: BANK OF JAMAICA

SCOPE: Provision of Janitorial & Related Services

NCC CATEGORY: Janitorial, Sanitation Services

TENDER SECURITY: Bid Security of \$400,000.00 in the form of a Manager’s Cheque or Bank Guarantee

SITE VISIT: Wednesday, 18 July 2018 at 11:00 a.m. (All locations)

CONTACT INFORMATION: Head of Procurement, Procurement Administration Section

ADDRESS OF ENTITY: Nethersole Place, Kingston

TELEPHONE NO(S): 876-922-0750-9

FOR ADDITIONAL INFORMATION: bojtender@boj.org.jm

COST OF RFP DOCUMENT: No cost. Download document from: www.boj.org.jm.

DEADLINE FOR SUBMISSION: Wednesday, 08 August 2018 at 10:00 a.m.

For Additional Information Visit: (www.boj.org.jm) under the section –Tenders.

Please note that notwithstanding the information provided in this advertisement the final instructions to bidders is the RFP and any notification that may be posted on the Bank of Jamaica website. Bidders are therefore required to monitor the website for the most current information.



Invitation to Bid – (CDA-2018-09)

Procuring Entity: The Child Protection & Family Services Agency – CPFSA (formerly Child Development Agency)

Scope: Janitorial Services for the Corporate Office located at 48 Duke Street, Kingston. The supplier will be required to provide janitorial services within a space of 17,435 sq. ft.

Eligibility Criteria: 1. Copy of Tax Compliant Certificate
2. Proof of valid registration with National Contracts Commission (NCC) in the category of Janitorial and Sanitation Services

Procurement Method: Local Competitive Bidding

Collection of Bid Documents: Bid Documents will be available from **Monday July 9, 2018** at the Child Protection & Family Services Agency, 48 Duke Street, Kingston from **9:00 a.m. - 4:30 p.m. Mondays - Thursdays & 9:00 a.m. to 3:30 p.m. on Fridays.** Bids will cost J\$2,000.00 and are payable in cash or manager’s cheque only (non-refundable) to the cashier.

Labeling of bids: Bid documents must be clearly labelled
Contract: Janitorial Services 2018-2020

Note: 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.

Deadline for Submission of Bids: Bids must be deposited in Tender Box provided at address indicated below no later than **July 24, 2018**. The tender box will be located in Support Services Unit of the Child Protection & Family Services Agency on the First Floor - 48 Duke Street, Kingston.

Bid Opening: Bids will be opened at the Child Protection & Family Services Agency Office at 48 Duke Street, Kingston, on **July 24, 2018 at 2:15 p.m.** Bidders and/or their representatives are invited to attend.

Queries may be made to:
The Support Services Officer
48 Duke Street
Kingston
876-948-2841-2
goodenk@cpfsa.gov.jm

Funding: Government of Jamaica
The Child Protection & Family Services Agency – CPFSA reserves the right to reject any or all bids and to restart the bidding process.

Ministry of Finance and the Public Service STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

Request for Bids

COUNTRY: JAMAICA

NAME OF PROJECT: STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

CONTRACT TITLE: SUPPLY AND INSTALLATION OF OFFICE FURNITURE

LOAN NO./CREDIT NO.: 8406JM

RFB REFERENCE NO.: JM-MOFPS-56497-GO-RFB

- The Government of Jamaica (GOJ) has received financing from the World Bank towards the cost of the Strategic Public Sector Transformation Project (SPSTP), and intends to apply part of the proceeds towards payments under the contract for the Supply and Installation of Office Furniture.
- The Ministry of Finance and the Public Service now invites sealed Bids from eligible Bidders for the Supply and Installation of Office Furniture.
- Bidding will be conducted through national competitive procurement using a Request for Bids (RFB) as specified in the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), and is open to all eligible Bidders as defined in the Procurement Regulations.
- Interested eligible Bidders may obtain further information from Terry Ann Frith, Procurement and Administrative Manager, Strategic Public Sector Transformation Project, Ministry of Finance and the Public Service, 30 National Heroes Circle, Kingston, Jamaica, email: terryann.frith@mof.gov.jm and inspect the bidding document 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.** at the address given below.
- The bidding document in English may be requested by interested Bidders upon the submission of a written application to the address below. The document will be sent by email.
- Bids must be delivered to the address below on or before **August 8, 2018 at 3:00 p.m.** Electronic Bidding will not be permitted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders’ designated representatives and anyone who chooses to attend at the address below.
- All Bids must be accompanied by a Bid Security of **Seven Hundred and Fifty-Eighty Thousand Jamaican Dollars (J\$758,000)**
- The address referred to above is:

Ministry of Finance and the Public Service
Strategic Public Sector Transformation Project
Attn: The Procurement and Administrative Manager
30 National Heroes Circle
Kingston 4, Jamaica, WI
Tel: 876-932-5474
Fax: 876-932-5977
Email: spstp@mof.gov.jm