



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:

- 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.



National Irrigation Commission Limited INVITATION TO BID

BID NO. –NIC/G007/2018

PROCUREMENT AND INSTALLATION OF PUMP, MOTOR, PUMP MANIFOLD AND MOTOR CONTROL CENTRE FOR LANE WELL

1. The National Irrigation Commission Limited invites bids from eligible Bidders for the Procurement of Pump, Motor, Pump Manifold and Motor Control Centre for Lane Well in the Parish of Manchester. The National Irrigation Commission Limited as part of its strategic objective for the financial year 2017-2018 has set itself a target to reduce pump downtime as well as future failure risk in order to increase service quality. The Pump, Motor, Pump Manifold and Motor Control Centre are to be delivered to Lane Well, in the Parish of Manchester. Delivery period is expected within **3 - 4 months** of signing the contract.
2. To be eligible, local entities/representative for the manufacturer of the pump components are required to be currently registered with the National Contracts Commission in the Category Industrial, Construction Equipment and Machinery, or General Supplies (Specializing in Irrigation, Machinery, Pipes and Fittings) and possess a valid Tax Compliance Letter/Certificate (TCC) accompanied by a Bid Security of **Twenty Five Thousand Jamaican Dollars (J\$25,000.00)**.
3. Interested eligible Bidders may obtain further information, and may inspect the Bidding Document by contacting:

The Procurement Manager – Wesley Blake
National Irrigation Commission Limited
191 Old Hope Road, Kingston 6
Tel: 876-977-6446/4022 Fax: 876-977-6133
Email: wesleyb@nicjamaica.com
4. **Bid Collection Period: July 4, 2018 to July 17, 2018, from 9.00 a.m. - 3.00 p.m.** The Bidding Document may be purchased upon payment of a non-refundable fee **Three Thousand Jamaican Dollars (J\$3,000.00)** in cash or certified cheque made payable to the National Irrigation Commission Limited and can be collected from the address above.
5. Bids shall be valid for a period of 90 days after bid closing and must be delivered to the address below on or before **12:00 noon Friday July 20, 2018**, and deposited in the Tender Box located in the Administrative Building at the address above. **Late bids will be rejected.**
6. Bids will be opened in the presence of the Bidders' representatives who choose to attend in person at the address above at **12:15 p.m. Friday July 20, 2018**. Tenders shall be appropriately marked on the outside of the sealed envelope:

PROCUREMENT OF PUMP, MOTOR, PUMP MANIFOLD AND MOTOR CONTROL CENTRE FOR LANE WELL

Bids submitted by Bidders who do not purchase the Bid Document from the National Irrigation Commission will be rejected.



National Housing Trust
...the key to your home

SUPPLY, DELIVERY & INSTALLATION OF KITCHEN CUPBOARDS Darliston & Shrewsbury Housing Developments, Westmoreland

Procuring Entity:	National Housing Trust
Scope:	Supply, deliver and install kitchen cupboards for: <ol style="list-style-type: none"> 1. Twenty-nine 201C two-bedroom units on serviced lots at the Darliston Housing Development, Westmoreland. 2. Twelve 201C two-bedroom units on serviced lots at the Shrewsbury Housing Development, Westmoreland.
	NOTE: The NHT will be awarding two separate contracts from this tender. Therefore, contractors are allowed to bid on one or both locations.
Procurement Method:	Local Competitive Bidding
Contact Information:	Manager, Procurement Unit
Address of Entity:	4 Park Boulevard, Kingston 5
Telephone Number(s):	929-6500-9, Ext. 7289/7280
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 **Tuesday, June 26, 2018**. Bids must be submitted to the Procurement Unit, on or before **10:00 am on Tuesday, July 10, 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 the full details.

Note: Failure to purchase the bid documents directly from the procuring entity, will make that bid ineligible/non-responsive for participating in the procurement process.



INVITATION TO BID

PROCURING ENTITY:	The Port Authority of Jamaica
PROJECT NAME:	Proposed Ground Transportation Area (S1-C3) at Reynolds Pier, Ocho Rios, St. Ann
SCOPE:	The project will include the construction of 2,747sqm Ground Transportation Area at the Reynolds Pier, Ocho Rios, St. Ann.
NCC GRADE/CATEGORY:	Minimum Grade 1, Building Construction or Civil Engineering
PROCUREMENT METHOD:	Local Competitive Bidding
CONTACT INFORMATION:	Senior Vice President – Engineering & Port Development
ADDRESS OF ENTITY:	15-17 Duke Street, Kingston, Jamaica
TELEPHONE NUMBERS:	876-922-0290-8
EMAIL ADDRESS:	chamilton@portjam.com, paj@portjam.com or jdelahaye@portjam.com
COST OF TENDER DOCUMENT:	J\$5,000.00
BID COLLECTION DATE:	Tuesday, July 3, 2018
BID RETURN DATE:	No later than Tuesday, July 31, 2018 at 2:00 p.m. (Bids to be placed in the Tender Box located in the lobby of the Port Authority of Jamaica 15-17 Duke Street)
TENDERERS MUST PROVIDE:	Evidence of Tax Compliance Copy of Valid National Contracts Commission Registration Certificate

Ministry of Finance and the Public Service

REQUEST FOR EXPRESSIONS OF INTEREST

JAMAICA STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
Loan No/Credit No/Grant No: 8406JM
Assignment Title: **Consultancy to develop full project proposal for the replacement of the Passport, Immigration and Citizenship Agency (PICA) Border Management System.**
Reference No.: **JM-MOFPS-56937-CS-CQS**

The Government of Jamaica (GOJ) has received financing from the World Bank toward the cost of Strategic Public Sector Transformation Project (SPSTP), and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include the development of a full project proposal for the replacement of the Passport, Immigration and Citizenship Agency (PICA) Border Management System (BMS). The consultancy will have duration of 4 months.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: Ministry of Finance and the Public Service, www.mof.gov.jm or can be obtained at the address given below.

The Ministry of Finance and the Public Service now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- At least seven (7) years experience in project/programme design and management.
- At least seven (7) years experience in proposal development for medium to large scale projects.
- At least seven (7) years experience in project/program design in the field of Border Management Control Systems, including Automated Border Control (ABC) systems, E-Visa systems, Interactive APIS, and E-passport systems.

Key Experts will not be evaluated at the shortlisting stage.

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 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Consultant's Qualification - Based 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 must be delivered in a written form to the address below (in person, by mail, fax or email) by **July 17, 2018 at 4:00 p.m.**

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 or terryann.frith@mof.gov.jm