



# 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:

- 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.

## THE MINISTRY OF JUSTICE

### INVITATION TO TENDER

#### Consultancy to Develop a Youth Engagement and Gender Strategy for the Justice Sector: Justice Undertakings for Social Transformation

The Ministry of Justice, through the Justice Undertakings for Social Transformation Programme, invites a qualified and experienced Youth and Gender Expert. The engagement of a consultant is directly related to the fulfilment of JUST Programme outcomes and specifically, the following immediate outcome: "Increased capacity of justice sector institutions to manage and implement their core business." This is directly related to the achievement of the second Intermediate Outcome, "Justice Services that are more customer-focused and gender responsive". It is expected that this consultancy will aid the justice sector to provide high quality youth and gender responsive service delivery to its clients/customers.

#### ELIGIBILITY OF CONTRACTORS

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

- Résumé of consultant with at least two references
- Reference to or evidence of similar work done
- A plan on how the work will be executed

#### AVAILABILITY OF TENDERS

Tender documents will be available on the Ministry of Justice website: [www.moj.gov.jm](http://www.moj.gov.jm) as at **July 9, 2018**.

#### SUBMISSION OF TENDERS

Proposal with ALL the supporting/required documents must be emailed to [Leevon.phillips@moj.gov.jm](mailto:Leevon.phillips@moj.gov.jm) **NO LATER than 2 p.m. July 27, 2018**

#### Contact Person

Leevon Phillips – Procurement Specialist  
MINISTRY OF JUSTICE – Justice Reform Implementation Unit (JRIU)  
Tel#: 876-906-4923-31 Ext#: 5703

The Ministry of Justice reserves the right to accept or reject any or all bids.

Visit our website at [www.moj.gov.jm](http://www.moj.gov.jm)



## National Solid Waste Management Authority

### INVITATION TO BID

The National Solid Waste Management (NSWMA) invites individuals/firms to submit proposals to provide technical assistance to design and supervise the implementation of a Transfer Station in Trelawny. The details of the engagement are included in the Request for Proposal Document.

#### PROCUREMENT METHOD:

Local Competitive Bidding

#### DOCUMENT AVAILABLE :

As of Tuesday, July 10, 2018

#### ELIGIBILITY:

Must have a valid Tax Compliance Certificate (TCC)

#### CLOSING DATE:

Monday, July 23, 2018 at 11:00 a.m.

#### CONTACT INFORMATION:

Miss Sheena Henry – Procurement Manager (Acting)

ADDRESS OF ENTITY: 61 Half-Way Tree Road, Kingston 10

TELEPHONE NO(S): 876-926-8559 or 960-4511; Fax: 876-920-1415

#### COST OF TENDER DOCUMENT:

\$3,000.00 (Non-refundable)

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

The NSWMA reserves the right not to accept the lowest, or any other tender or to annul the tender process and reject all tenders at any time prior to the award without incurring any liability

**Late submissions will not be accepted.**



## THE UNIVERSITY HOSPITAL OF THE WEST INDIES

### TENDER NOTICE

#### INSTALL INCOMING MAIN & SUB-MAIN ELECTRICAL DISTRIBUTION (LOW VOLTAGES DISTRIBUTION)

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: Electrical Works – Grade 1 or 2.
- Copy of a valid Tax Compliance Certificate (TCC)

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

#### SCOPE OF WORK

- Install Main Electrical Distribution Board & Incoming Main Cables, Install Standby Plant and Construction of a Plinth and Electrical Manholes for the Cardiac Interventional Suite/ICU-B

#### 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, July 09, 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 17, 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. Monday, July 23, 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.**



### Invites sealed bids for

#### Consultant to Provide Engineering Services for New 13.8KV/24KV Substation

**Scope:** Petrojam Limited invites suitably qualified and experienced Consulting Firms to submit proposals to provide Engineering Services in support of developing a Preliminary Scope for the Design and Construction of a new 13.8 KV/24KV Substation.

**Eligibility Requirements:** (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Current practising Professional Engineers Registration Board (PERB) certificate in the category of Electrical.

A complete set of Bidding Documents in English will be available for download as at **Monday, July 9, 2018** on the Government of Jamaica Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions available on the website listed on the system. **Registration is required for vendors to participate in the Tender.**

Bids shall be valid for a period ninety (90) calendar days after the bid closing date. Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Tuesday, July 24, 2018 at 11:00 a.m.**

Online Bid Opening takes place on **Tuesday, July 24, 2018 at 11:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information please visit Petrojam Limited's website at <http://www.petrojam.com>

**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](http://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.**

**To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, [www.gojep.gov.jm](http://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.**

## NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

[jisadvertising@gmail.com](mailto:jisadvertising@gmail.com)  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)