



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.

MINISTRY OF NATIONAL SECURITY

NATIONAL SECURITY

INVITATION TO TENDER

Excavation and Laying of Asphaltic Surface of the roadway at National Police College of Jamaica, Twickenham Park, St. Catherine (Phase 1).

Scope: The Ministry of National Security invites tenders from suitably qualified Construction firms to excavate and lay asphaltic surface to sections of the roadway at National Police College of Jamaica, Twickenham Park, St. Catherine.

Procurement Method: Local Competitive Bidding (LCB)

Eligibility Requirements: Valid National Contracts Commission (NCC) registration – General Roadworks – Minimum Grade 1
Valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL)

Site Visits: A site visit will be conducted at the National Police College of Jamaica, Twickenham Park, St. Catherine, on **July 12 & 13, 2018 between 10:00 a.m. and 2:00 p.m.**

Contact Information: Director, Procurement
Ministry of National Security
NCB Tower (North), 4th Floor,
2 Oxford Road, Kingston 5
876-906-4908-24, Ext: 2705/2074
procurement@mns.gov.jm

Director, Building Projects and Equipment
Ministry of National Security
NCB Tower (North), 5th Floor
2 Oxford Road, Kingston 5
876-564-4955
stefan.francis@mns.gov.jm

Tender Document: Available for purchase as of **July 2, 2018**, at a non-refundable cost of **\$4,000.00** at the cashier located on the third (3rd) floor, Ministry of National Security, NCB Building, North Tower, 2 Oxford Road, Kingston 5, on **Mondays - Fridays from 9:00 a.m. to 3:00 p.m.** Payment for the tender document shall be in the form of cash or manager's cheque payable to the Ministry of National Security.

Proposals must be placed in the tender box located in the lobby on the 4th floor at the above address no later than **10:00 a.m. on July 27, 2018**. Public opening of proposals will be held on the same day at **11:00 a.m.** in the 4th Floor Conference Room at the Ministry of National Security.

NB.

Late Bids will be rejected.
NB: Failure to directly purchase the Tender/Bid documents from the procuring entity will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.

Failure to comply with any or all of the instructions will result in the tender being rejected. The Ministry of National Security reserves the right to accept or reject all proposals and to reopen the tender process.



RURAL WATER SUPPLY LTD

INVITATION TO BID

Project: GINGER RIDGE/CONNORS WATER SUPPLY SCHEME – ST. CATHERINE CONNORS PUMPING STATION CONSTRUCTION AND REHABILITATION WORKS
CONTRACT No. GC1 – 02/RWSL/03

Procuring Entity: Rural Water Supply Limited, acting on behalf of the National Water Commission

Description: The selected contractor will be required to construct a 58,000 litres concrete sump and rehabilitate the existing Connors Pump House.

Eligibility for Tenders: Tenderers must provide a:

- A valid Tax Compliance Certificate (TCC)
- A valid National Contracts Commission (NCC) Registration certificate indicating minimum **Grade 3** rating in the category of Civil Engineering
- A Tender Guarantee in the amount and format specified
- A completed, signed and sealed Form of Tender.

Contact Information: General Manager, Engineering
Rural Water Supply Limited

Address of Entity: 3rd Floor, The Towers, 25 Dominica Drive
Kingston 5

Telephone: 876-754-5485

Email: info@rwslja.com

Tender documents may be picked up as of **Tuesday, July 3, 2018 after 1:00 p.m.** from Rural Water Supply Limited at a cost of \$5,000.00 each (non-refundable). Tender documents must be returned to Rural Water Supply Limited on or before **2:00 p.m. on Monday, July 23, 2018**.

A public opening of Tenders will take place on the same day at **2:15 p.m.** in the Conference Room at Rural Water Supply Limited.

Please visit the website at www.rwslja.com for details.



Planning Institute of Jamaica

Planning Institute of Jamaica

Invitation for Tender

Provision of Janitorial Services – RFP # 2018-FM-Q2-01

1. The Planning Institute of Jamaica (PIOJ) now invites tenders from eligible and qualified bidders for the **Provision of Janitorial Services**.
2. Appropriately registered contractors with the National Contracts Commission (NCC) in the Category – **Janitorial, Sanitation Services** are invited to participate.
3. **Procurement Method:** Local Competitive Bidding
4. **Qualifications:**
 - a. Tenderers must submit valid copies of both their National Contracts Commission (NCC) Registration and Tax Compliance Letters (TCL) with Tenders.
 - b. **Tenders received without the above-mentioned will be deemed ineligible and automatically disqualified.**
5. Interested eligible bidders may obtain further information from Mondays to Fridays between **9:00 a.m. and 4:00 p.m.** on weekdays at:

Planning Institute of Jamaica
16 Oxford Road
Kingston 5

Email: kapinnock@pioj.gov.jm
Fax: 876-906-5011

Website: <https://www.pioj.gov.jm>

6. A complete set of bidding documents in **English** may be purchased by interested bidders between **July 2 and 6, 2018** from the **Planning Institute of Jamaica, 16 Oxford Road, Kingston 10**, for a non-refundable fee of **Three Thousand Jamaican Dollars (J\$3,000.00)**.
 - a. The method of payment will be cash or manager's cheque payable to the **Planning Institute of Jamaica**. The bidding documents may be collected from the PIOJ upon presentation of the receipt.
7. Sealed bids, **valid for a period of 120 days after the closing date**, must be deposited in the Tender Box labelled "**Provision of Janitorial Services – RFP # 2018-FM-Q2-01**", located in the Ground Floor Lobby at **Planning Institute of Jamaica, 16 Oxford Road, Kingston 5** on or before **3:00 p.m. on Tuesday, July 31, 2018**.

8. All bids over \$10 million Jamaican Dollars must be accompanied by a **Bid Security of two percent (2%)** of the Tender Sum or an equivalent amount in a freely convertible currency. **Late bids will be rejected.**

Bids will be opened publicly in the presence of the bidders' representatives who choose to attend at **3:15 p.m. on Tuesday, July 31, 2018**.

9. The Planning Institute of Jamaica is not obliged to accept the lowest or any bid and reserves the right to cancel this tender at any time without incurring liability.



National Housing Trust
...the key to your home

Labour & Small Materials Programme SUPPLY, DELIVERY AND OFF-LOADING OF T1-11 PLY BOARD

Darliston Housing Development, Westmoreland

Procuring Entity: National Housing Trust

Scope: Supply, deliver, and off-load of 1,392 sheets of T1-11 Ply Board at the Darliston Housing Development, Westmoreland.

NCC Grade/Category: Hardware and Haberdashery OR General Supplies

Tender Security: N/A

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. 7270/7280

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 **Monday, July 2, 2018**. Bids must be submitted to the Procurement Unit, on or before **10:00 am on Monday, July 16, 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 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.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:
jisadvertising@gmail.com,
procurement@jis.gov.jm