



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.



JAMAICA CONSTABULARY FORCE

TENDER INVITATION

**FOR THE SUPPLY AND DELIVERY OF ENGINE AND TRANSMISSION OIL
RFP:JCF2018-06-0011**

The Jamaica Constabulary Force now invites sealed bids from eligible and qualified suppliers for the supply and delivery of engine and transmission oil. Bidding will be conducted through the Local Competitive Bidding (LCB) procedures as outlined in the Government of Jamaica handbook of Public Sector Procurement procedures, march 2014 (<http://www.mof.gov.jm>) and is open to all bidders locally.

Eligibility for Bid Submission:

In order to qualify bidders shall:

- Submit a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter with their proposals.
- Submit with their proposals a valid certificate showing that their company is registered with the National Contracts Commission (NCC) in any of the following categories: “Motor Vehicle Spares and Accessories For more information see: <http://www.ocg.gov.jm>.

Collection of Bid Documents

A complete set of Bidding Documents in English will be available from **Wednesday 2018 July 4**. Interested bidders are required to purchase the Bidding Documents for a non-refundable fee of **Two Thousand Dollars (\$2,000.00)** payable by cash or manager’s cheque at the Cashier, 1st Floor, North Tower, NCB Building, 2 Oxford Road, Kingston 5, between **9.00 a.m. and 3.00 p.m. Mondays to Fridays**. The name of the contact person, company name, mailing address, telephone number, and email address must be provided to facilitate processing. A Bidder’s failure to directly purchase the Tender/Bid documents from the Jamaica Constabulary Force (JCF) will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.

Bids must be placed in the designated Tender Box located in the Procurement Unit, Corporate and Special Services, 3rd Floor, South Tower, NCB Building, 2 Oxford Road, Kingston 5 on or before **Tuesday 2018 July 18 11:00 a.m.** Bids must be returned in a plain, sealed envelope appropriately marked on the outer envelope “**FOR THE SUPPLY AND DELIVERY OF ENGINE OIL AND TRANSMISSION OIL**” addressed to:

**The Director of Procurement and Administration
Jamaica Constabulary Force
3rd Floor, South Tower
NCB Building
2 Oxford Road
Kingston 5**

Tenders will be opened publicly at **11:15 a.m. Tuesday 2018 July 18** at the above address. Bidders or their representatives are invited to attend the tender opening.

Late bids will be rejected.

Tenders shall be valid for a period of 90 days after tender closing.

**For further information, contact:
The Procurement Unit
Jamaica Constabulary Force
3rd Floor, South Tower
NCB Building
2 Oxford Road
Kingston 5
Telephone: 876-754-0688 or 876-754-0600
darrian.green@jcf.gov.jm**

NOTICE
PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

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



JAMAICA CONSTABULARY FORCE

TENDER INVITATION

**MANUFACTURING OF POLICE SHOES
LCB:JCF2018/06/0012**

The Jamaica Constabulary Force now invites sealed bids from eligible and qualified suppliers for the manufacturing and supply of Police Shoes. Bidding will be conducted through the Local Competitive Bidding (LCB) procedures as outlined in the Government of Jamaica Handbook of Public Sector Procurement Procedures, March 2014 (<http://www.mof.gov.jm>) and is open to all bidders locally.

The work includes the manufacturing and supply of assorted shoes/boots.

Eligibility for Bid Submission:

In order to qualify bidders shall:

- Submit a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter with their proposals.
- Submit with their proposals a valid certificate showing that their company is registered with the National Contracts Commission (NCC) in the category of “Safety Product”. For more information see: <http://www.ocg.gov.jm>.
- Bid Security: Fixed Sum JMD\$300,000.00 in the form of a Manager’s Cheque or a Bank Guarantee.

Collection of Bid Documents

A complete set of Bidding Documents in English will be available from **Thursday 2018 July 5**. Interested bidders are required to purchase the Bidding Documents for a non-refundable fee of **Two Thousand Dollars (\$2,000.00)** payable by cash or manager’s cheque at the Cashier, 1st Floor, North Tower, NCB Building, 2 Oxford Road, Kingston 5, between **9.00 a.m. and 3.00 p.m. Mondays to Fridays**. The name of the contact person, company name, mailing address, telephone number, and email address must be provided to facilitate processing. A Bidder’s failure to directly purchase the Tender/Bid documents from the Jamaica Constabulary Force (JCF) will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.

Bids must be placed in the designated Tender Box located in the Procurement Unit, Corporate and Special Services, 3rd Floor, South Tower, NCB Building, 2 Oxford Road, Kingston 5, on or before **Thursday 2018 July 19 at 10:00 a.m.** Bids must be returned in a plain, sealed envelope appropriately marked on the outer envelope “**MANUFACTURING OF POLICE SHOES - LCB:JCF2018/06/0012**” addressed to:

**The Director of Procurement and Administration
Jamaica Constabulary Force
3rd Floor, South Tower
NCB Building
2 Oxford Road
Kingston 5**

Tenders will be opened publicly at **10:15 a.m. Thursday 2018 July 19** at the above address. Bidders or their representatives are invited to attend the tender opening.

Late bids will be rejected.

Tenders shall be valid for a period of 90 days after tender closing.

**For further information, contact:
The Director of Procurement and Administration
Jamaica Constabulary Force
3rd Floor, South Tower
NCB Building
2 Oxford Road
Kingston 5
Telephone: 876-754-0688 or 876-754-0600
adrian.scott@jcf.gov.jm**



National Housing Trust
...the key to your home

**SUPPLY OF ROOF COVERING
Darliston & Shrewsbury Housing Developments,
Westmoreland**

Procuring Entity:	National Housing Trust
Scope:	Supply, deliver and install roof covering 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.
NCC Grade/Category:	Minimum Grade 3 rating in the category of Roofing
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. 8414/7279
Email Address:	procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$1,500 (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 Tuesday, July 17, 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.