



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 Housing Trust
...the key to your home

Civil Engineering-Led Team of Consultants MOUNT NELSON HOUSING DEVELOPMENT, MANCHESTER

Procuring Entity:	National Housing Trust
Scope:	The team of consultants will provide the following services for this housing development: <ul style="list-style-type: none"> • preparation of designs for the housing & infrastructure works • obtaining the approvals from the relevant agencies for all designs • facilitate the procurement of a construction contractor for the housing & infrastructure works, and • administration of the housing & infrastructure works contract.
NCC Grade/Category:	N/A – Consultancy Services
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. 7265/7280
Email Address:	procurement@nht.gov.jm

Proposals are available on the payment of a non-refundable fee of \$3,500 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from **Tuesday, June 26, 2018**. Proposals must be submitted to the Procurement Unit, on or before **10:00 am on Wednesday, July 25, 2018**. Public opening of proposals take place same day immediately after 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.



National Housing Trust
...the key to your home

SUPPLY OF UPVC CASEMENT WINDOWS Darliston & Shrewsbury Housing Developments, Westmoreland

Procuring Entity:	National Housing Trust
Scope:	The supplier will be required to supply, deliver and install UPVC casement windows to the following locations: <ol style="list-style-type: none"> 1. The Darliston Housing Development, located in the parish of Westmoreland. 2. The Shrewsbury Housing Development, located in the parish of Westmoreland. <p>NOTE: The NHT will be awarding two separate contracts from this tender. Therefore, contractors are allowed to bid on one or both locations.</p>
NCC Grade/Category:	Hardware & Haberdashery OR General Supplies specializing in windows and doors
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. 7279/7269
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 Thursday, July 12, 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.

THE MINISTRY OF JUSTICE

INVITATION TO TENDER

Refurbishing of St. Ann Parish Court – St. Ann’s Bay

The Ministry of Justice invites Contractors to submit tenders for the above-stated 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: **Building Maintenance or Building Construction – Grade 3**
- 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

The works involve internal and external painting, purchase and installation of UPVC windows. Refurbishing will also include plumbing and masonry works as well as electrical upgrade, doors and roof repairs.

AVAILABILITY OF TENDERS

Tender documents will be available on the Ministry of Justice website: www.moj.gov.jm as at **June 28, 2018**.

A Mandatory Site visit is scheduled for July 9, 2018 at 1:00 p.m.

Contact Information:

Triston Aiken: Director Procurement Unit
61 Constant Spring Road, Kingston 10
Telephone: 876-906-4923-31

RETURN OF TENDERS

Tenders must be deposited in the Tender Box marked “**St. Ann Parish Court (St. Ann’s Bay) – Refurbishing Works**”, located in the Procurement Unit of the Ministry of Justice, **61 Constant Spring Road, Kingston 10**, on or before **2:00 p.m. Thursday, July 19, 2018**.

Tenders will be opened on the same date, in the Procurement Unit of the Ministry of Justice at the address stated above, at **2:10 p.m.** Interested Contractors or their Authorized Representatives are invited to attend the opening.

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

Visit our website at www.moj.gov.jm

THE PROJECT IS BEING FUNDED BY THE MINISTRY OF JUSTICE.

MINISTRY OF NATIONAL SECURITY

EXPRESSION OF INTEREST

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

Procuring Entity: Ministry of National Security

Scope: Expression of Interest The Design and Formulation of the Legislative Framework for the National Police College of Jamaica (NPCJ)

Procurement Method: Local Competitive Bidding (LCB)

Contact Information: Neressa Lothian Green
Director, Procurement (Actg.)

Address: NCB (North) Tower, 4th Floor,
2 Oxford Road, Kingston 5

Telephone: 876-906-4908-22 Ext. 2705/2074

Email Address: leonie.ritchie@mns.gov.jm or
lothian.green@mns.gov.jm

Interested consultants must submit their Expression of Interest (EOI) clearly marked with the name of the service. Curriculum vitae of the individual must be delivered to the above address in sealed envelope on or before **July 13, 2018 at 1:00 p.m.**

Please visit the website at www.mns.gov.jm for details