



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:

- an irrevocable letter of credit or
- a Bank guarantee or
- a bid bond issued by a surety which is incorporated and domiciled in Jamaica or
- a bid-securing declaration or
- a certified manager's cheque or
- an insurance certificate.

A Bid Bond is deemed valid and acceptable if it satisfies all of the following criteria:

- It is denominated in Jamaica Dollars or the equivalent amount in a freely convertible currency;
- 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.
- It conforms with the bid validity period prescribed in the bidding documents;
- 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;
- It shall be worded in the same language as the Bid Security Form, provided in the Bid Documents;
- 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.



AERONAUTICAL TELECOMMUNICATIONS LIMITED (AEROTEL)

Invitation for Bids (IFB)

PRIVATE SECURITY SERVICES

- On behalf of the Government of Jamaica, the Procuring Entity **AERONAUTICAL TELECOMMUNICATIONS LTD. (AEROTEL)** has committed funding for the cost of security and intends to apply part of the proceeds of these funds to payments under the Contract for **Security Services/Ref No: ARTL-OCT-2017-2**.
- The Procuring Entity (AEROTEL) now invites sealed bids from eligible and qualified bidders for:
The provision of private security services over two (2) years, at its Head Office and three off- site locations.

The entity will be required to supply all labour and supervision on a **24-hour basis, Sunday to Saturday, at the locations based on the following:**

- One (1) unarmed Security Guard – Sunday to Saturday at 1 Braemar Avenue, Kingston 10**
- One (1) unarmed Security Guard daily and one (1) canine & unarmed handler nightly at 10 Sunrise Close, Paradise, Montego Bay**
- One (1) unarmed Security Guard daily and one (1) canine & unarmed handler nightly at 8 Shoucair Close, Coopers Hill, St. Andrew**

The entity will also be required to supply labour and supervision for:

- One (1) unarmed Security Guard – Monday to Friday, 7:00 a.m. to 2:00 p.m. (7 hours) at 1 Braemar Avenue, Kingston 10**
- One (1) unarmed Security Guard – Monday to Friday, 7:00 a.m. to 6:00 p.m. (11 hours) at the Parking lot, 2B Braemar Avenue, Kingston 10**

3. Further information may be obtained from Andrea Thomas, telephone (876) 775-9426 or 978-4037 ext. 240 and Bidding documents will be available from **Monday October 30, 2017** in electronic format (soft copy) only by emailing athomas@aerotel-jm.com

4. Bids shall be valid for a period of 180 days after Bid closing and must be accompanied by Bid security (Manager's cheque) of 2% of the total 2-year contract cost amount in local currency, and shall be delivered to AEROTEL, 1 Braemar Avenue, Kingston 10, on or before **10:00 a.m. Monday, November 13, 2017**. Bids will be opened at **10:15 a.m. Monday, November 13, 2017**, at the offices of AEROTEL in the presence of the bidders who wish to attend.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

jisadvertising@gmail.com
procurement@jis.gov.jm

MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE & FISHERIES (MICAFA)

Invitation for Bids (IFB) Bid No. 2017T012

The Government of Jamaica, the Procuring Entity **Ministry of Industry, Commerce, Agriculture & Fisheries** from its budgetary allocation from the Ministry of Finance and the Public Service, intends to apply part of the proceeds of these funds to payments under the Contract for “**Renovation of Office Space to Jamaica National Agency For Accreditation**” at 8 Collins Green Avenue, **Kingston 5**. The Procuring Entity **Ministry of Industry, Commerce, Agriculture & Fisheries** now invites sealed bids from eligible and qualified bidders for

“**Renovation of Office Space to Jamaica National Agency For Accreditation**” at 8 Collins Green Avenue, **Kingston 5**.

Interested eligible bidders may obtain further information from the **Ministry of Industry, Commerce, Agriculture & Fisheries, Hope Gardens, Kingston 6** (facilities@moa.gov.jm), and inspect the Bidding Documents at the address given below from **9:00 a.m. to 3:00 p.m. Mondays to Fridays**

- Qualification requirements include:**
 - National Contracts Commission Certificate (NCC) in Building Construction Grade 3 (valid at the time of bidding).
 - Tax Compliance Certificate (TCC), valid at the time of bidding.

Additional details are provided in the Bidding Documents.

- Bid Security 2% of Tender Sum or Manager's cheque in the sum of 1% Tender Sum, Bid validity 90 days

Additional details are provided in the Bidding Documents:

- A complete set of Bidding Documents in **English** may be purchased as of **Friday October 20, 2017-November 9, 2017** by interested bidders at the address below, upon payment of a non-refundable fee of J\$3,000.00. The method of payment will be Cash.
- A site visit will be conducted **Tuesday October 31, 2017** at **11:00 a.m.** for explanation of tender document and to address any queries and concerns.
- Bids must be labelled “**Renovation of Office Space to Jamaica National Agency For Accreditation**” at 8 Collins Green Avenue, **Kingston 5**, and must be deposited by or before **10:00 a.m. November 10, 2017** in the tender box provided in the conference room at the following address:

**Facilities and Property Management Division
Ministry of Industry, Commerce, Agriculture & Fisheries
Hope Gardens, Kingston 6**

Bids will be opened at **10:30 a.m. on November 10, 2017** at the above address. MICAFA reserves the right to accept or reject any tenders or to abandon the tender process without any explanation to prospective bidders.



INVITATION FOR BIDS

Supply and Installation of an Elevator & Construction of Roof and Terrace
ITB#: BGLC-HRA2017/2

The Betting, Gaming & Lotteries Commission (BGLC), an agency of the Government of Jamaica, now invites sealed bids from eligible and qualified bidders to tender for building construction works at its Hagley Park Road Administrative Office.

Eligibility Requirements:

- Valid Tax Compliance letter or Certificate
- Valid National Contracts Commission Certificate in the category of Building Construction (Grade 2)
- Bid Security of **\$150,000.00** as specified in the bidding documents.

Interested eligible bidders may obtain further information by contacting:

Procurement Officer
RFP#:BGLCHRA2017/02
78CEF Hagley Park Road, Kingston 10
Telephone: (876) 630-1353 or 758-5601
Email:procurement@bglc.gov.jm

Bidding documents will be issued in hard copy and on compact disc free of charge at the Commission's offices. Bidding documents may also be downloaded from the BGLC's website www.bglc.gov.jm

Sealed bids must be deposited in the designated Tender Box located in the lobby of the BGLC offices on or before **2:00 p.m. November 17, 2017**. Bid opening will take place at **2:15 p.m.** on the same day.

MINISTRY OF FINANCE & PUBLIC SERVICE

REQUEST FOR EXPRESSIONS OF INTEREST

Consultant to Develop Integrated Results Based Management Policy for the Government of Jamaica

COUNTRY: Jamaica
PROJECT NAME: STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
IBRD LOAN NO.: 8406JM
COMPONENT: STRENGTHENING THE BUDGET PREPARATION PROCESS AND RESULTS BASED BUDGETING SYSTEM
BID NO: 8406JM-COM02-QCBS-001-17
SELECTION METHOD: QUALITY AND COST BASED SELECTION

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds for the consulting services. The Project Development Objective (PDO) is to strengthen public resource management and support selected public sector institutions in facilitating a more enabling environment for private sector growth.

The main objective of the consultancy is to design the Government's framework for an Integrated Results Based Management (IRBM) Policy. The IRBM framework will embody the Government of Jamaica's overarching policy that will:

- Assess the current environment and determine the requirements for establishing an effective IRBM Framework for the GOJ;
- Design an appropriate IRBM policy framework that will govern the development and operation of such an integrated performance management system (legislative and operational frameworks); and

The consultancy will have duration of 5 months.

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

- At least 15 years' experience in successfully developing and implementing similar Results Based Management projects at a (macro) level;
- Implemented at least two similar projects in the last 5 years;
- At least 5 years' experience in developing and executing Results Based Management Policy and an implementation strategy to support institutionalisation of Results Based Management within a public sector environment

The attention of interest consulting firms are drawn to Section 7.3 of The World Bank Procurement Regulations of IPF Borrowers, Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016.

Consultants may associate with other firms in the form of joint venture or sub consultancy to enhance their qualifications.

A firm will be selected in accordance with the Quality and Cost Based Selection Method set out in the Guidelines. Clarifications to the Request for Expressions of Interest may be obtained by contacting any of the details below. The detailed Terms of Reference for the Consultancy Service are available on the website of the Ministry of Finance and the Public Service at www.mof.gov.jm. Expressions of Interest along with a copy of the firm's registration certificate must be delivered in a written form to the address below or by mail, fax or email by **Friday, November 10, 2017**.

Interested consultants may submit Expressions of Interest to:

**THE PROCUREMENT AND ADMINISTRATIVE MANAGER
STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT**
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4, Jamaica, WI
Email: spstp@mof.gov.jm
Fax: 1(876) 932-5977