



## 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:**

- 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.**



## HEART Trust/NTA

### INVITATION TO BID

**Scope:** To provide Consultancy Service – Training in Business Process Outsourcing (Train the Trainers) and Student Certification to the HEART Trust/NTA  
The Bid Package is:

- HEART Trust/NTA – 2017-09/2 – BPO Training and Certification – Train the Trainers

**Procurement Method:** Local Competitive Bidding

**Contact:** Mr Glen Douglas

**Address of Entity:** HEART Trust/NTA Corporate Office  
6B Oxford Road, Kingston 5

**Telephone No(s):** 929-3410-8, 482-2127

**Email Address:** glen\_douglas@heart-nta.org

Bidding Documents will be available from **Wednesday, December 13, 2017 to Wednesday, December 20, 2017** at the Corporate Office, 6B Oxford Road, Kingston 5, between **9 a.m. and 3 p.m. Mondays to Fridays**. Bids should be returned by **Wednesday, January 10, 2018 at 10 a.m.** Opening is the same day at **10.15 a.m.**

## JAMAICA SOCIAL INVESTMENT FUND ISO 14001:2004 CERTIFIED



“Investing for Community Development”

### REQUEST FOR EXPRESSIONS OF INTEREST

Loan No. 8356 JM

The Government of Jamaica has received a loan from the International Bank for Reconstruction and Development towards the cost of the **INTEGRATED COMMUNITY DEVELOPMENT PROJECT (ICDP)**, and it intends to apply part of the proceeds of this loan to cover payments under the contract for **Consultancy Firm to carry out Midterm Evaluation of the Integrated Community Development Project.**

**Scope:** The JSIF wishes to engage a qualified consulting firm to assess progress on the implementation of the Integrated Community Development Project (ICDP), identify constraints and lessons learned and recommend adjustments (as needed) to increase effectiveness and results of the project.

**Selection Method:** Consultant’s Qualification Selection Method

**Contact Information:** Procurement Manager

**Address of Entity:** Procurement Department  
11 Oxford Road  
Kingston 5

**Telephone No(s):** 968-4545

**Email Address:** contracting@jsif.org

**Submission Date & Time:** Thursday, December 21, 2017 at 5:00 p.m.

**Additional Information:** Please visit <http://www.jsif.org> for detailed Advertisement, Terms of Reference and Expression of Interest Standard Form

Expressions of Interest (EOIs) should be submitted in the format provided on the EOI Submission - Standard Forms and must be delivered to the address above or emailed to [contracting@jsif.org](mailto:contracting@jsif.org) on or before **5:00 p.m. on Thursday, December 21, 2017**.



## POST AND TELECOMMUNICATIONS DEPARTMENT 6-10 SOUTH CAMP ROAD, CSO JAMAICA, WI

### Invitation to tender for Static Guard Services (Private Security)

The Postmaster General of Jamaica invites suitably qualified security companies/firms to tender for the provision of security service under the heading Static Guard Services at the Central Sorting Office (CSO) and other specified Post Offices islandwide.

**Bidding will be conducted in accordance with the current guidelines stipulated in the Government of Jamaica Handbook of Public Sector Procurement Procedures.**

### COLLECTION OF TENDER DOCUMENT

Tender document will be available as of **Monday, December 11, 2017** and can be collected **Mondays to Thursdays between 9:00 a.m. to 4:00 p.m. and Fridays 9:00 a.m. to 3:00 p.m.** from:

The Receptionist Area  
East Lobby, Ground Floor, Central Sorting Office (CSO)  
6-10 South Camp Road  
Kingston  
Telephone Nos. 922-9430-4; 922-6603

A non-refundable payment of Three Thousand Dollars (J\$3,000.00) per document in the form of cash or a manager’s cheque made payable to the “Postmaster General” will be required when collecting the tender document.

### Invitation to tender for Mail Transportation Services

The Postmaster General of Jamaica invites suitably qualified contractors to tender for the provision of mail service under the heading Mail Transportation Services at the CSO and other specified Post Offices islandwide.

Bidding will be conducted in accordance with the current guidelines stipulated in the Government of Jamaica Handbook of Public Sector Procurement Procedures. Tenders submitted without valid TCC and NCC certificate will automatically be rejected.

### Collection of Tender Documents

Tender document will be available as of **Wednesday, December 13, 2017** and can be collected **Mondays to Thursdays between 9:00 a.m. to 4:00 p.m. and Fridays 9:00 a.m. to 3:00 p.m.** from:

The Receptionist Area  
East Lobby, Ground Floor, Central Sorting Office (CSO)  
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A non-refundable payment of Three Thousand Dollars (J\$3,000.00) per document in the form of cash or a manager’s cheque made payable to the “Postmaster General” will be required when collecting the tender document.

Visit [www.jamaicapost.gov.jm/tenders/](http://www.jamaicapost.gov.jm/tenders/) for detailed requirements.

## NOTICE

PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS  
**For Bookings Email:**  
[jsadvertising@gmail.com](mailto:jsadvertising@gmail.com)  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)

## MINISTRY OF JUSTICE

### INVITATION FOR TENDER NOTICE

#### Container Retrofitting Works for Family Court Attendance Centre

The Ministry of Justice invites Suppliers to submit tenders for the said Project.

#### ELIGIBILITY OF SUPPLIERS

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 Construction Grade 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.

#### 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 **December 11, 2017**.

Mandatory Site Visit is on **December 19, 2017 at 10.00 a.m.**

#### RETURN OF TENDERS

Tenders must be deposited in the Tender Box located in the Procurement Unit of the Ministry of Justice, 61 Constant Spring Road, Kingston 10, by **January 4, 2018, 2:00 p.m.**

Tenders will be opened on the **January 4, 2018 at 2:15 p.m.** in the Ministry of Justice Procurement Department, Ground Floor. Interested Suppliers or their Authorized Representatives are invited to attend the opening.

Contact Person: Michael Henlin  
Director of Procurement and Office Services – Acting  
Tel: 906-4923-31 Ext: 5609

The Ministry of Justice reserves the right to accept or reject all bids. Visit our website at [www.moj.gov.jm](http://www.moj.gov.jm)

**THE PROJECT IS BEING FUNDED BY THE MINISTRY OF JUSTICE.**



## CONTRACT AWARD NOTICE

Project Name: **Foundations for Competitiveness and Growth**

Country: **Jamaica**

Project Number: **8408- JM**

Implementing Entity: **Planning Institute of Jamaica**

Awarded Firm: **Global Partners Consulting, LLC**

Address: **11474 Claymont Circle, Windermere, FL 34786, U.S.A.**

Contract Signature Date: **November 1, 2017**

Method of Procurement/Selection: **Selection Based on Consultants’ Qualifications (CQS)**

Price: **US\$150,000.00**

Duration: **9 months**

Summary Scope of Contract:

**To establish a comprehensive policy framework that will guide the development, implementation and monitoring of the investment projects to ensure cohesion among all related initiatives, programmes, incentive regimes and stakeholder contribution.**