



GOJ PUBLIC PROCUREMENT PAGE

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.



WESTERN REGIONAL HEALTH AUTHORITY

INVITATION FOR BIDS

The Western Regional Health Authority (WRHA) wishes to engage a suitable consultant firm to provide an Employee Assistance Programme for (1) year.

Description: Procurement of Employee Assistance Programme: WRHA-EAP-2017

Eligibility Requirements: Copy of a valid Tax Compliance Certificate (TCC)

Procurement Method: National Competitive Bidding

Tender Documents: Bidding document will be available for download as at **January 8, 2018** on the Government of Jamaica Electronic Procurement Website – www.gojep.gov.jm. Registration instructions are also available on the website. Registration is required for vendors to participate in this tender opportunity.

Deadline for Clarification Requests: **January 23, 2018**

Deadline for Submission of Bids: Bid must be submitted online via www.gojep.gov.jm no later than **February 6, 2018 at 12:00 noon**. An online bid opening will take place on the same date at **12:15 p.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

This is an online Tender where tenders will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of tender documents.

To participate in this tender opportunity, Suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at www.gojep.gov.jm.

To register, please select the “Register as a supplier” link from the system home page.

For assistance regarding training, download of tender documents and upload of tender proposals please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at: (876) 932-5220/932-525/932-5253 or via email at papucustomer@care@mof.gov.jm.

Address of the Procuring Entity: Lot 31B, Fairview Shopping Centre
Montego Bay
P.O. Box 900, Jamaica

Contact: Abigail Whittaker-Clarke, Regional Procurement Officer
David Mellis, Asst. Procurement Officer

Email: abigail.whittaker@wrha.gov.jm
David.mellis@wrha.gov.jm

Telephone: Office: (876) 630-1880-5

GOVERNMENT OF JAMAICA MINISTRY OF FINANCE AND THE PUBLIC SERVICE

INVITATION TO TENDER

THE PROVISION OF AN ELECTRONIC DATA CAPTURE DEBIT CARD SYSTEM (MOFP – OM#1388/2018)

The Ministry of Finance and the Public Service invites sealed bids from qualified contractors registered with the National Contracts Commission, for the provision of an Electronic Data Capture Debit Card System to facilitate the administration of fuel procurement and usage islandwide for the Government of Jamaica.

ELIGIBILITY REQUIREMENT

- Valid Tax Compliance Certificate (TCC)
- Valid National Contracts Commission Certificate (NCC)

NCC Category: General Services or Information Technology Services

Procurement Method: Local Competitive Bidding

Contact Information: Director
Procurement, Property and Office Services
Ministry of Finance and the Public Service
30 National Heroes Circle,
Kingston 4
Telephone: (876) 932-4647

Email: mofprocure@mof.gov.jm

BIDDING DOCUMENTS

Bidding documents may be collected at the Main Lobby Ministry of Finance and The Public Service, 30 National Heroes Circle, Kingston 4, the for a non-refundable fee of One Thousand, Five Hundred Jamaican (\$1,500.00) dollars, acceptable in cash or Manager's cheque starting **Thursday, January 11, 2018** between **9:00 a.m. and 3:30 p.m.**

NB* Interested bidders should take along with them a valid copy of their company's TRN to purchase the bidding documents.

Deadline for clarification of bids: Thursday, January 25, 2018

BID Closing: Friday, February 16, 2018 @ 2:30 p.m.

OFFICE OF THE CABINET

REQUEST FOR CURRICULUM VITAE

PUBLIC SECTOR TRANSFORMATION & MODERNISATION DIVISION

PROGRAMMER ANALYST FOR THE IMPLEMENTATION OF A HUMAN CAPITAL MANAGEMENT ENTERPRISE SYSTEM WITH PAYROLL (HCMES/PAYROLL) – CV#2017/E014

The Government of Jamaica (GOJ), represented by the Public Sector Transformation & Modernisation Division of the Office of the Cabinet (the PSTMD), is seeking a Programmer Analyst to provide expertise to assist the Strategic Human Resource Management Department (SHRMD) of the Ministry of Finance with the implementation of a Human Capital Management Enterprise System (HCMES) solution that includes Payroll across the Government.

Each Consultant will be required to, among other things:

- Assist in developing and managing integration points between the HCMES system and other systems
- Develop software scripts or program code to generate required format for Data Conversion
- Provide detailed software design from user requirements
- Develop software application based on user requirements
- Provide 1st level technical support of the software applications.
- Configuration and Testing of the HR and Payroll system.

The Technical Expertise required for these posts includes, among others:

- At least a Bachelor's degree from a recognized University or equivalent qualification, with at least three (3) years' experience in the software development in computer applications.
- Capacity to solve complex problems in a short period of time
- Knowledge of technology and systems that enables automation;
- Advanced planning and organizational skills and analytical/logical skills;
- Advanced project management skills and discipline.

The full details of the engagement are included in the Request for CV document which will be available for download as of **Monday, January 8, 2018** on the website of the Office of the Cabinet (www.cabinet.gov.jm). The closing date for the submission of CV is **Monday, January 29, 2018 at 3:00 p.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, Register as a Supplier from the Home page. System User Manual can also be accessed by selecting the User Manual option.

For assistance, in registration or to receive training, please contact the support desk at: (876) 932-5220 or select the Contact us link from the Home page to send an email.

Individuals seeking clarification may contact the Procurement Officer at email address psmd.proc@cabinet.gov.jm, or fax (876) 960-6443.

Late submissions will not be accepted.

NOTICE
PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS
For Bookings Email:
jisadvertising@gmail.com
procurement@jis.gov.jm



EXTENDED

PROCURING ENTITY: BANK OF JAMAICA

SCOPE: Supply of Armchairs and Dollies

NCC GRADE &/OR CATEGORY: Office Equipment Supplies/Furniture Supplies

BID SECURITY: A bid security is not required.

CONTACT INFORMATION: Head of Procurement, Procurement Administration Section

ADDRESS OF ENTITY: Nethersole Place, Kingston

TELEPHONE NO(S): (876) 922-0750-9

FOR ADDITIONAL INFORMATION: bojtender@boj.org.jm

COST OF TENDER DOCUMENT: No Cost. Amended bid document will be available from the Bank's website www.boj.org.jm on **Tuesday 9 January 2018**

DEADLINE FOR SUBMISSION: **30 January 2018 at 10:00 a.m.**

For additional information visit: (www.boj.org.jm) under the Section – Tenders

Please note that notwithstanding the information provided in this advertisement, the final instructions to bidders is the RFP and any notification that may be posted on the Bank of Jamaica's website. Bidders are therefore required to monitor the website for the most current information.