



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:

- 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.



Invites sealed bids for

Fire Watch & Vessel Entrant Services

Scope: Petrojam Limited hereby invites bids from suitably qualified and experienced contractors for the provision of Fire Watch and Vessel Entrant Services during its planned April 2018 Turnaround.

Eligibility Requirements: (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Proof of registration with the National Contracts Commission in the category of **Mechanical Works Grade 2 minimum**; and (3) Bid Security of Three Hundred Thousand Dollars (J\$300,000.00) in one of the forms specified in the Bidding Documents.

A complete set of Bidding Documents in English will be available for download as at **Wednesday, March 7, 2018** on the Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Registration instructions are available on the website listed on the system. **Registration is required for vendors to participate in the Tender.**

Bids shall be valid for a period one hundred and twenty (120) calendar days after the bid closing date. Bids must be submitted online via www.gojep.gov.jm no later than **Wednesday, March 21, 2018 at 11:00 a.m.**

Online Bid Opening takes place on **Wednesday, March 21, 2018 at 11:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam Limited’s website at <http://www.petrojam.com>

This is an online managed Tender, and tender documents and Supplier Bids 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 Bids.

To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm.

Please register on the e-GP System by selecting the Register as a supplier link from the home page.

For assistance and training, please contact the support desk at: (876) 932-5220.



The Culture, Health, Arts, Sports and Education (CHASE) Fund invites sealed bids from eligible CONTRACTORS for the proposed “Construction and Renovation Works” at the following community cultural centre:

- **Woodstock Community Cultural Centre – Woodstock Housing Scheme, Buff Bay, Portland**

DESCRIPTION OF WORKS

Woodstock Community Cultural Centre – 4 months
The works to be executed consist of the renovation and expansion of the existing centre building to create a modern multipurpose facility with an approximate gross floor area of 225 square metres to include: a performance/meeting hall, administrative office, computer room, storage room and caretaker’s quarters kitchen, and changing rooms.

ELIGIBILITY:

It is mandatory that contractors be registered with the National Contracts Commission in the category of “Building Construction” **Grade 3** and above.

All bidders must be **Tax Compliant** at the bid opening. Bidding will be in accordance with tender procedures and guidelines specified in the Handbook of Public Sector Procurement Procedures (March 2014).

AVAILABILITY OF BID DOCUMENTS:

Eligible bidders can obtain tender Documents as of **Monday, March 12, 2018 to Friday, March 16, 2018 between 9:00 a.m. and 4:00 p.m.** at the office of: CHASE Fund, 8 Belmont Road, Kingston 5. A non- refundable fee of Five Thousand Dollars (\$5,000.00) in cash or Manager’s cheque made payable to CHASE will be required for each set of tender documents. All queries concerning the Tender documents/drawings shall be made in writing to the Chief Executive Officer, CHASE, 8 Belmont Road, Kingston 5.

SUBMISSION OF TENDERS:

The Tender/s along with the required documents, i.e. NCC certificate of registration, a valid TCC/TCL and Tender Bond and are to be placed in a sealed envelope and placed in the designated tender box provided marked with the name of the respective project which is located in the waiting area of the CHASE Office, 8 Belmont Road, Kingston 5 on or before **2:00 p.m. on Thursday, April 5, 2018. Late Bids will be rejected.**

OPENING OF TENDERS:

Tender envelopes will be opened publicly on **Thursday, April 5, 2018** in the main conference room at CHASE Fund, 8 Belmont Road, Kingston 5, at **2:15 p.m.**

After evaluation of these documents by the evaluating committee, and subsequent referral to the appropriate authorities for approval, the successful contractor will be accordingly notified.

CHASE FUND is not obliged to accept the lowest or any bid and also reserves the right to terminate the bid process at any point before the award of a contract without incurring liability to any of the bidders. **(TENDERERS SHOULD NOTE THAT THE CONTRACT IS FIXED AND NOT SUBJECT TO PRICE ADJUSTMENTS.**



Invites sealed bids for

QUALITY INSPECTION SERVICES FOR TURNAROUND 2018

Scope: Petrojam Limited hereby invites bidders to submit bids for the Quality Inspection Services for Turnaround 2018 procurement at Petrojam Limited’s Kingston refinery located at 75-96 Marcus Garvey Drive, Kingston, Jamaica. The expected contract duration is thirty-nine (39) calendar days.

Eligibility Requirements: (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Proof of registration with the National Contracts Commission in the category of **General Services, specializing in Refinery Inspection and Non-Destructive Testing; Ultrasonic Thickness measuring OR Inspection and Non-Destructive Testing of Materials**

A complete set of Bidding Documents in English will be available for download as at **Tuesday, March 6, 2018** on the Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Registration instructions are available on the website listed on the system. **Registration is required for vendors to participate in the Tender.**

Bids shall be valid for a period One Hundred and Twenty (120) calendar days after the bid closing date. Bids must be submitted online via www.gojep.gov.jm no later than **Wednesday, March 21, 2018 at 2:00 p.m.**

Online Bid Opening takes place on **Wednesday, March 21, 2018 at 2:05 p.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam Limited’s website at <http://www.petrojam.com>

This is an online managed Tender, and tender documents and Supplier Bids 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 Bids.

To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm.

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Landscaping

Ref # KSAMC/LS032018

INVITATION TO BID

The Kingston and St. Andrew Municipal Council (KSAMC) now invites sealed bids from eligible and qualified bidders for Procurement of Works for **Landscaping**.

- Scope of Work:** The scope of works involves but not limited to the provision of earth, plants and grass as per Bill of Quantity for the following locations:
- Sections of Michael Manley Boulevard & Port Royal Street along coastline (from William St. to Gold St.)
 - Duhaney Park Municipal Park
 - Maverley Park
 - Diamond Avenue
 - Simon Taylor Road
 - Third Avenue

The duration of the project is six (6) months

Procurement Method:

Local Competitive Bidding

Eligibility:

Must submit with bids a copy of a valid TCC and NCC—Grades 3-1 in the category of Landscaping. **Tenders without a valid TCC and NCC will be automatically rejected**

Collections of Bids:

Bids will be available from **March 7, 2018 to March 13, 2018** at the Reception Desk at the Kingston and St. Andrew Municipal Corporation from **9:00 a.m.-4:00 p.m. Mondays-Fridays**. Bid documents will be available at a cost of Three Thousand Dollars Only (\$3,000.00) and are payable in cash or manager’s cheque only (non-re fundable) to the cashier at the KSAMC.

Validity of Bids:

Bids shall be valid for a period of **90 days** after bid closing and shall be deposited in the tender box located at the Entrance, Ground Floor of the **Kingston and St. Andrew Municipal Corporation, 24 Church Street, CSO.**

Submission/ Opening of Bids:

Bids must be submitted on or before **2:00 p.m. on Monday March 19, 2018**. Late bids will be rejected. Bid opening will follow at **2:15 p.m.** on the same day in the presence of the bidders’ representatives who choose to attend in the Council Chamber, 1st Floor, Kingston and St. Andrew Municipal Corporation

Contact Information:

Procurement Officer
procurement.officer@cwjamaica.com

Address:

Kingston and St. Andrew Municipal Corporation
24 Church Street,
Kingston, CSO
Telephone no: 799-8245/572-1236
Fax: 948-5072

The KSAMC reserves the right not to accept the lowest, or any other tender or to annul the tender process and reject all tenders at any time prior to the award without incurring any liability.