



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.



REQUEST FOR PROPOSAL

PROCURING ENTITY: BANK OF JAMAICA

SCOPE: Supply and Installation of two (2) Air-Cooled Liquid Chillers

NCC GRADE &/OR CATEGORY: Heating, Ventilation, Air Conditioning & Refrigeration – Grade 1

BID SECURITY: \$450,000

SITE VISIT: Wednesday, 28 March 2018 at 11:00 a.m.

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. Download document from the Bank’s website www.boj.org.jm

DEADLINE FOR SUBMISSION: **Wednesday, 18 April 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.



REQUEST FOR PROPOSAL

PROCURING ENTITY: BANK OF JAMAICA

**SCOPE: (1) Supply of Notebook Computers
(2) Supply of Personal Computers**

NCC GRADE &/OR CATEGORY: Computers & Supplies or Computers & Related Services

BID SECURITY: (1) A bid security is not required.
(2) \$450,000.00

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. Download document from the Bank’s website www.boj.org.jm on

DEADLINE FOR SUBMISSION: (1) **Thursday, 12 April 2018 at 10:00 a.m.**
(2) **Tuesday, 17 April 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.



Child Protection and Family Services Agency (CPFSA)

Invitation to Bid – (CDA-2018-03)

Procuring Entity: The Child Protection & Family Services Agency – CPFSA (formerly Child Development Agency)

Scope: Renovation of a section of the Homestead Place of Safety, Stony Hill, St. Andrew; specifically the dormitory area.

Eligibility Criteria: 1. Copy of Tax Compliant Certificate
2. Proof of valid Registration with National Contracts Commission (NCC) in the category of Building Construction Minimum Grade 3

Procurement Method: Local Competitive Bidding

Collection of Bid Documents: Bid Documents will be available from **Monday March 26, 2018** at the Child Development, Agency, 48 Duke Street, Kingston, from **9:00 a.m.-4:30 p.m. Mondays-Thursdays & 9:00 a.m. to 3:30 p.m. Fridays.** Bids will cost J\$2,000.00 and are payable in cash or manager’s cheque only (non- refundable) to the cashier.

Note: Failure to directly purchase the Tender/Bid Document from the Procuring Entity will result in ineligibility/non responsiveness of that bid from participating in the procurement process.

Deadline for Submission of Bids Bids must be deposited in Tender Box provided at the address indicated below, no later than **April 16, 2018 at 2:00 p.m.** The Tender box will be located on the First Floor – Support Services Unit of the Child Development Agency, 48 Duke Street, Kingston.

Bid Opening: Bids will be opened at the Child Development Agency’s Office at 48 Duke Street, Kingston on **April 16, 2018 at 2:15 p.m.** Bidder’s and/or their representatives are invited to attend.

Queries may be made to:
The Support Services Officer
48 Duke Street
Kingston
948-2841-2
goodenk@cda.gov.jm
Funding: Government of Jamaica

The Child Protection & Family Services Agency (CPFSA) reserves the right to reject any or all bids and to restart the bidding process.

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



HEART Trust/NTA

INVITATION TO BID

Scope: Cloud Hosting Service
ICT-MOO-PD2018-01
To provide Cloud Hosting Services

NCC Category: Information Technology Services

Procurement Method: International Competitive Bidding

Contact: Shaun Brown, Procurement Officer

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

Telephone No(s): 1-876-929-3410-8;
1-876-504-9276

Email Address: shaun_brown@heart-nta.org

Collection and Submission Information:

Eligibility for Bid Submission
To establish eligibility, Bidders must comply with the following criteria at the time of bid submission:

1. Proof of certification/authorization from manufacturer(s) to implement and support the systems being proposed.
2. Reference letters from three (3) clients showing proof of implementation of a Cloud Hosting Service of similar size.

The preferred bidder will be required to obtain NCC Registration and a valid Tax Compliance Certificate at the time of contract award (not at bid submission).

Bidder’s Conference

A bidder’s conference will be held on **Friday, April 13, 2018 at 9:30 a.m.** (EST) via Skype for Business (web/online). Bidders who wish to participate in the meeting must contact the Procuring Entity’s representative indicated below via email by **Wednesday, April 11, 2018** at the address mentioned below.
Email: shaun_brown@heart-nta.org

Collection of Bid Documents

A complete set of Bidding Documents in English will be available for download 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.

Deadline for Submission

First Stage Bids must be submitted online via www.gojep.gov.jm no later than **Wednesday, April 25, 2018, 10 a.m.** Jamaica Time.