



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.



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



JAMPRO
TRADE & INVESTMENT JAMAICA

JAMAICA PROMOTIONS CORPORATION (JAMPRO)

INVITATION TO BID

Scope: JAMPRO invites eligible and qualified individuals to submit bids for Safety and Security Services at its head office located at 18 Trafalgar Road, Kingston 10.

Category: Safety and Security Services (Specialize in Guard Service)

Eligibility: Bidders must possess a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter (TCL), proof of valid registration with the National Contracts Commission (NCC), proof of valid registration with the Private Security Regulation Authority Registration.

Site visit: **Tuesday, April 10, 2018 at 11:00 a.m.**

Duration of Contract: Three years (May 17, 2018-May 16, 2021)

Bid Collection: Bid documents will be available in soft copy. Requests should be sent to asamuels@jamprocorp.com. Hard copy – a non-refundable payment of Two Thousand Five Hundred Jamaica Dollars (J\$2,500) per document, made payable to JAMPRO in the form of cash or manager's cheque at the Accounts Department, will be required when collecting the bid document. Collection can be done between **9:00 a.m. and 4:00 p.m. from Thursday, April 5, 2018-Monday, April 23, 2018** at JAMPRO's Head Office (front desk), 18 Trafalgar Road, Kingston 10

Deadline for submission/ Closing date: Bids must be submitted no later than Tuesday, **April 24, 2018 at 11:00 a.m.** in a sealed envelope and be inserted into the tender box located by the Security/ Receptionist desk in the lobby.

Bids should be addressed to:

Mrs Adella Gordon Samuels
Snr Consulting Officer
Finance & Corporate Services Division
Jamaica Promotions Corporation (JAMPRO)
18 Trafalgar Road
Kingston 10
Ref No: ADM-001-18

Bid Opening: **Tuesday, April 24, 2018, at 11:15 p.m.,** JAMPRO's Training Room, 1st Floor, 18 Trafalgar Road, Kingston 10.



JAMAICA URBAN TRANSIT COMPANY LIMITED (JUTC)

INVITATION FOR BID

EXTERNAL AUDIT, TAX SERVICES AND AGREED UPON PROCEDURES (2017/18 - 2019/2020)

The Jamaica Urban Transit Company Limited (JUTC) located at Michael Manley Drive, Twickenham Park, Spanish Town, is seeking to find a suitable SERVICE PROVIDER for the above services.

Tender documents will be available as of **April 04, 2018** between **9:00 a.m. and 4:00 p.m.** each working day from the Procurement Manager at address below.

The deadline for submission of bids shall be: **May 02, 2018 at 3:00 p.m.** Tender opening will commence at **3:15 p.m.** in the boardroom of the JUTC located at:

Michael Manley Drive
Twickenham Park, Spanish town
St. Catherine

A non-refundable fee of Three Thousand, Five Hundred Dollars (\$3,500.00) must be submitted by CASH or Manager's Cheque payable to the Jamaica Urban Transit Company Limited when picking up each tender document.