



# 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.



**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](mailto: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, 1<sup>st</sup> Floor, 18 Trafalgar Road, Kingston 10.

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



### Invitation for Bids (IFB) Provision of External Audit Services RFP: 2018-42-01-01

**REQUESTING ENTITY: BANK OF JAMAICA**

**SCOPE:** The Bank of Jamaica is seeking to identify an audit firm that possesses the technical skills, knowledge and experience in central banking to conduct the annual audit of the Bank of Jamaica to satisfy the requirements of the Bank of Jamaica Act, Part VII, Section 43, subsection 1. The prospective audit firm will be required to conduct audits of the Bank in accordance with the International Standards on Auditing (ISA).

**ELIGIBILITY CRITERIA:**

- Bid Submission Form
- Tax Compliance Certificate
- Company Registration Certificate
- Public Accountancy Board Certificate
- Certificate of Registration with the Institute of Chartered Accountants of Jamaica (ICAJ)
- Bid Security
- Statement of Independence of Audit firm
- Customer References (Min. 3)

**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](mailto:bojtender@boj.org.jm)

**COST OF TENDER DOCUMENT:** No Cost. Download document from the Bank’s website [www.boj.org.jm](http://www.boj.org.jm)  
**RFP will be available Tuesday, 10 April 2018 on the Bank’s website.**

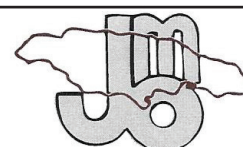
**BID SECURITY:** \$180,000.00.

**DEADLINE:** Tuesday, 01 May 2018 at 10:00 a.m.

**BID OPENING:** Bids will be opened at the Bank of Jamaica, on Tuesday, 01 May 2018 at 10:10 a.m.

**For Additional Information Visit:** ([www.boj.org.jm](http://www.boj.org.jm)) under the section Tenders

The Bank is not obligated to accept the lowest or any of the bids received and reserves the right to terminate the bidding process at any point prior to the award of contract without incurring any liability.



## JAMAICA BAUXITE MINING LTD.

### INVITATION TO TENDER SECURITY SERVICES

The **Jamaica Bauxite Mining Limited (JBM)** invites tenders from suitably qualified Companies for the provision of Security Services at its premises located at its **Port in Ocho Rios, St. Ann.**

Bidders shall be registered with the National Contracts Commission (NCC) in the category of Safety and Security Services and the Private Security Regulation Authority (PSRA) and shall have a valid Tax Compliance Certificate (TCC) for their tenders to be accepted.

Proof of current NCC, PSRA Licence and TCC shall be submitted with the proposal.

Tender documents may be obtained on payment of a non-refundable fee of **Three Thousand Dollars (\$3,000.00) at the JBM Office, PCJ Building, 36 Trafalgar Road, Kingston 10 between April 09, 2018 and April 27, 2018 (inclusive) – Mondays to Fridays between 9:30 a.m. and 3:30 p.m.**

Tender documents must be deposited on or before **10:00 a.m. April 30, 2018** at the **JBM Office, Ground Floor PCJ Building, 36 Trafalgar Road, Kingston 10**, in sealed envelopes addressed to The Managing Director and clearly marked **Tender for Provision of Security Services**. Tenders submitted after that time will be automatically disqualified.

Tender documents will be opened at **10:15 a.m. on April 30, 2018** in the Conference Room at the **JBM Office, PCJ Building, 36 Trafalgar Road, Kingston 10.**

Recommendations for awards will not necessarily be made to the lowest Bidder but in respect of the best overall proposal.

JBM reserves the right to reject any bid and cancel the selection process at any time prior to the award of the contract without incurring any liability.



## COMPANIES OFFICE OF JAMAICA

### INVITATION TO TENDER

#### Provision of Security Services At the Companies Office of Jamaica

The Companies Office of Jamaica (COJ), an Executive Agency of the Ministry of Industry, Commerce, Agriculture and Fisheries, now invites sealed bids from eligible contractors to provide security services at the offices of the COJ, located at 1 Grenada Way, Kingston 5. Contractors may bid for all, one or a combination of the following packages:

- Package 1: Provision of Armed and Unarmed Security Officers
- Package 2: Provision of Armed Courier Services
- Package 3: Maintenance of Access Control and CCTV, Maintenance and Monitoring of Intrusion Detection and Panic/Hold-Up Systems

#### ELIGIBILITY CRITERIA

Individuals/Companies interested in bidding must submit along with their proposals:

- Copy of a valid and current Tax Compliance Certificate (TCC);
- Proof of Registration with the National Contracts Commission in the category Safety and Security Services and;
- Letter of Good Standing from the **COJ**.

#### COLLECTION OF BID DOCUMENTS

Tender documents will be available from the Telephone Operator/ Receptionist at the COJ offices at a cost of \$3,500.00 (non-refundable fee payable to the Cashier at the COJ offices by cash or manager’s cheque) during the period **Tuesday, April 17, 2018 to Tuesday, May 8, 2018 Monday to Friday between 9:00 a.m. and 2:30 p.m.**

Interested persons/companies may request that Tender documents be sent to them by electronic mail upon payment of the non-refundable fee of Three Thousand Five Hundred Dollars (\$3,500.00).

#### BID SUBMISSIONS

Sealed Bids must be deposited in the Tender Box labelled: “Tender for Security Services” located in the lobby of the COJ offices, 1 Grenada Way, Kingston 5, no later than **10:00 a.m. on Tuesday, May 8, 2018. Late bids will not be accepted.**

#### BID OPENING

Bids will be opened at the COJ offices (the Lunch Room), Ground Floor, at **10:45 a.m. on Tuesday, May 8, 2018**. Bidders and/or their representatives are invited to attend.

The COJ is not obligated to accept the lowest or any bid and reserves the right to terminate or restart the tender process at any point prior to the award of the contract without incurring liability to any of the participants.

#### Site Visit

One general site visit will be held at the COJ to assist bidders to be properly acquainted with the facility. This site visit will take place on **Friday, April 20, 2018** commencing at **3:30 p.m.** All interested bidders are required to contact Georgia Miller by telephone at 908-4419-25, extension 23203 or by email at [millergd@orcjamaica.com](mailto:millergd@orcjamaica.com) to make arrangements to attend.

#### Clarifications

Clarifications relating to this tender may be directed to the Director, Human Resource Management & Administration by email at [daviskn@orcjamaica.com](mailto:daviskn@orcjamaica.com).