



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.



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 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.



Kingston and St. Andrew Municipal Corporation

Landscaping

Ref # KSAMC/LS042018

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:

Package A

- Diamond Avenue
- Simon Taylor Road
- Third Avenue

Package B

- Sections of Michael Manley Boulevard & Port Royal Street along the coastline (From William St. to Gold Street)

Package C

- Duane Park Municipal Park

Package D

- Maverley Park

Duration of entire project is six (6) months.

Procurement Method:

Local Competitive Bidding

Eligibility:

Must submit with bids a copy of a valid TCC and NCC-Grade 1 to 4 in the category of **Landscaping**. **Tenders without a valid TCC and NCC will be automatically rejected**

Collections of Bids: Bids will be available from April 5, 2018 to **April 12, 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 Two Thousand Dollars Only (\$2,000.00) and are payable in cash or manager's cheque only (non-refundable) to the cashier at the KSAMC.

Validity of Bids: Bids shall be valid for a period of 60 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 Wednesday April 18, 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.