



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.



HOUSING AGENCY OF JAMAICA LIMITED

INVITATION FOR PRE-QUALIFICATION FOR DESIGN & BUILD PROPOSAL PROPOSED HOUSING ESTATE at REID'S PEN, ST. CATHERINE BID No. W/18-005

Housing Agency of Jamaica Limited (HAJL) is the owner of land known as Reid's Pen located in Portmore, St. Catherine. The property comprises 13.7 acres registered at Volume 1271 Folio 747, and is slated for a housing development – to be subdivided into residential lots for construction of a minimum of (80) housing solutions complete with physical infrastructure (roads, water supply, sewage treatment facility, electricity) and recreational amenities (clubhouse, swimming pool, multipurpose hard court, green spaces).

HAJL intends to pre-qualify Bidders/Contractors to undertake this housing development on a **Design, Obtain Approval and Construct/Build** basis. Interested Bidders/Contractors must be currently registered with the National Contracts Commission (NCC) in the categories – **Civil Engineering Works and Building Construction at Grade 1. and in possession of a valid Tax Compliance Certificate (TCC).**

The prospective Bidder/Contractor would be responsible for designing, obtaining regulatory approvals, construction, arranging for the provision of services for the subdivision, and handover of physical infrastructure to the appropriate agencies.

AVAILABILITY & COST OF PRE-QUALIFICATION DOCUMENT

The Pre-Qualification Document will be available from the Procurement Unit, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5, as of **Wednesday, April 18, 2018 to Wednesday, May 2, 2018, between 9:00 a.m. and 4:00 p.m.** for the (non-refundable) fee of Three Thousand Jamaican Dollars (J\$3,000.00). The method of payment shall be by debit card or by cash, deposited to HAJL's Chequing Account at the National Commercial Bank (NCB) using the Customer #99-555555.

CONTACT INFORMATION

All queries related to this Pre-Qualification Document shall be directed to:

The Procurement Officer
vivienne.scott@hajl.gov.jm

Address:
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5
Tel. No. 968-7422-4

DEADLINE FOR SUBMISSION OF PRE-QUALIFICATION BIDS

Applications for Pre-Qualification must be submitted in sealed envelopes labelled "Pre-Qualification: Design & Build Proposal – Housing Development at Reid's Pen, St. Catherine", and deposited in the Tender Box located in the Procurement Unit, 2nd Floor, Finance & Information Systems Department, at the Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5, on or before **3:00 p.m. on Wednesday, May 16, 2018.** Bids will be opened on the same day at **3:15 p.m.** at HAJL's 4th Floor Meeting Room.

LATE BIDS WILL BE REJECTED.

HAJL reserves the right to terminate the Pre-qualification process at anytime without thereby incurring any liability.



The St. Mary Municipal Corporation

2 Hodgson Street
Port Maria P.O., St. Mary, Jamaica
Tel: (876) 994-2212/2648/2900/725-0302 Fax: (876) 994-2372
Email: ceo@stmarymc.gov.jm

April 13, 2018

INVITATION TO TENDER FOR THE Rehabilitation of Roadways in Sections of Retreat Division, St. Mary CONTRACT NO. St.MMC/R&W/2018/001

The St. Mary Municipal Corporation invites sealed Bids/Tenders from suitably qualified Contractors to execute Rehabilitation works of the Prospect to **Endeavour Roadway via Charles Town/Ross Common.**

Procurement Method: Local Competitive Bidding

Eligibility:

Bidders must possess the following to be eligible for consideration (Prerequisites):

- Valid Tax Compliance Certificate (TCC);
- Proof of up-to-date registration with the National Contracts Commission (NCC) in the category of General Roadworks minimum Grade 4;
- Proof of Public Liability Insurance with a minimum coverage of J\$1 Million for any one incident.
- Tender Security required.

Contract/Construction Period is 6-8 weeks.

Validity of Bids: Bids shall be valid for a period of 60 days after bid closing.

Tender documents may be collected during the period **April 17, 2018 to April 27, 2018 between 9:00 a.m. and 4:00 p.m. Monday to Thursday** and between **9:00 a.m. and 3:00 p.m. on Friday**, from the Accounts Department at the St. Mary Municipal Corporation, 2 Hodgson Street, Port Maria P.O., St. Mary, on payment of a non-refundable fee of J\$3,500.00 payable in Cash or Manager's cheque to the St. Mary Municipal Corporation. Completed Tenders must be sealed and labelled "Rehabilitation of Roadways in Sections of Retreat Division, St. Mary, for the Tourism Enhancement Fund c/o St. Mary Municipal Corporation" and must be deposited in the Tender Box located in the **Information/Receptionist Area** of the Municipal Corporation, 2 Hodgson Street, Port Maria, St. Mary no later than **12:00 noon on Friday, April 27, 2018. (Late Bids will be rejected)**

Opening of Tenders will take place at **12:30 p.m. on Friday, April 27, 2018** in the Council Chambers in the presence of the Municipal Corporation representatives and Bidders' representative(s) who choose to attend.

For further information and or clarification, please contact the Chief Engineering Officer at the Roads and Works Department c/o the St. Mary Municipal Corporation or at the contact information provided above.

The Municipal Corporation is not obligated to accept the lowest or any bid and reserves the right to terminate the bid process and reject all tenders at any point prior to the award of contract without incurring any liabilities to participating bidders.

Sincerely,
Mr. Doyen Johnson
Chief Engineering Officer
Roads & Works Department
St. Mary Municipal Corporation
2 Hodgson Street
Port Maria
St. Mary
Telephone: (876) 357-6933