



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.



National Housing Trust
...the key to your home

BUILDING MAINTENANCE NHT Locations

Procuring Entity:	National Housing Trust
Scope:	The contractor is required to provide the following services for a period of 2 years: <ul style="list-style-type: none"> carry out monthly checks on all plumbing, electrical and general building components carry out urgent minor repairs based on instruction from Project Officer, and submit monthly condition assessment reports
NCC Grade/Category:	Minimum Grade 3 rating in the category of Building Maintenance
Procurement Method:	Local Competitive Bidding
Contact Information:	Manager, Procurement & Stores Unit
Address of Entity:	4 Park Boulevard, Kingston 5
Telephone Number(s):	929-6500-9, Ext. 7282/7298
Email Address:	procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$1,500 (payable in cash or Manager's Cheque at the NHT Cashier – 4 Park Blvd.) from **Tuesday, April 24, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Monday, May 14, 2018**. Public opening of bids will take place same day immediately after bid submission deadline. Please visit the website at www.nht.gov.jm for details.

Note: Failure to purchase the bid documents directly from the NHT, will make that bid ineligible for participating in the procurement process.



PETROJAM LIMITED

Invitation for Bids

Non-Destructive Testing Services for Turnaround 2018 (Visual, Ultrasonic Thickness Survey and Hardness Testing)

Scope: Petrojam Limited hereby invites bids from eligible and qualified bidders for the provision of Non-Destructive Testing Services for its 2018 Turnaround programme. The contractor will perform Visual, Ultrasonic Thickness Survey and Hardness Testing on process unit fired and unfired pressure vessels and pipelines.

Eligibility requirements: Valid Tax Compliance Certificate and Valid National Contracts Commission Registration in the category of Non-Destructive Testing

Collection Date: A complete set of Bidding Documents in English will be available for download from **Saturday April 21, 2018** on the Government of Jamaica's Electronic Procurement website: www.gojep.gov.jm. Registration instructions are available at www.gojep.gov.jm and all interested bidders are required to register.

Submission Deadline: Bids must be submitted online via www.gojep.gov.jm no later than **Monday, May 7, 2018 at 2:00 p.m.** Jamaica time (UTC -05:00) and bids must be valid for One Hundred and Twenty (120) calendar days after the date of bid submission. Late Bids will be rejected. Bids will be opened online on **Monday, May 7, 2018 at 2:05 p.m.** Jamaica Time (UTC -05:00).

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids. To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm.

Please register on the e-GP System by selecting the Register as a supplier link from the home page.

For assistance and training, please contact the support desk at: (876) 932-5220.

GOVERNMENT OF JAMAICA

MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

INVITATION TO TENDER

Road Rehabilitation Works at Green Valley Housing Scheme, Mavis Bank – St. Andrew

The Ministry of Economic Growth and Job Creation (MEGJC) located at The Towers, 25 Dominica Drive, Kingston 5, will be undertaking road rehabilitation works at the address mentioned above. The Ministry invites sealed bids from eligible bidders for the following proposed scope of works.

- Construction of concrete "V" drains
- Construction of roadway
- Cleaning of earth drain
- Site clearance

Eligibility for Tender:

- Contractors must be registered with the National Contracts Commission (NCC) in the General Roadworks Grade 2 or higher.
- Should submit a valid Tax Compliance Certificate (TCC) with the tender.
- Should submit a valid National Contracts Commission Certificate (NCC) with the tender.
- Should submit a Tender Security in the form of a Tender Bond (stamped by the Stamp Duty Division) or Certified Manager's Cheque, in the amount of J\$200,000.00 with the tender.

Availability and Cost:

Tender packages are available as of **April 30, 2018** at a cost of **Five Thousand Dollars (\$5,000.00)** each and may be obtained from:

**Directorate of Projects and Technical Services
Ministry of Economic Growth and Job Creation
4th Floor,
The Towers
25 Dominica Drive**

Return of Tender:

All completed tender packages must be returned by **May 16, 2018**, no later than **2:00 p.m.** and placed in the Tender Box located in the Projects and Technical Services Unit (PSTU) on the 4th Floor of the Ministry of Economic Growth and Job Creation, The Towers, 25 Dominica Drive, Kingston 5.

Opening of Tenders:

Public opening of tenders will be on **May 16, 2018 at 2:15 p.m.** on the 11th Floor, Conference Room, in the presence of all tenders who wish to attend.

The MEGJC is not obliged to accept the lowest or any tender and reserves the right to annul the tender process and reject all tenders at any time prior to the award without incurring any liability.

**Permanent Secretary
Ministry of Economic Growth and Job Creation**

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

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