



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

LABOUR & SMALL MATERIALS PROGRAMME (LSMP) Invitation to Contractors

Procuring Entity:	National Housing Trust
Scope:	The NHT requires contractors to undertake the construction of studios, 1 and 2 bedrooms on serviced lots located in NHT’s developments islandwide
NCC Grade/Category:	Grade 3 or Grade 4 rating in the category of Building Construction OR Civil Engineering
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. 8413/7283
Email Address:	procurement@nht.gov.jm

Application packages are available on the payment of a non-refundable fee of \$1,000 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from **Monday, April 30, 2018**. Applications must be submitted to Procurement & Stores Unit, on or before **11:00 am on Monday, May 28, 2018**. Public opening of applications will take place same day immediately after application submission deadline. Please visit the website at www.nht.gov.jm for details.

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



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.

OFFICE OF THE CABINET

REQUEST FOR CURRICULA VITAE

PUBLIC SECTOR TRANSFORMATION & MODERNISATION DIVISION

BUSINESS ANALYST FOR THE IMPLEMENTATION OF A HUMAN CAPITAL MANAGEMENT ENTERPRISE SYSTEM WITH PAYROLL (HCMES/PAYROLL) – CV#2018-E004

The Government of Jamaica (GOJ), represented by the Public Sector Transformation and Modernisation Division of the Office of the Cabinet (the PSTMD), seeks a Business Analyst who will be a key member of the Human Capital Management and Payroll Enterprise System with Payroll (MYHR+/Payroll) implementation team and will report to the Project Manager.

The Consultant will be required to, among other things:

- Provide a bridge between the Business, GOJ IT and the Project team by facilitating the identification, documentation and quality assurance of business systems requirements throughout the project life cycle;
- Facilitate business process review sessions with SME in HR/Payroll across GOJ to identify process improvements
- Coordinate and clarify inputs to the conversion, training, testing and implementation plans
- Define solutions/strategies to address issues of concern in the client environment which could hamper/impede the project implementation process
- Implement configurations in the system;
- Develop training courses, workshops and methods to support process management.

The Technical Expertise required, among others:

- Bachelor’s degree in the Computer Science/IT field or other technical degree
- At least three years’ experience in project implementation
- Personally performed the Business Analyst role on more than two projects
- Experience of Human Resource (HR) process mapping and software adaptation and integration;
- Advanced knowledge of business analysis, requirements engineering and structured analysis;
- Advanced knowledge of HR/Payroll business processes;
- Advanced knowledge and skills for requirements documentation, tracing, auditing and validation.

The full details of the engagement are included in the Request for CV document which will be available for download as of **Monday, April 30, 2018 on the website of the Office of the Cabinet (www.cabinet.gov.jm)**. The closing date for the submission of CV is **Monday, May 21, 2018 at 2:00 p.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, Register as a Supplier from the Home page. System User Manual can also be accessed by selecting the User Manual option.

For assistance, in registration or to receive training, please contact the support desk at: (876) 932-5220 or select the Contact us link from the Home page to send an email.

Individuals seeking clarification may contact the Procurement Officer at email address psmd.proc@cabinet.gov.jm, or fax (876) 960-6443.

Late submissions will not be accepted.

MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE AND FISHERIES/AGRICULTURAL COMPETITIVENESS PROGRAMME BRIDGING PROJECT

FINANCING MODALITY: GOVERNMENT OF JAMAICA

REQUEST FOR QUOTATIONS (RFQ)

The Government of Jamaica (GOJ) has identified funding to assist in furthering the development of the agro-park initiative which is being led by the Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF) through the **Agricultural Competitiveness Programme Bridging Project (ACPBP)**. The general objective of the Programme is to support the efforts of the Government in restoring the competitiveness of the agricultural sector through the implementation of activities aimed at promoting market access by small and medium-sized farmers and the stimulation of private sector investments within the agricultural sector. The Ministry of Industry, Commerce, Agriculture and Fisheries/ Agricultural Competitiveness Programme now invites quotations from eligible bidders for the:

Ridge Pen Irrigation Expansion Ridge Pen, Hounslow, St. Elizabeth

Bidding will be conducted through Local Competitive Bidding (LCB) Procedures as specified in the Government of Jamaica procurement policies for the procurement of works and may obtain further information from the Agricultural Competitiveness Programme Bridging Project at email acp@agroinvest.gov.jm or peast@agroinvest.gov.jm

Firms must present the following as part of their submission:

- A Valid Tax Compliance Certificate
- Proof of National Contracts Commission (NCC) Registration in Pipe Laying, **Minimum Grade 2**
- Bid security in the amount of \$400,000.00

Bidding documents will be made available between **9:00 a.m. and 4:00 p.m.** at the offices of the Agricultural Competitiveness Programme Bridging Project (ACPBP), 4th Floor, Ministry of Industry, Commerce, Agriculture and Fisheries, Hope Gardens, Kingston 6, as at **May 2, 2018** at the cost of JA\$4,000.00 payable in cash.

Contact Information: The Procurement Officer,
acp@agroinvest.gov.jm, or
peast@agroinvest.gov.jm

Bid Validity Period: 90 days

Bids must be labelled “**RIDGE PEN IRRIGATION EXPANSION**” and must be deposited by or before **10:00 a.m. May 25, 2018** in the tender box located in the conference room at the following address:

MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE & FISHERIES FACILITIES AND PROPERTIES MANAGEMENT CONFERENCE ROOM HOPE GARDENS, KINGSTON 6

Bids will be opened at **10:15 a.m. on May 25, 2018** at the above address.

The Agricultural Competitiveness Programme (ACP) reserves the right to accept or reject any tenders or to abandon the tender process without any explanation to prospective bidders.

All tenderers or their representatives are invited to attend the tender opening.

NOTICE
PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS
For Bookings Email:
jsadvertising@gmail.com
procurement@jis.gov.jm