



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.



Invites sealed bids for

Petrojam Limited's Drum Cleaning 2018 Turnaround

Scope: Petrojam Limited hereby invites sealed bids from bidders for the Drum Cleaning 2018 Turnaround project at its facility located at 96 Marcus Garvey Drive, Kingston 15, Jamaica.

Eligibility Requirements: (1) Valid Tax Compliance Certificate (TCC); and (2) a Valid National Contracts Commission's (NCC) Certificate of Registration as a Public Sector Works Grades 1-4 Contractor in the category of Mechanical Works, Grade 3 minimum and/or Industrial Maintenance, Grade 3 minimum.

A complete set of Bidding Documents in English will be available for download as at **Tuesday, April 10, 2018** on Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Registration instructions are available on the website listed on the system. **Registration is required for vendors to participate in the Tender.**

Bids shall be valid for **ninety (90)** calendar days after the bid closing date. Bids must be submitted online via www.gojep.gov.jm no later than **Tuesday, April 24, 2018 at 2:00 p.m.** Online Bid Opening takes place on **Tuesday, April 24, 2018 at 2:05 p.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam's website at <http://www.petrojam.com>

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.



Invites sealed bids for

Petrojam Limited's Blanking/Deblanking 2018 Turnaround

Scope: Petrojam Limited hereby invites sealed bids from bidders for the Blanking/Deblanking 2018 Turnaround project at its facility located at 96 Marcus Garvey Drive, Kingston 15, Jamaica.

Eligibility Requirements: (1) Valid Tax Compliance Certificate (TCC); and (2) Valid National Contracts Commission's (NCC) Certificate of Registration as a Public Sector Works Grades 1-4 Contractor in the category of Mechanical Works, Grade 2

A complete set of Bidding Documents in English will be available for download as at **Tuesday, April 10, 2018** on Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Registration instructions are available on the website listed on the system. **Registration is required for vendors to participate in the Tender.**

Bids shall be valid for a period ninety (90) calendar days after the bid closing date. Bids must be submitted online via www.gojep.gov.jm no later than **Tuesday, April 24, 2018 at 3:00 p.m.** Online Bid Opening takes place on **Tuesday, April 24, 2018 at 3:05 p.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam's website at <http://www.petrojam.com>

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Tourism Product Development Company Limited

INVITATION TO TENDER

Provision of Closed User Group (CUG) Services

Procuring Entity: Tourism Product Development Company Limited (TPDCo)

Scope: TPDCo invites eligible and qualified service providers to submit bids for the Provision of Closed User Group (CUG) Services.

Eligibility Criteria:

- 1. Tax Compliance Letter (TCL) or Tax Compliance Certificate (TCC), if current/ not expired.**
- 2. Proof of valid registration with National Contracts Commission (NCC) in the category of Information Technology Services.**

Procurement Method: Local Competitive Bidding

Collection Date: As of **April 11-20, 2018**
(9: 00 a.m. - 3:00 p.m. Mondays-Fridays)
TPDCo, 64-70 Knutsford Boulevard, Kingston 5

Note: Failure to directly purchase the Tender Document from the Tourism Product Development Company Limited will result in the ineligibility/non-responsiveness of that bid from participating in the procurement process.

Cost of Tender Document: \$3,000.00 (cash or manager's cheque)

Bid Validity Period: 120 days after bid closing date

Bid Submission Deadline: **April 26, 2018 at 11:00 a.m.**

Bid Opening: **April 26, 2018 at 11:15 a.m.**

Contact Information: The Procurement Manager

Tel: 968-3441 Ext. 5390 or 5396

Email: procurement@tpdco.org

For full details, please visit the Tourism Product Development Company Limited's website at www.tpdco.org



National Housing Trust
...the key to your home

Building Maintenance at NHT Locations

Procuring Entity: National Housing Trust

Scope:

- carry out monthly checks on all plumbing, electrical and general building components
- carry out urgent repairs based on instruction from Project Officer
- 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 10, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Monday, April 23, 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.