



**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:**

- i. an irrevocable letter of credit or
- ii. a Bank guarantee or
- iii. a bid bond issued by a surety which is incorporated and domiciled in Jamaica or
- iv. a bid-securing declaration or
- v. a certified manager’s cheque or
- vi. an insurance certificate.

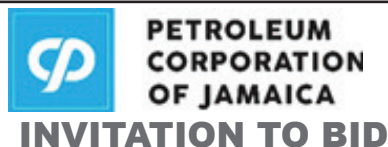
**A Bid Bond is deemed valid and acceptable if it satisfies all of the following criteria:**

- i. It is denominated in Jamaica Dollars or the equivalent amount in a freely convertible currency;
- ii. 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.
- iii. It conforms with the bid validity period prescribed in the bidding documents;
- iv. 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;
- v. It shall be worded in the same language as the Bid Security Form, provided in the Bid Documents;
- vi. 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.



**INVITATION TO BID**

**Grid-Tied Solar Photovoltaics Project for the Development Bank of Jamaica**

MSET/PCJ/2017/09/179/REED

Petroleum Corporation of Jamaica (PCJ), an executing arm of the Ministry of Science, Energy and Technology (MSET), is seeking to install solar photovoltaic (sPV) systems at the office complex of the Development Bank of Jamaica (DBJ).

**Scope:** The design, supply and installation of Grid-Tied Solar Photovoltaics Systems for the Development Bank of Jamaica.

**NCC Category:** Photovoltaic and Wind Powered Systems, Renewable Energy Systems, or Electrical Works (minimum Grade 2).

**Contact Information:** Procurement Unit – [ProcurementU@pcj.com](mailto:ProcurementU@pcj.com)

Bid Documents will be available as of **Wednesday, October 4, 2017, between 9:00 a.m. and 4:00 p.m.** from the Receptionist on the 5<sup>th</sup> floor of the PCJ Building, 36 Trafalgar Road, Kingston 10, at a cost of J\$3,000.00, and on the PCJ’s website (<http://www.pcj.com/working-with-pcj/>).

A mandatory Site Visit will be conducted on **Tuesday, October 17, 2017 at 10:00 a.m.** at the Development Bank of Jamaica, 11 A Oxford Road, Kingston 10.

**Tender Closing Date:** Friday, October 27, 2017 at 2:00 p.m. Late Bids will not be accepted.

**Tender Opening:** Friday, October 27, 2017 at 2:15 p.m. Blue Meeting Room, 5<sup>th</sup> Floor, PCJ Resource Centre.

**Submission:** Bidders must submit one (1) original and five (5) copies of their proposal in a sealed envelope. All Bids must be accompanied by a valid Tax Compliance Certificate (TCC) and current registration with the National Contracts Commission (NCC) in any of the abovementioned categories. All bid submissions must be delivered to the Tender Box located at:

Petroleum Corporation of Jamaica  
5<sup>th</sup> Floor, PCJ Resource Centre  
36 Trafalgar Road, Kingston 10

Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.



**National Health Fund**

**Invitation for Bids**

**Provision of Cargo Transport Services**

**Scope:** Provide Cargo Transport Services to the National Health Fund for a period of one (1) year.

**NCC Category:** Transportation and Haulage

**Procurement Method:** Local Competitive Bidding

**Availability of Tender Document:** **October 25, 2017.** Printed – from the address below **9:00 a.m. to 4:00 p.m. Monday-Friday** for \$1,000.00 in cash or manager’s cheque payable to the National Health Fund or soft copy – at [www.nhf.org.jm](http://www.nhf.org.jm) at no charge.

**Address of Procuring Entity:** 6<sup>th</sup> Floor, The Towers, 25 Dominica Drive, Kingston 5

Bids must include a copy of a valid Tax Compliance Certificate or Tax Compliance Letter and a valid NCC Certificate and must be submitted at the Procuring Entity’s address above by **2:00 p.m. on Monday, November 13, 2017.** Bids will be opened publicly on the same day at **2:15 p.m.**

**The National Health Fund is an agency of the Ministry of Health.**



**WESTERN REGIONAL HEALTH AUTHORITY**

**INVITATION FOR BIDS**

The Western Regional Health Authority (WRHA) wishes to engage a suitable and qualified accounting firm of chartered accountants to audit the financial statements for the periods ending **April 2013 to March 2017.**

**Description:** Procurement of Auditing Services: WRHA-AS-2017B

**Eligibility Requirements:** Valid Tax Compliance Certificate  
Evidence of Practising Certificates  
Evidence of good standing with (ICAJ)

**Procurement Method:** National Competitive Bidding

**Tender Documents:** Available on GOJEP website (<https://www.gojep.gov.jm/>) as of **October 30, 2017**

**Deadline for Clarification Requests:** **November 16, 2017**

**Deadline for Submission of Bids:** **November 28, 2017 at 12 Noon EST**

**Bid Submission:** All bids must be submitted through the GOJEP website stated above

**Duration of Tender Process:** **October 30, 2017 to November 28, 2017**

**Address of the Procuring Entity:** Lot 31B Fairview Shopping Centre  
Montego Bay  
P.O. Box 900, Jamaica

**Contact:** Abigail Whittaker-Clarke, Regional Procurement Officer

**Email:** [abigail.whittaker@wrha.gov.jm](mailto:abigail.whittaker@wrha.gov.jm)

**Telephone:** Office: (876) 630-1880-5

Bids will be opened on **Tuesday November 28, 2017 at 12:15 p.m.** on the GOJEP website.

**Ministry of Labour & Social Security**

**Invitation for Expression of Interest**

**AWARENESS & PERCEPTION SURVEY OF THE NATIONAL INSURANCE SCHEME (NIS)**

The National Insurance Scheme (NIS) is a department of the Ministry of Labour & Social Security. It is the contributory arm of the Jamaica’s social safety net that provides financial protection to its contributors and their family, against loss of income arising from injury on the job, incapacity, retirement and/or death. Administered under the National Insurance Act through a network of 13 parish offices and five (5) operational units in Kingston, this scheme is designed to provide a minimum guarantee of social security coverage for all workers. All persons between the ages of 18 and 70 who are involved in full-time income-generating activities are required to contribute. Referred to as insurable employment, this group includes employed persons, the self-employed and voluntary contributors.

**OBJECTIVES OF THE CONSULTANCY**

The objective of this Consultancy is to capture and analyze information on people’s (i) awareness and knowledge of the NIS and (ii) perceptions, attitude and opinion, of the NIS. This research will seek to target and analyze the opinions of individuals and specific groups (by age, gender, geographic location–rural/urban, level of education, occupation, self-employed, salaried, non-governmental organizations, community-based organizations, industries) and the level of awareness within the population. The assignment will be carried out in four (4) months.

**SCOPE OF WORK**

1. Reviewing NIS literature, objectives and meeting with the NIS team in order to fully understand the role and goals of the NIS.
2. Designing an appropriate research strategy for the collection of data to determine the citizens’ level of awareness and perceptions of the NIS, taking into consideration how the respondents learnt about the NIS.
3. Developing appropriate research and sampling methodology to ensure various groups are captured in order to establish a baseline and follow-up measurements.
4. Developing the instruments required to collect data which will allow for the rigorous assessment of key evaluation questions.
5. Making appropriate arrangements for the collection of the data and the production of relevant data sets.
6. Using appropriate data analysis techniques to interrogate, analyze and draw inferences from answers provided by respondents.
7. Preparing reports to address key evaluation questions and providing pertinent information on the context within which the NIS operates, paying close attention to issues which affect the programme’s effectiveness.
8. Analyzing the people’s knowledge, level of awareness, attitudes and perceptions of the NIS and its impact on people’s readiness to contribute to the Scheme and encouraging others to contribute.
9. Conducting a comparative analysis of the various groups on their awareness, knowledge, attitudes and perceptions of the NIS.
10. Submitting the details of the findings in the form of presentations and reports.
11. Delivering all final reports, documents, files, and other materials to the Chief Technical Director, Social Security, MLSS.

The Ministry of Labour & Social Security now invites eligible Consulting Firms to indicate their interest in providing the services. Interested Consulting Firms may submit Expressions of Interest for the above services. Firms must provide information regarding the following:

- Qualification in the field of the assignment
- Technical and Managerial capabilities of the firm;
- Core business and years in the business;
- Qualifications of key staff; Client references; and
- Administrative and Financial strength

Interested Consulting Firms may obtain further information at the address below from **9:00 a.m. to 4:00 p.m. Mondays to Thursdays and 9:00 a.m. to 3:00 p.m. on Fridays.**

Expressions of Interest must be delivered to the address below by **Wednesday, November 8, 2017**

**Owen Whitley – Director, Administration**  
**Ministry of Labour & Social Security**  
**1F North Street, Kingston 4**  
**Tel: (876) 948-5997**  
**Email: [owhitley@mlss.gov.jm](mailto:owhitley@mlss.gov.jm)**

*The Ministry of Labour & Social Security reserves the right to withdraw this invitation without providing reason at any time before the indicated deadline for submission of the Expression of Interest.*

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



**Jamaica Customs Agency**

Invites sealed bids for **Procurement and Delivery of Epaulettes for Jamaica Customs Agency.**

**Scope:** Procurement of Epaulettes for the Agency

**NCC Category:** Textiles and Garments

**Procurement Method:** Local Competitive Bidding

**Collection Date:** As of **Monday, October 30, 2017 (Mondays-Fridays from 9:00 a.m. to 4:00 p.m.)**

Bid documents are available at a non-refundable cost of J\$3,000.00 payable in cash or Manager’s Cheque to the Commissioner of Customs. Bids shall be valid for a period of 180 days after the bid closing date. Bid must be submitted between **9:00 a.m. and 11:00 a.m. Monday, November 20, 2017.** The tender opening will follow at **11:15 a.m. on Monday, November 20, 2017** in the Library of Jamaica Customs Agency.

**Contact Information:** Procurement Manager  
[naidine.samuels@jacustoms.gov.jm](mailto:naidine.samuels@jacustoms.gov.jm)

**Address:** Jamaica Customs Agency  
2-4 King Street  
Kingston  
Telephone no. 922-5140-9  
Fax no. 948-6920