



**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.



National Water Commission

Insurance Placement

Tender Notice

Offers are invited for tenders from pre-qualified registered insurance companies and brokers with the Financial Services commission (FSC) and who are on the National Contracts Commission’s (NCC) register for insurance services.

Prospective tenderers may download documents from our website nwcjamaica.com starting **Thursday, January 11, 2018** free of cost and may obtain further information at the:

**Purchasing Department
National Water Commission
18 Oxford Road, Kingston 5
Telephone: 926-5825-7
Email: purchasing.manager@nwc.com.jm**

Each tender should contain a summary of the risk(s) and should be submitted in duplicate (two identical copies) in sealed envelopes bearing the name of the tenderer and clearly marked and addressed as follows:

Bids shall be submitted no later than **10:00 a.m. on Friday, March 2, 2018** to:

“The Tender Box”
National Water Commission
18 Oxford Road
Kingston 5

Bids shall be appropriately marked on the outside of the Envelope:

**“NATIONAL WATER COMMISSION –
INSURANCE PLACEMENT 2018-2021”**

Opening of tenders will take place at **10:15 a.m.** on the same day, in the Conference Room at 18 Oxford Road. Applicants or representatives are invited to the opening.

Pre-qualified brokers and insurers will be required to submit in their tenders:

- (1) Copies of valid Tax Compliance Certificates (TCC) indicating tax compliance at time of submission of tenders and
- (2) Copies of valid NCC registration
- (3) Proof of Professional Liability (E&O) cover (minimum of US\$7.5 million)

Period of placement will be for three (3) years.

The National Water Commission is not obliged to accept the lowest priced proposal but in respect of the best overall proposal(s). The “Tender Box” is located in the Cashier’s Section, to the immediate left upon entering the building at 18 Oxford Road.



INVITATION TO TENDER

**SUPPLY OF SAFETY APPARATUS AND SUPPLIES
CP-02/2018**

The National Water Commission invites tenders from suitably qualified entities to provide Safety Apparatus & Supplies. Selection procedures will be restricted to companies which are currently registered with the National Contracts Commission (NCC) as suppliers of goods and services to the Government of Jamaica, in the category of Safety Products, and have a valid Tax Compliance Certificate.

Prospective applicants may download the tender documents as of **Wednesday, January 17, 2018** from the NWC website www.nwcjamaica.com/tender and may obtain further information at the:

**Purchasing Department
National Water Commission
18 Oxford Road
Kingston 5.
Telephone: 926-5825-7
Email: purchasing.manager@nwc.com.jm**

All Bids shall be submitted along with Bid Security no later than **11:00 a.m. on Thursday, February 22, 2018** to:

“The Tender Box”
National Water Commission
18 Oxford Road
Kingston 5.

Bids shall be appropriately marked on the outside of the envelope: **“Tender for Supply of Safety Apparatus & Supplies”**

Bids will be opened on **Thursday February 22, 2018 at 11:15 a.m.** at 18 Oxford Road, Kingston 5, 1st Floor Conference Room. Bidders are invited to send a representative to the bid opening. **Late bids will not be accepted.**

The National Water Commission is not obliged to accept the lowest price bid or any tender.

The “Tender Box” is located in the Cashier’s section, to the immediate left upon entering the building at 18 Oxford Road.

Government of Jamaica

Ministry of Education, Youth & Information

**INVITATION TO PRE-QUALIFY FOR THE
NATIONAL TEXTBOOK LOAN SCHEME 2018-2019**

The Government of Jamaica, through the Ministry of Education, Youth & Information, invites companies registered with the National Contracts Commission in the category of “Stationery Supplies and Books” to pre-qualify for the procurement and distribution of textbooks to All-Age, Primary and Junior High and Secondary schools islandwide, under the National Textbook Loan Scheme 2018-2019, with particular emphasis on materials locally prepared and produced.

In order to pre-qualify, companies will be assessed on the experience of assigned staff, value of contracts handled, timely management of jobs completed, financial capabilities of the firm, availability of warehouse space and vehicles, and years of experience in executing similar work in Jamaica (see marking sheet overleaf).

Companies must also be in possession of a valid Tax Compliance Certificate (TCC) in order to pre-qualify.

Complete sets of pre-qualification documents may be obtained as of **Tuesday, January 2, 2018 at a non-refundable cost of \$4,000.00** which is to be paid at 2-4 National Heroes Circle, Cashier’s Desk, Building 1, 2nd floor, and collected at:

**The Procurement Unit,
Building 2, Annex.**

The deadline for submission of pre-qualification documents is **Tuesday, January 23, 2018 at or before 2:00 p.m.**

The pre-qualification documents should be placed in a sealed envelope with the name of the company affixed and placed in the Tender Box located in the Lobby of Building 1, Ministry of Education, Youth & Information, 2-4 National Heroes Circle, Kingston 4.

There will be a public opening of the Pre-Qualification Documents at 2:15 p.m. on Tuesday, January 23, 2018 in the Architecture Conference Room, Georgian Building, in the presence of bidders and/or their representatives who choose to attend.

COMPANIES MUST SCORE A MINIMUM OF SIXTY PER CENT (60%) OF THE TOTAL MARKS TO BE ELIGIBLE TO SUBMIT BIDS FOR TEXTBOOKS.

**For further information, kindly contact the Director of Procurement, Procurement Unit
Email: garth.gooden@moe.gov.jm
Telephone: (876) 416-2523/(876) 612-6011**

**MINISTRY OF INDUSTRY, COMMERCE,
AGRICULTURE AND FISHERIES/**

AGRICULTURAL COMPETITIVENESS PROGRAMME

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. This initiative is being led by the Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA) under the auspices of the **Agricultural Competitiveness Programme (ACP)**. 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 Individuals or Firms for the:

THE PROVISION OF IRRIGATION ENGINEERING CONSULTANCY SERVICES FOR THE HOUNSLOW AGRO PARK, ST. ELIZABETH

Bidding will be conducted through Least-Cost Selection (LCS) Procedures as specified in the Government of Jamaica procurement policies for the procurement of works, further information may be obtained from the Agricultural Competitiveness Programme at email acp@agroinvest.gov.jm or peast@agroinvest.gov.jm

Firms must present the following as part of their submission:
1. A Valid Tax Compliance Certificate

Bidding documents will be made available between **10:00 a.m. and 4:00 p.m.** at the offices of the Agricultural Competitiveness Programme (ACP), located on the 4th Floor, Hope Gardens, Old Hope Road, Kingston 6, as at **January 17, 2018** at the cost of **JA\$2,000.00** payable in cash only.

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

Bid Validity Period: 90 days

Bids must be labelled **IRRIGATION ENGINEERING CONSULTANCY SERVICES FOR THE HOUNSLOW AGRO PARK, ST.ELIZABETH** and must be deposited on or before **10:00 a.m. February 9, 2018** in the tender box located in the Facilities and Properties Management Conference Room at the following address:

**MINISTRY OF INDUSTRY, COMMERCE,
AGRICULTURE & FISHERIES
HOPE GARDENS, KINGSTON 6**

BIDS WILL BE OPENED AT 10:15 a.m. ON February 9, 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.

Failure to directly purchase the Tender/Bid Documents from the Procuring Entity will result in ineligibility/non-responsiveness of the bid in the procurement process.

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:

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