



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.



Early Childhood Commission (ECC)

INVITATION FOR EXPRESSIONS OF INTEREST

The Government of Jamaica has received financing from the World Bank to support the implementation of the National Strategic Plan for Early Childhood Development (2013-2018). The Early Childhood Commission (ECC) intends to apply a portion of the funds for eligible payments under the contracts for which this invitation is issued.

The ECC now wishes to establish a database of firms from which to select suitable consultants to invite to provide consulting services. The objective of this consultancy is to **Pilot the Family Support Screening Tool**, based on acceptable standards and systems of operation.

Expressions of interest are invited from consultants/firms with following academic qualifications:

- Postgraduate qualifications in Educational and Psychological measurement/testing or other relevant social science.
- At least fifteen (15) years' combined practical experience in psychometric testing, i.e. experience in the development of psychological assessment tools and administration and interpretation of objective psychological tests.
- Experience of evaluation and data collection in the social sectors in Jamaica.

Applicants are to submit a **Statement of Capability**, which should include information on technical competence, experience and qualification. Additionally, all prospective local firms **MUST** possess a valid Tax Compliant Certificate (TCC).

A consultant will be selected in accordance with the procedures set out in the World Bank's **Guidelines: Selection and Employment of Consultants by World Bank Borrowers**.

Statement of Capability should be submitted NO LATER THAN April 24, 2018 to:
The Procurement Officer
Early Childhood Commission
Shops 45-49, Kingston Mall
8-10 Ocean Boulevard, Kingston or
by email to: procurement@ecc.gov.jm

Further information can be obtained at the address above during office hours, **Monday – Thursday from 8:30 a.m.-5:00 p.m.** and on **Fridays from 8:30 a.m.-4:00 p.m.** at (876)-922-9296-7 or 948-9805.



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The ECC now wishes to establish a database of firms from which to select suitable consultants to invite to provide consulting services. The objective of this consultancy is to evaluate **The Early Childhood Commission's Communication Strategy 2013-2018**, based on acceptable standards and systems of operation.

Expressions of interest are invited from consultants /firms with following academic qualifications:

- Postgraduate training in Statistics, Behavioural Research or other Social Science
- Ability to strategically deploy and supervise field personnel
- Strong written and oral communication skills
- Project Management skills
- Understanding and consistent application of research ethics
- Confidentiality
- Background in Communication would be an asset

Applicants are to submit a **Statement of Capability**, which should include information on technical competence, experience and qualifications. Additionally, all prospective **local** firms **MUST** possess a valid Tax Compliant Certificate (TCC).

A consultant will be selected in accordance with the procedures set out in the World Bank's **Guidelines: Selection and Employment of Consultants by World Bank Borrowers**.

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FACTORIES CORPORATION OF JAMAICA

Invitation for Pre-qualification

PROCURING ENTITY: Factories Corporation of Jamaica

Invitation for Pre-qualification: PQD#: 18-GF/W-01-002

Procurement Method: International Competitive Bid (ICB)

PROJECT: Garmex Free Zone Redevelopment – Construction of Three Buildings (South Gate)

SCOPE: The Construction of Three (3) Steel Framed Structure including drainage, electrical, plumbing, etc. at Garmex Free Zone (South Gate)

Eligibility: Valid Tax Compliance Certificate (TCC)
Valid National Contracts Commission Certificate (NCC)
Category – Building Construction/Grade 1

Collection Date: Pre-qualification Documents will be available at a non-refundable fee of \$3,000.00 (payable in cash or Manager's Cheque) at The Cashier, Finance & Accounts, First Floor, FCJ, 17 Knutsford Boulevard, Kingston 5 from February 8, 2018 to February 20, 2018 (9:00 a.m.-3:00 p.m.) Mondays to Fridays. Failure to obtain the prequalification document directly from the FCJ shall result in the rejection of the application.

Deadline Date: **Friday, April 13, 2018 at 3:00 p.m. (local time). Public opening will be at 3:15 p.m. (local time) on the same day.**

Address tenders to: The Tender Officer
Factories Corporation of Jamaica
17 Knutsford Boulevard
Kingston 5, Jamaica, W.I.

Envelopes must be sealed, clearly labelled and deposited in the Tender Box at the Factories Corporation of Jamaica, 17 Knutsford Boulevard, Kingston 5.

Further Information: The Procurement Opportunity will also be placed on the FCJ's website as at February 8, 2018 at <http://www.factoriesjamaica.com>

Clarifications should be addressed to The Procurement Manager at ypurcell@factoriesjamaica.com

A response to each enquiry will be placed on the website www.factoriesjamaica.com. The deadline for Clarification of enquiries is March 27, 2018 at 3:00 p.m. (local time).



NATIONAL ROAD OPERATING AND CONSTRUCTING COMPANY LIMITED

REQUEST FOR PROPOSAL Montego Bay Perimeter Road

PROJECT IDENTIFICATION:

The National Road Operating and Constructing Company Limited (NROCC) acting on behalf of the Government of Jamaica (GOJ) has applied to the National Environment and Planning Agency for an Environmental Permit for the Construction of the Montego Bay Perimeter Road. Approximately 15.4 km starting from Alice Eldemire Drive and Howard Cooke Highway with an end point at the intersection with the A1 North Coast Highway at Ironshore.

ELIGIBILITY OF BIDDERS:

In keeping with the foregoing, NROCC is hereby inviting Environmental Consulting Firms with valid and up-to-date Tax Compliance Certificate (TCC) to submit Technical and Financial Proposals for the Services in respect of the above. Bidding will be in accordance with the tender procedures and guidelines specified in the Handbook of Public Sector Procurement Procedures (March 2014).

AVAILABILITY OF TENDER DOCUMENTS:

Eligible bidders can obtain tender documents as at 2018 April 9 between **10:00 a.m. and 4:00 p.m. Mondays to Fridays** at the offices of NROCC, 4th Floor Development Bank of Jamaica Building, 11a-15 Oxford Road, Kingston 5. A non-refundable fee of Three Thousand Dollars (\$3,000.00) in Cash or Manager's Cheque payable to the National Road Operating & Constructing Company Limited will be required for each set of tender documents.

SUBMISSION OF TENDER DOCUMENTS

Tenders documents should be prepared and submitted in sealed envelopes and placed in the tender box located in the NROCC's reception area no later than **Monday 2018 April 30 at 3:00 p.m.** in accordance with the instruction to bidders and addressed to:

REQUEST FOR PROPOSAL, MONTEGO BAY PERIMETER ROAD

Mr. Ivan Anderson,
Managing Director,

National Road Operating & Constructing Company Limited,
4th Floor, DBJ Building, 11a-15 Oxford Road, Kingston 5.

OPENING OF TENDERS:

Tender envelopes will be opened on **Monday 2018 April 30 at 3:30 p.m.** in the presence of representative(s) of any bidder who wishes to attend. Bids will not be accepted after the tender box is closed.

The National Road Operating & Constructing Company Limited does not bind itself to accept the lowest or any bid and reserves the right to terminate the bid process at any point before the award of a contract without incurring liability to any of the bidders. Additionally, “Failure to directly purchase the tender/bid document from the procuring entity will result in ineligibility of that bid from participating in the procurement process.”