



# 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.**



## INVITATION TO TENDER

### ROOF REHABILITATION AT THE ORANGE STREET MULTI-STOREY CAR PARK DOWNTOWN KINGSTON

The Urban Development Corporation (UDC) invites suitably qualified contractors to submit sealed bids to undertake the captioned works.

#### **Scope of Bid:**

The scope of works is as defined in the bidding document.

#### **Eligibility Criteria:**

Bidders will be required to submit with their bids, copies of valid Tax Compliance and NCC registration certificates in the works category of:

#### **Building Construction & Roofing Grade 2**

Tenders submitted without valid TCC and NCC Certificates will be automatically rejected.

#### **Collection of Tender Document**

Tender documents will be available **April 23, 2018 to May 2, 2018** and can be collected **Monday-Friday** between the hours of **9:00 a.m. to 4:00 p.m.**, from:

**Director, Strategic Sourcing and Procurement Dept.  
Urban Development Corporation  
7th Floor 12 Ocean Boulevard  
Kingston Mall, Kingston**

A non-refundable payment of **J\$4,000** in cash or manager’s cheque, payable to the Urban Development Corporation, will be required when collecting the tender document.

Tenders must be deposited by **May 10, 2018 at 10:00 a.m.** in the tender box located at:

**Urban Development Corporation  
Ground Floor, 12 Ocean Boulevard  
Kingston Mall, Kingston**

**Tenders submitted after this time and date will automatically be disqualified.**  
Tender opening will be at **10:15 a.m.** on the same day of the closing on the Ground Floor at the UDC Office.

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

**The Urban Development Corporation reserves the right not to accept the lowest, or any other tender or to annul the tender process and reject all tenders at any time prior to the award without incurring any liability.**



**URBAN  
DEVELOPMENT  
CORPORATION**

12 Ocean Boulevard, Kingston Mall, Jamaica W.I.  
Telephone: (876) 656-8031 Telefax: (876) 922-9326  
Email: [info@udcja.com](mailto:info@udcja.com) Website: [www.udcja.com](http://www.udcja.com)



## INVITATION TO TENDER

### SUPPLY AND DELIVERY OF UNIFORMS

The Urban Development Corporation (UDC) invites suitably qualified contractors to submit sealed bids to undertake the captioned procurement.

#### **Scope of Bid:**

The scope of works is as defined in the Bidding Document.

#### **Eligibility Criteria:**

Bidders will be required to submit with their bids copies of valid Tax Compliance and NCC registration certificates in the Goods and Service category of: **Textiles and Garments**. Tenders submitted without these valid certificates will be automatically rejected.

#### **No Bid Security is required.**

#### **Collection of Tender Document**

Tender documents remain available until **May 3, 2018** and can be collected **Monday-Friday** between the hours of **9:00 a.m. to 4:00 p.m.**, from:

**Director, Strategic Sourcing and Procurement  
Urban Development Corporation  
12 Ocean Boulevard  
Kingston Mall, Kingston**

A non-refundable payment of **J\$4,000** in cash or Manager’s Cheque, payable to the Urban Development Corporation, will be required when collecting the tender document.

Tenders must be deposited by **May 17, 2018 at 10:00 a.m.** in the **tender box** located at:

**Urban Development Corporation  
Ground Floor, 12 Ocean Boulevard  
Kingston Mall, Kingston**

**Tenders submitted after this time and date will automatically be disqualified. Tender opening will be at 10:15 a.m. on the same day of the closing on the Ground Floor at the UDC Office.**

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



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## GOVERNMENT OF JAMAICA

### Ministry of Science, Energy and Technology (MSET)

#### Short Term Consultancy – Request for Proposals

#### CONSULTING SERVICES – POSTAL SECTOR MARKET STUDY

The Government of Jamaica (GOJ), through the Ministry of Science, Energy and Technology, has committed funds towards the cost of a postal sector market study aimed at analysing and defining the Jamaican postal market. In keeping with this objective, the MSET intends to apply the funds towards payments under a contract for the executing of the postal sector market study.

The MSET now invites suitably qualified and experienced consultants to submit proposals to provide the following consulting services:  
**Postal Sector Market Study.**

#### **Availability of Documents**

Details on the services are provided in the **Request for Proposals**, available on the Government of Jamaica Electronic Procurement Website – [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions are also available on the website. Registration is required for vendors to participate in this tender opportunity.

#### **Bid Submission**

Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Monday, 2018 May 21 at 2:00 p.m. EST**. An online bid opening will take place on the same date at 2:15 p.m. An online bid opening report will be sent to all bidders who submit a bid.

#### **Late Proposals will be automatically rejected by the system.**

This is an online Tender where tenderers will only be made available and accepted via electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) of bids will be accepted and there will be no physical tender box for drop-off of tender documents.

To participate in this tender opportunity, suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at [www.gojep.gov.jm](http://www.gojep.gov.jm).

To register, please select the “Register as a supplier” link from the system home page.

For assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at (876) 932-5220/932-5253 or email [papucustomer@mf.gov.jm](mailto:papucustomer@mf.gov.jm).



**Development Bank  
of Jamaica Limited**



## REQUEST FOR QUALIFICATION

### School Energy Efficiency and Solar Pilot Project

#### **Overview of the Opportunity**

The Government of Jamaica (“the Government”), through the National Education Trust (NET), intends to run a competitive tender for local and international firms or consortia to Pre-Qualify and Bid on a project integrating energy efficiency and solar retrofits (“EE-solar”) in thirty (30) public schools (“the Project”). The Development Bank of Jamaica (DBJ) is acting as Transaction Manager for the Project.

#### **Project Scope**

The preferred proponent will be responsible for Designing, Building, Financing, Operating, and Maintaining (DBFOM) the integrated package of EE-solar retrofits, under an Energy Savings Performance Contract (ESPC) with the Government.

This Project will be the first integrated EE-solar retrofit package to be implemented under the Government’s Public Private Partnership (PPP) Policy and is intended to be replicated for future interventions.

#### **Request for Qualifications (RFQ)**

The Government is inviting interested proponents to submit applications as outlined in the RFQ document, which is available on DBJ’s website at:

<http://dbankjm.com/tenders-and-job-opportunity/RFQ-for-School-Energy-Efficiency-and-Solar-Pilot-Project/>.  
The RFQ may also be requested by email using the contact information indicated below.

The RFQ is the first stage of the procurement process and is designed to identify qualified proponents. The Government is looking for a combination of proven experience, performance and financial soundness. Proponents will be screened on a pass or fail basis.

#### **RFQ Submission Deadline**

The deadline for submission of qualifications is **15<sup>th</sup> May 2018 on/before 4:00 p.m.** local time in Jamaica. See RFQ for instructions on how to make a submission.

#### **Contact the Government**

All questions and correspondence related to the RFQ should be directed to [EEsolar@dbankjm.com](mailto:EEsolar@dbankjm.com), the Project-specific email address of the DBJ. The deadline for submission of clarification questions is **27<sup>th</sup> April 2018 at 4:00 p.m.** local time in Jamaica.