



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 for Bids

Supply of Panels and Transformers for T-7/8, C-1, F-1 & B-1A for Turnaround 2018

Scope: Petrojam Limited hereby invites sealed bids from eligible, interested and qualified suppliers for the Supply of Panels and Transformers for T-7/8, C-1, F-1 & B-1A for Turnaround 2018 at Petrojam Limited's Refinery located at 75-96 Marcus Garvey Drive, Kingston 15.

Collection Date: A complete set of Bidding Documents in English will be available for download from **Saturday April 21, 2018**, on the Government of Jamaica's Electronic Procurement website **www.gojep.gov.jm**. Registration instructions are available at **www.gojep.gov.jm** and all interested bidders are required to register.

Eligibility Requirements: Valid Tax Compliance Certificate and Valid National Contracts Commission Registration in the category of Electrical and Communications Supplies

Submission Deadline: Bids must be submitted online via **www.gojep.gov.jm** no later than **Monday, May 7, 2018 at 2:00 p.m.** Jamaica time (UTC -05:00) and bids must be valid for One Hundred and Twenty (120) calendar days after the date of bid submission. Late Bids will be rejected. Bids will be opened online on **Monday, May 7, 2018 at 2:05 p.m.** Jamaica Time (UTC -05:00).

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.



Building & Civil Infrastructure Works Perth Housing Development – Phase 1A, Manchester

Procuring Entity:	National Housing Trust
Scope:	Undertake infrastructure and construction works which include: <ul style="list-style-type: none"> • site clearance • road works and storm water drainage system • water distribution system • on-lot sewage collection and disposal system, and • construction of 70 two-bedroom detached units.
NCC Grade/Category:	Grade 1 rating in Building Construction AND in Civil Engineering Works.
Tender Security:	Tender Security in the amount of \$4,300,000 is required
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. 7281/8414
Email Address:	procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$6,500 (payable in cash or Manager's Cheque at the NHT Cashier – 4 Park Blvd.) from **Monday, April 23, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Monday, June 4, 2018**. Public opening of bids will take place same day immediately after bid submission deadline. Please visit the web-site 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.



INVITATION TO BID

NMIA Airports Limited wishes to invite eligible bidders to submit sealed bids to provide Solid Waste Management Services for the Norman Manley International Airport (NMIA).

PROCURING ENTITY:	NMIA Airports Limited (NMIAL)
SCOPE:	Provision of Solid Waste Management Services for the Norman Manley International Airport (NMIA).
ELIGIBILITY:	Bidders will each be required to submit in their bids: <ol style="list-style-type: none"> Copies of valid National Contracts Commission Certificate (NCC) in categories of Janitorial, Sanitation Services, or Transportation and Haulage, or Transportation and Haulage specializing in collection and disposal of garbage Copies of valid Tax Compliance Certificate (TCC)/Tax Compliance Letter, indicating tax compliance at the time of the submission of bids.

CONTACT INFORMATION: Environment and Occupational Health Manager
Engineering, Maintenance and Projects Division
NMIA Airports Limited

ADDRESS OF ENTITY: NMIA Airports Limited
Norman Manley International Airport.
Palisadoes, Kingston

TELEPHONE NO.: 924-8452

EMAIL ADDRESS: cmccclarthy@aaj.com.jm

COLLECTION DATE: Bidding Documents may be obtained from the following address as of **Monday, April 23, 2018 to Tuesday, May 1, 2018** between **9:00 a.m. and 3:00 p.m. EST** at a non-refundable cost of J\$2500.00 which must be paid for in cash or manager's cheque:

Front Desk – Administration Building
Airports Authority of Jamaica
Norman Manley International Airport
Palisadoes, Kingston

Failure to purchase the Bidding Documents from the Procuring Entity will result in ineligibility of that Bidder to participate in the procurement process.

TENDER BRIEFING: **Tuesday, May 1, 2018 at 10:00 a.m.**
The mandatory Tender Briefing, to be followed immediately thereafter by a Site Visit, will be held in the Lime Cay Room at the Airports Authority of Jamaica (AAJ)'s Learning and Development Center (LDC) located in front of the General Aviation Building at the Norman Manley International Airport.

BID CLOSING: Sealed bids should be deposited in the Tender Box at the address specified above no later than **Friday, May 11, 2018 at 10:00 a.m.** Bids submitted after this date and time will be automatically disqualified.

BID OPENING: **Friday, May 11, 2018 at 10:15 a.m.**
Bids will be opened at the address of the Procuring Entity in the Boardroom located at the AAJ/NMIAL Administration Building. Bidders and their representatives are invited to attend the opening.