



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.



South East Regional Health Authority

INVITATION FOR BIDS (With POST-QUALIFICATION)

Procurement of Dietary Services in Lots for Kingston Public/Victoria Jubilee and Spanish Town Hospitals.

Scope: The South East Regional Health Authority invites contractors to submit Invitation for Bids with **(POST-QUALIFICATION)** for the Provision of Dietary Services in Lots for a period of Three (3) years.

LOT 1: Kingston Public/Victoria Jubilee Hospital

LOT 2: Spanish Town Hospital

Eligibility: To be considered eligible, applicants must submit the following with their bids:
 (a) Valid Tax Compliance Certificate (TCC);
 (b) Valid National Contracts Commission (NCC) Certificate in the category of **Catering**.
 (c) Bid Security in the sum of **\$1,000,000.00**
 (d) Current Public Health Certificate (Food Handling)

Collection Date: As of **Wednesday April 25, 2018 (Mondays - Fridays from 9:00 a.m. to 4:00 p.m.)**

Validity of Bids: Bids shall be valid for a period of 150 days after bid closing and shall be deposited in the tender box located at South East Regional Health Authority, 2nd floor, 25 Dominica Drive, Kingston 5.

Submission/ Opening of Bids: Bid must be submitted by **Tuesday May 22, 2018 by 2:00 p.m.** The Opening will follow at **2:15 p.m.** on the same day in the presence of the representatives who choose to attend.

Contact Information: Director, Procurement Planning and Implementation
procurement@serha.gov.jm

Address: South East Regional Health Authority
 25 Dominica Drive
 The Towers, 2nd Floor
 Kingston 5
 Telephone no. 754-3443
 Fax no. 926-4019



National Housing Trust
...the key to your home

Renovation of Overtime Sports Club NHT HEAD OFFICE

Procuring Entity:	National Housing Trust
Scope:	The works will include: <ul style="list-style-type: none"> enclosure of balcony expansion of entry demolition of existing bar construction of new bar modification to conference room, stage, assembly area, balcony and entry installation of operable solid acoustic partitions installation of operable framed glass acoustic partitions, and installation of operable frameless glass partitions.
NCC Grade/Category:	A minimum Grade 2 rating in the category of Building Construction OR Interior Construction Works
Tender Security:	Tender Security in the amount of \$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. 7281/7283
Email Address:	procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$2,500 (payable in cash or Manager's Cheque at the NHT Cashier – 4 Park Blvd.) from **Monday, April 30, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Monday, May 28, 2018**. Public opening of bids will take place same day immediately after bid submission deadline. Please visit the website 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.



Early Childhood Commission (ECC)

INVITATION FOR EXPRESSIONS OF INTEREST

The Government of Jamaica, through a loan from the World Bank, has received financing 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 evaluate the **Early Childhood Commission's Parenting Education Support Strategy 2013-2018**, based on acceptable standards and systems of operation.

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

- Postgraduate in Social Sciences with specialty in Child Psychology/Childhood Development Psychology/School Psychology or Special Education Studies
- A minimum of 3 years' experience in the field of Policy Development and Design and Social Research
- Knowledge of the ECD sector in Jamaica and group facilitation strategies
- Experience in parent facilitator training and activity costing is required
- Ability to strategically deploy and supervise field personnel
- Strong written and oral communication skills
- Project Management skills
- Understanding and consistent application of research ethics.

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 by **NO LATER THAN May 8, 2018** to:

The Executive Director
 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 **Fridays from 8:30 a.m.-4:00 p.m.**, (876) 922-9296-7 or 948-9805.

GOVERNMENT OF JAMAICA MINISTRY OF ECONOMIC GROWTH AND JOB CREATION INVITATION TO TENDER

Road Rehabilitation Works at Green Valley Housing Scheme, Mavis Bank – St. Andrew

The Ministry of Economic Growth and Job Creation (MEGJC) located at The Towers, 25 Dominica Drive, Kingston 5, will be undertaking road rehabilitation works at the address mentioned above. The Ministry invites sealed bids from eligible bidders for the following proposed scope of works.

- Construction of concrete “V” drains
- Construction of roadway
- Cleaning of earth drain
- Site clearance

Eligibility for Tender:

- Contractors must be registered with the National Contracts Commission (NCC) in the General Roadworks Grade 2 or higher.
- Should submit a valid Tax Compliance Certificate (TCC) with the tender.
- Should submit a valid National Contracts Commission Certificate (NCC) with the tender.
- Should submit a Tender Security in the form of a Tender Bond (stamped by the Stamp Duty Division) or Certified Manager's Cheque, in the amount of J\$200,000.00 with the tender.

Availability and Cost:

Tender packages are available as of **April 30, 2018** at a cost of **Five Thousand Dollars (\$5,000.00)** each and may be obtained from:

Directorate of Projects and Technical Services
 Ministry of Economic Growth and Job Creation
 4th Floor,
 The Towers
 25 Dominica Drive

Return of Tender:

All completed tender packages must be returned by **May 16, 2018**, no later than **2:00 p.m.** and placed in the Tender Box located in the Projects and Technical Services Unit (PSTU) on the 4th Floor of the Ministry of Economic Growth and Job Creation, The Towers, 25 Dominica Drive, Kingston 5.

Opening of Tenders:

Public opening of tenders will be on **May 16, 2018 at 2:15 p.m.** on the 11th Floor, Conference Room, in the presence of all tenders who wish to attend.

The MEGJC is not obliged to accept the lowest or any tender and reserves the right to annul the tender process and reject all tenders at any time prior to the award without incurring any liability.

**Permanent Secretary
 Ministry of Economic Growth and Job Creation**