



# 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.

## THE MINISTRY OF JUSTICE

### INVITATION TO TENDER

#### Refurbishing of St Ann Parish Courthouse – Brown's Town

The Ministry of Justice invites Contractors to submit tenders for the above-stated Project.

#### ELIGIBILITY OF CONTRACTORS

To be considered eligible, at the time of tender opening, your tender must include the following:

- Proof of registration with the National Contracts Commission (NCC), in the category: **Building Maintenance or Building Construction – Grade 2**
- Copy of a valid Tax Compliance Certificate (TCC)

**Non-compliance with all or any of the two criteria above will result in automatic disqualification of tender.**

#### SCOPE OF WORK

The works involve internal and external painting, purchase and installation of air conditioning units to include the removal, purchase and installation of UPVC windows. Refurbishing will also include minor plumbing and masonry works as well as minor electrical upgrade, door and roof repairs.

#### AVAILABILITY OF TENDERS

Tender documents will be available on the Ministry of Justice website: **www.moj.gov.jm** as at **March 29, 2018**.

A Mandatory Site visit is scheduled for **April 13, 2018 at 11:00 a.m.**

#### Contact Information

**Triston Aiken: Director Procurement and Office Services**  
**61 Constant Spring Road, Kingston 10**  
**Telephone: (876) 906-4923-31**

#### RETURN OF TENDERS

Tenders must be deposited in the Tender Box located in the Procurement Unit of the Ministry of Justice, 61 Constant Spring Road, Kingston 10, on or before **2:00 p.m. Wednesday, April 18, 2018**.

Tenders will be opened on the same date, in the Procurement Unit of the Ministry of Justice at the address stated above, at **2:10 p.m.** Interested Contractors or their Authorized Representatives are invited to attend the opening.

The Ministry of Justice reserves the right to accept or reject all bids.

Visit our website at **www.moj.gov.jm**

#### THE PROJECT IS BEING FUNDED BY THE MINISTRY OF JUSTICE

— NOTICE —  
PLEASE CHECK THE MINISTRY'S  
WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:  
[jisadvertising@gmail.com](mailto:jisadvertising@gmail.com),  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)



## INVITATION FOR BIDS

**Date: Friday, April 6, 2018**  
**Contract Identification No: RFP: 2018-AM-001**

On behalf of the Government of Jamaica, the Jamaica Cultural Development Commission (JCDC) has committed funding for the cost of the services and intends to apply part of the proceeds of these funds to payments under the Contract for Extension of Building – Head Office - RFP: 2018-AM-001.

The Jamaica Cultural Development Commission (JCDC) now invites sealed bids from eligible and qualified bidders for Extension of Building at the Head Office.

#### ELIGIBILITY CRITERIA

All Bidders must submit **valid copies** of the following to be eligible for consideration:

- National Contracts Commission Registration in the category of **Building Construction**
- Tax Compliance Letter (TCL) or Tax Compliance Certificate (TCC), if current/not expired.

Failure to enclose these documents will result in the quotation being non-responsive, and thus will be rejected.

#### PROCUREMENT METHOD

Local Competitive Bidding

#### SCOPE OF WORK

The scope of works for the project will entail concrete work, painting, tiling, electrical and A/C installation, windows and doors installation, etc.

#### COLLECTION OF BIDDING DOCUMENTS

Bidding documents (and additional copies) may be purchased at Jamaica Cultural Development Commission, 3-5 Phoenix Avenue, Kingston 10, from **Friday, April 6, 2018 between 9:00 a.m. and 3:30 p.m. Mondays to Fridays** (not on weekends) for a non-refundable fee of One Thousand Five Hundred Dollars (\$1,500.00), for each set, payable by cash or by manager's cheque only.

#### BID VALIDITY

Bids shall be valid for a period of One Hundred and Twenty (120) days after Bid closing.

#### RECEIPT OF BIDS

Tender packages must be enclosed in a sealed unmarked envelope addressed to:

**“Tender – Extension of Building – Head Office”**  
**Jamaica Cultural Development Commission**  
**3-5 Phoenix Avenue, Kingston 10**

The envelope must be returned on or before **3:00 p.m. on Thursday, April 26, 2018** and deposited in the designated Tender Box in the main reception area. Tenders submitted after this time and date will automatically be disqualified.

#### OPENING OF TENDERS

Tenders will be opened in the presence of the bidders, who wish to attend, at **3:15 p.m. on Thursday, April 26, 2018** at the JCDC Boardroom.

For further information please contact:

**Mr. Kmar Coombs**  
**Procurement Manager**  
**Jamaica Cultural Development Commission**  
**3-5 Phoenix Avenue**  
**Kingston 10**  
**Tel (876) 906-4252-3, 926 5726-9**  
**Email: [kmar.coombs@jcdc.gov.jm](mailto:kmar.coombs@jcdc.gov.jm)**