



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:

- a. National Contracts Commission Registration in the category of **Building Construction**
- a. 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**

**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:**

- i. an irrevocable letter of credit or
- ii. a Bank guarantee or
- iii. a bid bond issued by a surety which is incorporated and domiciled in Jamaica or
- iv. a bid-securing declaration or
- v. a certified manager's cheque or
- vi. an insurance certificate.

**A Bid Bond is deemed valid and acceptable if it satisfies all of the following criteria:**

- i. It is denominated in Jamaica Dollars or the equivalent amount in a freely convertible currency;
- ii. 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.
- iii. It conforms with the bid validity period prescribed in the bidding documents;
- iv. 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;
- v. It shall be worded in the same language as the Bid Security Form, provided in the Bid Documents;
- vi. 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.**



**HOUSING AGENCY OF JAMAICA LIMITED**

**INVITATION FOR PRE-QUALIFICATION  
INFRASTRUCTURE WORKS FOR  
PROPOSED MONA DEVELOPMENT – SECTION 1.  
BID No. W/18-003**

Housing Agency of Jamaica Limited (HAJL) is the owner of 91.74 acres of land, part of the Mona and Papine Estate in the parish of St. Andrew. The property comprises Mona Section 1. 20.88 acres and Mona Section 2.70.86 acres. Mona Section 1. is slated for a Fifty (50) serviced lot development. The remainder of the property contained in Mona Section 2. will be reserved as a conservation area, and will remain undeveloped.

HAJL intends to pre-qualify Contractors registered with the National Contracts Commission (NCC) for Infrastructure Works to be implemented for the Mona Section 1 Development. Interested Contractors must be currently registered with the National Contracts Commission in the categories – **Civil Engineering and General Roadworks at Grade 1.**

**The Scope of Works includes but not limited to: road construction, storm-water drainage, water supply distribution system, sewer collection and landscaping.**

**AVAILABILITY & COST OF PRE-QUALIFICATION DOCUMENT**

The Pre-Qualification Document will be available from the Procurement Unit, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5, as of **Wednesday April 5, 2018 to Wednesday, April 18, 2018**, between **9:00 a.m. and 4:00 p.m.** for the (non-refundable) fee of Three Thousand Jamaican Dollars (J\$3,000.00). The method of payment shall be by debit card or by cash, deposited to HAJL's Chequing Account at National Commercial Bank (NCB) using the Customer #99-555555.

**CONTACT INFORMATION**

All queries related to this Pre-Qualification Document shall be directed to:

The Procurement Officer  
vivienne.scott@hajl.gov.jm

**Address:** Housing Agency of Jamaica Limited  
13 Caledonia Avenue  
Kingston 5  
Tel. No. 968-7522-4

**DEADLINE FOR SUBMISSION OF PRE-QUALIFICATION APPLICATIONS**

Applications for Pre-Qualification must be submitted in sealed envelopes labelled "Pre-Qualification – Infrastructure Works for Mona Development, Section 1.", and deposited in the Tender Box located in the Procurement Unit, 2<sup>nd</sup> Floor, Finance & Information Systems Department, at the Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5, on or before **3:00 p.m. on Wednesday, April 25, 2018**. Bids will be opened on the same day at **3:15 p.m.** at HAJL's 4<sup>th</sup> Floor Meeting Room.

**LATE BIDS WILL BE REJECTED**

HAJL reserves the right to terminate the pre-qualification process at anytime without thereby incurring any liability.

**JAMAICA SOCIAL INVESTMENT FUND  
ISO 14001:2015 CERTIFIED**



"Investing for Community Development"

**INVITATION FOR BIDS**

**INTEGRATED COMMUNITY DEVELOPMENT PROJECT (ICDP)**

Loan No. 8356 JM

The Government of Jamaica has received a loan from the International Bank for Reconstruction and Development towards the cost of the INTEGRATED COMMUNITY DEVELOPMENT PROJECT (ICDP), and it intends to apply part of the proceeds of this loan to cover payments under the contract for the following:

**Bid No. 8009:** **DESIGN-BUILD FOR REHABILITATION OF GREEN SPACES AND RECREATIONAL FACILITIES IN TIVOLI GARDENS AND HANNAH TOWN, KINGSTON.** The services of a design-build contractor are required to design/design review, draw and build a solution for the rehabilitation of the following green spaces, using contract drawings provided by the employer: Tivoli Gardens - Industrial Terrace Park, along Industrial Terrace across from May Pen Cemetery (3389 sq. m) and Hannah Town - William Street Park, intersection of William Street and Upper Rose Lane (438 sq. m). Works to include but not limited to landscaping architecture, construction of gazebos and vending kiosks and furnishing and equipping of parks. **The delivery/construction period is Eighteen (18) months.**

**Procurement Method:** Local Competitive Bidding (LCB)

**NCC Grade &/or Category:** "Civil Engineering" in Grade 2 or higher AND/OR "Building Construction" in Grade 2 or higher (See [www.ocg.gov.jm](http://www.ocg.gov.jm))

**Contact Information:** Procurement Manager

**Address of Entity:** Ground Floor, The Dorchester  
11 Oxford Road  
Kingston 5

**Telephone No(s):** 968-4545

**Email Address:** [contracting@jsif.org](mailto:contracting@jsif.org)

**Collection Period and Cost:** Thursday, April 5, 2018 at 8:30 a.m. to Thursday, April 26, 2018 at 11:00 a.m. at a cost of JMD2,500 for hard copies and JMD500 for CDs

**Additional Information:** Please visit <http://www.jsif.org> for detailed advertisement.

Bids must be deposited in the tender box at the above address on or before **12:00 noon Thursday, April 26, 2018**. Bids will be opened at **12:10 p.m. on Thursday, April 26, 2018** at the above address.

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**Bid No. 8006:** **DESIGN-BUILD FOR REHABILITATION OF GREEN SPACES AND RECREATIONAL FACILITIES IN WILTON GARDENS/REMA, KINGSTON.** The services of a design-build contractor are required to design/design review, draw and build a solution for the rehabilitation of the Wilton Gardens/Rema – Wilton Gardens Park: between 3<sup>rd</sup> and 4<sup>th</sup> Street – 3017.4 sq. m, using contract drawings provided by the employer. Works to include but not limited to landscaping architecture, changing rooms, construction of gazebos and vending kiosks and furnishing and equipping of parks. **The delivery/construction period is Eighteen (18) months.**

**Procurement Method:** Local Competitive Bidding (LCB)

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