



**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.**



**Invites sealed bids for  
Supply of Fire Retardant Clothing**

**Scope:** Petrojam Limited hereby invites bids from suitably qualified bidders for the supply of fire retardant clothing for its employees at 75-96 Marcus Garvey Drive, Kingston and Freeport Montego Bay. The duration of the contract is two (2) years.

**Eligibility Requirements:** (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL) and (2) Proof of registration with the National Contracts Commission in the categories of Safety Products and Textiles and Garments.

A complete set of Bidding Documents in English will be available for download as at **Saturday, October 28, 2017** 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 the Tender.

Bids shall be valid for a period one hundred and twenty (120) calendar days after the bid closing date. Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Monday, November 20, 2017 at 10:00 a.m.**

Online Bid Opening takes place on **Monday, November 20, 2017 at 10:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam Limited’s website at <http://www.petrojam.com>

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](http://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](http://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.



**Infrastructure Works for  
Friendship Housing Development – Phase 1, St. Elizabeth**

Procuring Entity:	National Housing Trust
Scope:	The contractor will be required to undertake infrastructure works, which includes: <ul style="list-style-type: none"> <li>• Roadworks • Storm water drainage</li> <li>• Water distribution system including storage tank</li> <li>• Sewage collection system including lift station • Sewage Treatment Plant</li> </ul>
NCC Grade/Category:	Grade 1 in Civil Engineering Works
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 at a cost of **\$3,500.00 (non-refundable)** from **Wednesday, October 25, 2017**. Bids must be submitted on or before **10:00am on Wednesday, December 13, 2017**; public opening of bids will take place on the same day, immediately following the bid submission deadline. Please visit the website at [www.nht.gov.jm](http://www.nht.gov.jm) for details. *Note: Failure to directly purchase the tender/bid documents from the procuring entity will result in ineligibility of that bid to participate in the procurement process.*



**Invites sealed bids for  
PROCESS UNIT PAINTING - 2018 TURNAROUND**

**Scope:** Petrojam Limited hereby invites bids from eligible and qualified contractors for the painting of equipment (pressure vessels, exchangers, pipelines, etc.) on its Refinery Unit located at its 96 Marcus Garvey Drive, Kingston 15, as a part of the scheduled maintenance work. The expected duration of the project is thirty-five (35) working days with the shutdown commencing in the first week of April 2018. The contract is a time and materials contract and timesheets must be submitted for invoice payments.

**Eligibility Requirements:** (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Proof of registration with the National Contracts Commission in the category of Painting and Decorative Finishes, minimum Grade 2

A complete set of Bidding Documents in English will be available for download as at **Monday, October 30, 2017** 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 listed on the system. Registration is required for vendors to participate in the Tender.

Bids shall be valid for a period One Hundred and Twenty (120) calendar days after the bid closing date. Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Tuesday, November 14, 2017 at 10:00 a.m.**

Online Bid Opening takes place on **Tuesday, November 14, 2017 at 10:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam Limited’s website at <http://www.petrojam.com>

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](http://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](http://www.gojep.gov.jm).

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Invites sealed bids for

**Proposed Corporate Office Renovation**

**Scope:** Petrojam Limited hereby invites sealed bids from eligible and qualified bidders to supply supervision, labour, quality assurance, transportation, tools and equipment necessary for the renovation of its Corporate Office’s Ground Floor. Renovations are to include but not limited to new internal wall, new floor, new ceiling, new bathroom, new electrics and new air conditioning system.

**Eligibility Requirements:** (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Proof of registration with the National Contracts Commission in the category of Building Construction and/or Interior Construction Grade 1 and Bid Security of Five Hundred Thousand Dollars (J\$500,000.00) in one of the forms specified in the Bidding Documents.

A complete set of Bidding Documents in English is available for download on the Government of Jamaica Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm). Registration instructions available on the website listed on the system. **Registration is required for vendors to participate in the Tender.**

A **mandatory** Site Visit will be held on **Monday, November 6, 2017 at 10:00 a.m.**, at the Petrojam Limited, Kingston Refinery, 96 Marcus Garvey Drive, Kingston 15, Jamaica, W.I. location. All interested contractors are required to contact Donald Johnson at [donald.johnson@petrojam.com](mailto:donald.johnson@petrojam.com) to make arrangements to attend. Safety shoes, hats, pants, shirts and glasses are required for the Site Visit. Failure to attend the mandatory Site Visit shall result in the rejection of the bidder’s bid.

Bids shall be valid for a period one hundred and twenty (120) calendar days after the bid closing date. Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Monday, November 27, 2017 at 10:00 a.m.**

Online Bid Opening takes place on **Monday, November 27, 2017 at 10:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam Limited’s website at <http://www.petrojam.com>

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](http://www.gojep.gov.jm)). No offline (hard copies) Bids will be accepted and there will be no physical tender box for the 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](http://www.gojep.gov.jm).

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**invites sealed bids for**

**Cathodic Protection Systems Rehabilitative Works Refinery Zone 3 (TK-118 Tank Farm)**

Petrojam Limited now invites sealed bids from bidders for the procurement **Cathodic Protection Systems Rehabilitative Works Refinery Zone 3 (TK-118 Tank Farm)**. The expected duration of the project Fifty (50) calendar days.

**Bidding Methodology:** Local Competitive Bidding

**Eligibility Criteria**  
Interested bidders are required to submit the following with their bids:

1. Copy of valid Tax Compliance Certificate(TCC) or Tax Compliance Letter (TCL)
2. Proof of registration with the National Contracts Commission’s certificate in the category of **Electrical Works, Grade 2 minimum**

A **mandatory** site visit will be held on **Thursday, November 2, 2017 at 10:00 a.m.** at the Petrojam Limited, Kingston Refinery, 96 Marcus Garvey Drive, Kingston 15, Jamaica, W.I. location.

**Collection of Bidding Documents:** A complete set of Bidding Documents in English will be available for download as at **Tuesday, October 31, 2017** 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 the Tender.**

Bids shall be valid for a period of One Hundred and Eighty (120) calendar days after the bid closing. Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **Wednesday, November 15, 2017 at 10:00 a.m.**

For additional information, please visit Petrojam Limited’s website at <http://www.petrojam.com>

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](http://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](http://www.gojep.gov.jm).

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For assistance and training, please contact the support desk at: (876) 932-5220.