



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

Country: Jamaica
Procurement Entity: Department of Correctional Services
Project Name: Procurement of Security Services
IFB #: DCS/018/03/001

Description of Services: Lot 1 – To provide Sentry Box Duties at Tower Street Adult Correctional Centre.
 Lot 2 – To provide Sentry Box Duties at St. Catherine Adult Correctional Centre.
 Lot 3 – To provide Sentry Box Duties at Tamarind Farm Adult Correctional Centre.

Eligibility: NCC |TCC | Valid Private Security Regulation Authority (PSRA) Licence.
Contact Information: Chief Procurement Officer
 Department of Correctional Services
 5-7 King Street, Kingston.
 876-967-2781-3
procurement@dcs.gov.jm

Tender Document: Tender Documents will be available as at **March 5, 2018** at a non-refundable fee of \$2,000.00 payable by manager’s cheque or cash to the cashier, Department of Correctional Services, 1st Floor, 5-7 King Street, Kingston. Bidders who previously purchased bidding documents will be given a copy at no cost.

Deadline for submission: Bids must be submitted no later than **April 5, 2018, at 1:00 p.m.**
Bid Opening takes place publicly on the same day at **1:15 p.m.**

For additional info visit: <http://www.dcs.gov.jm>



JAMAICA CUSTOMS AGENCY

Invitation for Bids

The Jamaica Customs Agency invites eligible and qualified bidders to submit sealed bids for the **Supply and Installation of Fire Suppression System at Queens Warehouse, 230 Spanish Town Road.**

Procuring Entity: Jamaica Customs Agency
Scope: Supply and Install Suppression Nozzles, Pipes and Fittings, Dry Chemical Extinguishers, Valves, etc.

NCC Category: Safety and Security Services

Procurement Method: National Competitive Bidding

Eligibility Requirements: Copy of a valid National Contracts Commission Registration and Tax Compliance Certificate or Tax Compliance Letter clearly showing expiration date.
Bid security of \$618,842.00

Availability of Tender Documents: Bidding documents will be available for download as at **Monday March 05, 2018** on the Government of Jamaica electronic Procurement website (www.gojep.gov.jm).

Deadline for Bid Submission: Bid must be submitted online via www.gojep.gov.jm on **Wednesday April 04, 2018 at 11:00 a.m.**
Late Bids will be Automatically rejected by the System.

Bid Opening: An online bid opening will take place on **Wednesday April 04, 2018 at 11:15 a.m.** An online bid opening report will be sent to all bidders who submitted a proposal.

Contact Information: Procurement Manager
naidine.samuels@jacustoms.gov.jm

Address: Jamaica Customs Agency
 Myers Wharf, Newport East
 Kingston 15
 Telephone no. 922-5140-9
 Fax no. 948-6920

This is an online Tender where tenders 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 tender documents.

To participate in this tender opportunity, Suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at www.gojep.gov.jm.

To register, please select the “Register as a supplier” link from the system home page.

For assistance regarding training, download of tender documents and upload of tender proposals please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at: (876) 932-5220/932-5246/932-5253 or via email at papucustomer@care@mof.gov.jm.



DEADLINE EXTENDED Civil Engineering-Led Team of Consultants NEGRIL SPOT HOUSING DEVELOPMENT, WESTMORELAND

Procuring Entity: National Housing Trust
Scope: The team of consultants will provide the following services:

- preparation of Master & Subdivision Plans
- preparation of the civil and JPS’s poleline infrastructure designs
- obtaining the approvals for all related designs from the relevant agencies
- facilitate the tender process and prepare the Tender Evaluation report for the housing and infrastructure works, and
- contract Administration and Construction Monitoring of the housing and infrastructure works.

NCC Grade/Category: N/A – Consultancy Services
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. 7289/7283
Email Address: procurement@nht.gov.jm

Proposals are available on the payment of a non-refundable fee of \$3,500 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from **Wednesday, January 17, 2018**. Proposals must be submitted to Procurement & Stores Unit, on or before **10:00 am on Wednesday, March 7, 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.

NOTICE
 PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS
For Bookings Email:
jisadvertising@gmail.com
procurement@jis.gov.jm



Civil Engineering-Led Team of Consultants MINARD ESTATE HOUSING DEVELOPMENT, ST. ANN

Procuring Entity: National Housing Trust
Scope: The team of consultants will provide the following services:

- preparation of the Housing & Infrastructure designs
- obtaining the relevant agency approvals for all related designs
- facilitating the procurement of a contractor for the Housing & Infrastructure Works, and
- administering the contract for the Housing & Infrastructure Works.

NCC Grade/Category: N/A – Consultancy Services
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. 7265/7280
Email Address: procurement@nht.gov.jm

This is an online Tender. No offline bids (hard copies) will be accepted. To tender, suppliers must first be registered on the Government of Jamaica Electronic Procurement System at www.gojep.gov.jm.

Tender packages are available at <https://www.gojep.gov.jm> from **9:00 am on Monday, March 5, 2018**. Proposals must be submitted online on or before **10:00 am on Wednesday, April 11, 2018**. Proposals will be opened online at <https://www.gojep.gov.jm> the same day, immediately after bid submission deadline. Please visit the website at www.nht.gov.jm for the full details.