



# 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.



## Early Childhood Commission (ECC)

### INVITATION FOR EXPRESSIONS OF INTEREST

The Government of Jamaica has received financing from the World Bank 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 Communication Strategy 2013-2018**, based on acceptable standards and systems of operation.

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

- Postgraduate training in Statistics, Behavioural Research or other Social Science
- Ability to strategically deploy and supervise field personnel
- Strong written and oral communication skills
- Project Management skills
- Understanding and consistent application of research ethics
- Confidentiality
- Background in Communication would be an asset

Applicants are to submit a **Statement of Capability**, which should include information on technical competence, experience and qualifications. 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 NO LATER THAN April 24, 2018 to:**  
The Procurement Officer  
Early Childhood Commission  
Shops 45-49 Kingston Mall  
8-10 Ocean Boulevard, Kingston or  
by email to: [procurement@ecc.gov.jm](mailto: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 on **Fridays from 8:30 a.m.-4:00 p.m.** at (876)-922-9296-7 or 948-9805.



## 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 review **The National Strategic Plan for 2013-2018 for the Early Childhood Sector and to Develop and Cost a National Strategic Plan for 2018-2023**, based on acceptable standards and systems of operation.

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

- Postgraduate in Organizational Development and Management, Economics, Education Administration or other Social Science qualification.
- At least fifteen (15) years’ experience in Strategic Planning
- Combination of a minimum of fifteen (15) years’ experience in facilitating consultative processes across at least one of the sectors relevant to strategic planning for early childhood education (education, health or social services).

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**.

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Further information can be obtained at the address above during office hours, **Monday-Thursday from 8:30 a.m.-5:00 p.m.** and on **Fridays from 8:30 a.m.-4:00 p.m.** at (876) 922-9296-7 or 948-9805.



## INVITATION FOR BIDS

**Supply and Installation of an Elevator & Construction of Roof and Terrace**  
ITB#: BGLC-HRA2017/2

The Betting, Gaming and Lotteries Commission (BGLC), an agency of the Government of Jamaica, now invites sealed bids from eligible and qualified bidders to tender for building construction works at its Hagley Park Road Administrative Office.

### Eligibility Requirements:

- Valid Tax Compliance letter or Certificate
- Valid National Contracts Commission Certificate in the category of Building Construction (Grade 2)
- Bid Security of \$150,000.00 as specified in the bidding documents.

**Interested eligible bidders may obtain further information by contacting:**

Procurement Officer  
RFP#: BGLCHRA2017/02  
78CE Hagley Park Road, Kingston 10  
Telephone: (876) 630-1353 or 758-5601  
Email: [procurement@bglc.gov.jm](mailto:procurement@bglc.gov.jm)

Bidding documents will be issued in hard copy and on compact disc free of charge at the Commission’s offices. Bidding documents may also be downloaded from the BGLC’s website [www.bglc.gov.jm](http://www.bglc.gov.jm)

Sealed bids must be deposited in the designated Tender Box located in the lobby of the BGLC offices on or before **2:00 p.m. November 17, 2017**. Bid opening will take place at **2:15 p.m.** on the same day.



## MAINTENANCE SERVICES FOR AIR CONDITIONING SPLIT UNITS

Procuring Entity:	National Housing Trust
Scope:	Undertake quarterly maintenance servicing to include inspection of all air conditioning split units at the following unit locations: <ul style="list-style-type: none"> <li>Region 1: NHT’s Head Office, Portland and St. Thomas Service Centres</li> <li>Region 2: St. Catherine, Clarendon, Westmoreland and Manchester Branch Offices; St. Elizabeth Service Centre</li> <li>Region 3: St. James and St. Ann Branch Offices; Hanover, Trelawny and St. Mary Service Centres.</li> </ul>
NCC Grade/Category:	Grade 4 rating or higher in the category of Heating, Ventilation, Air Conditioning, Refrigeration
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:	<a href="mailto:procurement@nht.gov.jm">procurement@nht.gov.jm</a>

Bid packages are available on the payment of a non-refundable fee of \$1,500 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from **Monday, April 16, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Thursday, May 3, 2018**. Public opening of bids will take place same day immediately after bid submission deadline. Please visit the website at [www.nht.gov.jm](http://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.*



## Building Maintenance at NHT Locations

Procuring Entity:	National Housing Trust
Scope:	<ul style="list-style-type: none"> <li>carry out monthly checks on all plumbing, electrical and general building components</li> <li>carry out urgent repairs based on instruction from Project Officer</li> <li>submit monthly condition assessment reports</li> </ul>
NCC Grade/Category:	Minimum Grade 3 rating in the category of Building Maintenance
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. 7282/7298
Email Address:	<a href="mailto:procurement@nht.gov.jm">procurement@nht.gov.jm</a>

Bid packages are available on the payment of a non-refundable fee of \$1,500 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from **Tuesday, April 10, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Monday, April 23, 2018**. Public opening of bids will take place same day immediately after bid submission deadline. Please visit the website at [www.nht.gov.jm](http://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](mailto:jisadvertising@gmail.com)  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)