



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 issued 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.



JAMAICA CONSTABULARY FORCE

TENDER INVITATION

SUPPLY & DELIVERY OF TOILETRY SUPPLIES (FRAMEWORK AGREEMENT) LCB: JCF2018-04-002

The Jamaica Constabulary Force now invites sealed bids from eligible and qualified suppliers for the supply & delivery of a toiletry supplies. Bidding will be conducted through the Local Competitive Bidding (LCB) procedures as outlined in the Government of Jamaica handbook of Public Sector Procurement procedures, **March 2014** (<http://www.mof.gov.jm>) and is open to all bidders locally.

The work includes the supply & delivery of toiletry supplies under a framework agreement for a period of one year.

Eligibility for Bid Submission:

In order to qualify bidders Shall:

- Submit a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter with their proposals.
- Submit with their proposals a valid certificate showing that their company is registered with the National Contracts Commission (NCC) in the category of “**Janitorial, Sanitation supplies or Chemical and Pesticides**”. For more information see: <http://www.ocg.gov.jm>.

Collection of Bid Documents

A complete set of Bidding Documents in English will be available from **Wednesday 2018 April 18**. Interested bidders are required to purchase the Bidding Documents for a non-refundable fee of **Two Thousand Dollars (\$2,000.00)** payable by cash or manager's cheque at the Cashier, 1st Floor, North Tower, NCB Building, 2 Oxford Road, Kingston 5, between **9.00 a.m. to 3.00 p.m. Mondays to Fridays**. The name of the contact person, company name, mailing address, telephone number, and email address must be provided to facilitate processing. A Bidder's failure to directly purchase the Tender/Bid documents from the Jamaica Constabulary Force (JCF) will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.

Bids must be placed in the designated Tender Box located in the Procurement Unit, Corporate and Special Services, 3rd Floor, South Tower, NCB Building, 2 Oxford Road, Kingston 5 on or before **Monday 2018 May 07 at 2:00 p.m.** Bids must be returned in a plain, sealed envelope appropriately marked on the outer envelope “**SUPPLY & DELIVERY OF TOILETRY SUPPLIES (FRAMEWORK AGREEMENT) – LCB: JCF2018-04-002**”

**The Director of Procurement and Administration
Jamaica Constabulary Force
3rd Floor, South Tower
NCB Building
2 Oxford Road
Kingston 5**

Tenders will be opened publicly at **2:15 p.m. Monday 2018 May 07** at the above address. Bidders or their representatives are invited to attend the tender opening.

Late bids will be rejected.

Tenders shall be valid for a period of 90 days after tender closing.

**For further information, contact:
The Director of Procurement and Administration
Jamaica Constabulary Force
3rd Floor, South Tower
NCB Building
2 Oxford Road
Kingston 5
Telephone: 754-0688, 754-0600
adrian.scott@jcf.gov.jm**



JAMAICA CONSTABULARY FORCE

TENDER INVITATION

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF A 550 KVA STANDBY GENERATOR RFQ:JCF2018-03-001

The Jamaica Constabulary Force now invites sealed bids from eligible and qualified suppliers for the supply, installation, testing & commissioning of a 550 KVA Standby Generator Set at the Police HQ, 101-105 Old Hope Road, Kingston 5. Bidding will be conducted through the Local Competitive Bidding (LCB) procedures as outlined in the Government of Jamaica handbook of Public Sector Procurement procedures, **March 2014** (<http://www.mof.gov.jm>) and is open to all bidders locally.

The work includes the supply, installation, testing & commissioning of a 550 KVA Standby Generator Set at the Police HQ, 101-105 Old Hope Road, Kingston 5, to include Breakers and Automatic Transfer Switches.

Eligibility for Bid Submission:

In order to qualify bidders Shall:

- Submit a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter with their proposals.
- Submit with their proposals a valid certificate showing that their company is registered with the National Contracts Commission (NCC) in the category of “**Electrical Appliance and Equipment**”. For more information see: <http://www.ocg.gov.jm>.
- Bid Security: Fixed Sum J\$120,000.00 in the form of a Manager's Cheque or a Bank Guarantee.

Collection of Bid Documents

A complete set of Bidding Documents in English will be available from **Monday 2018 March 26**. Interested bidders are required to purchase the Bidding Documents for a non-refundable fee of Two Thousand Dollars (\$2,000.00) payable by cash or manager's cheque at the Cashier, 1st Floor, North Tower, NCB Building, 2 Oxford Road, Kingston 5, between **9.00 a.m. and 3.00 p.m. Mondays to Fridays**. The name of the contact person, company name, mailing address, telephone number, and email address must be provided to facilitate processing. A Bidder's failure to directly purchase the Tender/Bid documents from the Jamaica Constabulary Force (JCF) will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.

Bids must be placed in the designated Tender Box located in the Procurement Unit, Corporate and Special Services, 3rd Floor, South Tower, NCB Building, 2 Oxford Road, Kingston 5, on or before **Thursday 2018 April 12 at 11:00 a.m.** Bids must be returned in a plain, sealed envelope appropriately marked on the outer envelope “**Supply, Installation, Testing & Commissioning of a 550 KVA Standby Generator Set at the Police HQ, 101-105 Old Hope Road, Kingston 5**” addressed to:

**The Director of Procurement and Administration
Jamaica Constabulary Force
3rd Floor, South Tower
NCB Building
2 Oxford Road
Kingston 5**

Tenders will be opened publicly at **11:15 a.m. Thursday 2018 April 12** at the above address. Bidders or their representatives are invited to attend the tender opening.

Late bids will be rejected.

Tenders shall be valid for a period of 90 days after tender closing.

**For further information, contact:
The Director of Procurement and Administration
Jamaica Constabulary Force
3rd Floor, South Tower
NCB Building
2 Oxford Road
Kingston 5
Telephone: 754-0688, 754-0600
adrian.scott@jcf.gov.jm**