



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:

- 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.



Jamaica Urban Transit Company Limited

INVITATION FOR BID

ADMINISTRATIVE STAFF UNIFORMS (2018-2020)

The Jamaica Urban Transit Company Limited (JUTC) located at Michael Manley Drive, Twickenham Park, Spanish Town, St. Catherine is seeking to find a suitable contractor to provide uniforms for approximately 450 Administrative Staff for all locations as set out in the Standard Bidding Document.

This contract will be for two (2) years.

The Contractor **MUST** provide proof of the eligibility conditions indicated below when submitting proposals. Failure to do so will result in the immediate rejection of the Contractor’s Proposal.

Interested Contractors must:

- Submit a Valid Tax Compliance Certificate (TCC)
- Submit a Valid National Contracts Certificate (NCC) in the respective category of “Textiles and Garments” at the time of tendering

Tender documents will be available from **Wednesday, April 25, 2018 from 9:00 a.m. to 4:00 p.m.** each working day from the:

**Procurement Manager
Andrew Kidd
Jamaica Urban Transit Company Limited
Michael Manley Drive
Twickenham Park, St. Catherine**

A non-refundable fee of Three Thousand Five Hundred Dollars (\$3,500.00) must be submitted by CASH or Manager’s Cheque payable to the Jamaica Urban Transit Company Limited (JUTC) when collecting each proposal.

Failure to directly purchase the Tender/Bid Document from the Procuring Entity will result in ineligibility/non-responsiveness of that Bid from participating in the Procurement Process.

Bids shall be valid for a period of 120 days and shall be delivered to the Tender Box at the Reception area of the:

**Jamaica Urban Transit Company Limited
Michael Manley Drive
Twickenham Park, St. Catherine**

on or before **Friday, May 25, 2018 at 3:00 p.m.** at which time Bidding is closed.

Bids will be opened at **3:15 p.m. on Friday, May 25, 2018** in the presence of the bidders who wish to attend.

Bidders are to ensure that the Bidding Document is read in its entirety prior to submission.

It is the responsibility of the parties tendering to ensure that their proposal is placed in the box provided.

NOTE: Late bids will be rejected. The JUTC reserves the right to reject any and ALL bids and is not obligated to accept the lowest priced Bid.

NOTICE

PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

jisadvertising@gmail.com
procurement@jis.gov.jm



Invitation for Bids (IFB)

To offer Concessionaire services at Bellevue Hospital

1. Bellevue Hospital now invites sealed bids from eligible and qualified bidders “To offer Concessionaire services at Bellevue Hospital for a two (2) year period”
2. Bidders must possess a valid Tax Compliance Certificate, must be registered with the National Contracts Commission in the category of “Catering Service”
3. Bidding Documents will be made available at the Bellevue Hospital, 16 ½ Windward Road, Kingston 2, from **Wednesday, April 18, 2018, 9:30 a.m.-4.00 p.m.** Site visit will be at **10:00 a.m. on Wednesday, April 25, 2018**
4. For queries, please contact the following: Procurement Officer
Email: bellevueprocurement@gmail.com
Contact #: 928-1380-7 (Ext 2074) Fax no.: 928-1236
5. Bids shall be valid for a period of 120 days after bid closing and shall be deposited in the tender box located at the Ground Floor – 16 ½ Windward Road, Kingston 2, of the Bellevue Hospital on or before **11:00 a.m. Friday, May 11, 2018.** Late bids will be rejected.
6. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below **16 ½ Windward Road at 11:15 a.m. May 11, 2018.**

Scope of Work

To provide Concessionaire services at Bellevue Hospital for a two (2) year period.



Tourism Product Development Company Limited

INVITATION TO TENDER

Concessionaire for Lyssons Public Bathing Beach, St. Thomas

Procuring Entity: Tourism Product Development Company Limited (TPDCo)

Scope: The Concessionaire will be required to manage and operate Lyssons Public Bathing Beach, St. Thomas, as a recreational facility serving locals and visitors.

Eligibility Criteria: Up-to-date Tax Compliance Letter or Tax Compliance Certificate if current/not expired

Collection Date: As of **April 24, 2018-May 28, 2018 (9: 00 a.m. - 3:00 p.m. Mondays-Fridays)** TPDCo, 64-70 Knutsford Boulevard, Kingston 5

Note: Failure to directly purchase the Tender Document from the Tourism Product Development Company Limited will result in the ineligibility/non-responsiveness of that bid from participating in the procurement process.

Cost of Tender Document: \$3,000.00

Bid Validity Period: 120 days after bid closing date

Site Visit: **May 16, 2018 at 10:00 a.m.**

Bid Submission Deadline: **May 31, 2018 at 11:00 a.m.**

Bid Opening: **May 31, 2018 at 11:15 a.m.**

Contact Information: Procurement Manager

Tel: 968-3441 Ext. 5390 or 5396

Email: procurement@tpdco.org

For full details, please visit the Tourism Product Development Company Limited’s website at www.tpdco.org



Jamaica Customs Agency

Invitation for Bids

The Jamaica Customs Agency invites eligible and qualified bidders to submit sealed bids for the Supply and Delivery of Laptops to the Jamaica Customs Agency, Myers Wharf, Newport East.

Procuring Entity: Jamaica Customs Agency

Scope: Supply and Deliver Laptops
NCC Category: Computers and Supplies

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.

Availability of Tender Documents: Bidding documents will be available for download as at **Monday April 23, 2018** on the Government of Jamaica electronic Procurement website (www.gojep.gov.jm).

Deadline for Bid Submission: Bids must be submitted online via www.gojep.gov.jm on **Friday May 18, 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 **Friday May 18, 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@mf.gov.jm.