



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.



e-LEARNING JAMAICA COMPANY LIMITED

REQUEST FOR PROPOSAL ELJ2018-ES003 PROCUREMENT OF COMPUTER AND AUDIOVISUAL EQUIPMENT AND SERVICES FOR TABLET IN SCHOOLS PROJECT

e-Learning Jamaica Company Limited (e-LJam), an Agency of the Ministry of Science, Energy and Technology (MSET), is a limited liability company established to manage e-Learning projects in collaboration with Government Ministries, Departments and Agencies. The projects are funded by the Universal Service Fund. The first project was implemented in partnership with the Ministry of Education, Youth and Information (MOEYI) focused on enhancing Jamaica's high schools and teachers' colleges, by providing digital content for CXC subjects, audiovisual and computing technology, and training teachers and lecturers in Basic ICT as well as the integration of technology in instructional delivery.

e-LJam and the MOEYI are now focusing on the pre-primary and primary schools across the island to implement a Tablet in Schools project (TIS), utilizing tablet devices and other supporting technology to enhance the teaching and learning process. The project is again being funded by the Universal Service Fund.

The TIS project will be commencing September 2018, and e-LJam is seeking suitably qualified partners to supply and support the project through the provision of laptops, multimedia projectors, interactive projectors and services in up to 1,100 education institutions over an 11-year period.

REQUIREMENTS (Summary)

- Laptops should be at minimum Intel i3 processor, 8gb memory, 2.3ghz, 500gb hard drive with carrying bag
- Multimedia Laser/LED (non-lamp based) projectors should be at minimum WXGA (1280 x 800), 3000 Lumens
- Interactive Laser/LED (non-lamp based) projectors should be at minimum: Full HD WUXGA (1920 x 1200), 4000 Lumens, NTSC/NTSC4.43/PAL/M-PAL/N-PAL/PAL60/SECAM video capability
- Preparation, delivery, warranty, training and other support services.

See the Request for Proposal available from web address below, for detailed requirements.

ELIGIBILITY

Local Suppliers must

- Be registered with the National Contracts Commission in the following categories:
 - Computers and Related Services.
 - Computers and Supplies.
- Possess a valid Tax Compliance Certificate.

Overseas Suppliers must

- Show evidence of Tax Compliance in their country of operation
- Have a local office or an authorized local service provider.

Proposals must be submitted by **Friday, May 18, 2018 at 12:00 p.m.**, to:

**The Tender Officer
e-Learning Jamaica Company Limited
PCJ Building – Ground Floor
36 Trafalgar Road
Kingston 10**

FURTHER INFORMATION

Please access the website www.elearnja.org as of **April 21, 2018** to obtain:

- Additional information on the project
- Request for Proposal Document (click on "Opportunities").

Clarification questions should be emailed to TIStech@e-ljam.net.



THE ELECTORAL OFFICE OF JAMAICA

INVITATION TO TENDER

Security Services

The Electoral Office of Jamaica invites tenders from registered, suitably qualified Security Contractors for the provision of security services for our offices.

Description of Services

Services to be undertaken include:

- Provision of 24-hour security to specified locations
- Supervision & frequent patrols of locations

Contract period will be for two (2) years.

Eligibility for Tender

Potential bidders must:

- Possess a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter (TCL)
- Be registered with the following:
 - Private Security Regulation Authority (PSRA)
 - National Contracts Commission (NCC) as an Approved Supplier in the

Category – Safety & Security Services

Collection of Documents

Bidding documents will be available for download as at **April 23, 2018** on the Government of Jamaica Electronic Procurement Website – www.gojep.gov.jm. Registration instructions are also available on the website. Registration is required for vendors to participate in this tender opportunity.

Return of Tenders

Bids must be submitted online via www.gojep.gov.jm no later than **May 25, 2018 at 3:00 p.m.** An online bid opening will take place on the same date at **3:15 p.m.** An online bid opening report will be sent to all bidders who submit a bid.

This is an online Tender where tenderers will only be made available and accepted via electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) of 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) 932-5220/932-5253 or email papucustomercare@mof.gov.jm.

Recommendations for award of contract will be based on the best overall proposal and not necessarily cost.

THE ELECTORAL OFFICE OF JAMAICA RESERVES THE RIGHT TO REJECT ALL TENDERS.