



# 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.



PETROLEUM CORPORATION OF JAMAICA

## REQUEST FOR EXPRESSION OF INTEREST

### Consulting Services

#### GENERAL INFORMATION

**Institution:** Inter-American Development Bank, Japan International Cooperation Agency and European Union Caribbean Investment Facility

**Country:** Jamaica

**Project:** Energy Management and Efficiency Programme (EMEP)

**Sector:** Energy

**Abstract:** Consulting Services to Conduct Training for Facilities Personnel on EE & RE interventions 3877/OC-JA; GRT/ER-16412-JA

**Loan/Grant No:** 3877/OC-JA; GRT/ER-16412-JA

**Contract/Bid No.:** EMEP-1.6.1

**Executing Agency:** Petroleum Corporation of Jamaica

**Deadline:** May 21, 2018

This Expression of Interest follows the general procurement notice for this project that appeared in UN Development Business, Reference No: IDB1659-12/17 on December 22, 2017.

The Petroleum Corporation of Jamaica (PCJ) acting on behalf of the Government of Jamaica has received financing from the Inter-American Development Bank, Japan International Cooperation Agency and European Union Caribbean Investment Facility. The PCJ now intends to apply part of the proceeds to contracting of consulting services under the Energy Management and Efficiency Programme (EMEP). Bidding will be governed by the Inter-American Development Bank’s and the European Union eligibility rules and procedures.

The PCJ, now invites eligible consulting firms who are nationals of member countries of the IDB and eligible European Union countries to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualification and relevant experience to conduct Training for Facilities Personnel on Energy Efficiency & Renewable Energy interventions.

Consultant will be selected in accordance with the procedures set out in the Inter-American Development Bank’s: **Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank** GN-2350-9, the EU Rules on participation in procurement procedures and grants (PRAG) annex A2a and the Government of Jamaica (GoJ) Public Sector Procurement Procedures, and is open to all eligible and qualified bidders as defined in the Inter-American Development Bank policies and the European Union eligibility rules and procedures.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the shortlist, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

A Consultant will be selected in accordance with the Quality and Cost Based Selection method set out in the Consultant Policies. Consultants eligible to participate are those who are nationals of member countries of the IDB and EU Eligible countries.

Interested applicants may download the Expression of Interest document for further information from the PCJ website <http://www.pcj.com/working-with-pcj/> as of **April 30, 2018**.

Interested applicants must complete the Confirmation Form located in the Expression of Interest Document and return via email to: [peu-emep@pcj.com](mailto:peu-emep@pcj.com) no later than **Thursday, May 10, 2018**.

Expression of Interest must be delivered in a written form to the address below in person by **2:00 p.m. on Monday, May 21, 2018** and must be deposited at:

“The Tender Box”  
 Energy Management and Efficiency Programme  
 Petroleum Corporation of Jamaica  
 36 Trafalgar Road  
 5<sup>th</sup> Floor, Reception Area  
 Kingston 10, Jamaica.



## REQUEST FOR PROPOSAL

PROCURING ENTITY: BANK OF JAMAICA

**SCOPE:** Rehabilitation of Air-Conditioning Chilled Water Pipelines

**NCC GRADE &/OR CATEGORY:** Heating, Ventilation, Air Conditioning & Refrigeration – min. Grade 2

**BID SECURITY:** \$75,000

**SITE VISIT:** Thursday, 03 May 2018 at 11:00 a.m.

**CONTACT INFORMATION:** Head of Procurement, Procurement Administration Section

**ADDRESS OF ENTITY:** Nethersole Place, Kingston

**TELEPHONE NO(S):** (876) 922-0750-9

**FOR ADDITIONAL INFORMATION:** [bojtender@boj.org.jm](mailto:bojtender@boj.org.jm)

**COST OF TENDER DOCUMENT:** No Cost. Download document from the Bank’s website [www.boj.org.jm](http://www.boj.org.jm)

**DEADLINE FOR SUBMISSION:** Thursday, 31 May 2018 at 10:00 a.m.

**For additional information visit:** ([www.boj.org.jm](http://www.boj.org.jm)) under the Section – Tenders

Please note that notwithstanding the information provided in this advertisement, the final instructions to bidders is the RFP and any notification that may be posted on the Bank of Jamaica’s website. Bidders are therefore required to monitor the website for the most current information.



## 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](http://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](mailto:TIStech@e-ljam.net).

## 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)