



# 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.



## Montego Bay Free Zone Co. Ltd.

### INVITATION TO BID

#### JANITORIAL SERVICES

The Montego Bay Free Zone Co. Ltd. intends to apply a budgetary allocation to payments under a contract for the provision of Janitorial Services at the Montego Bay Free Zone, 1 Mangrove Way, Montego Freeport. The Montego Bay Free Zone Co. Ltd. now invites sealed bids from eligible bidders for this Service.

#### Eligibility:

Bidding will be conducted through the National Competitive Bidding procedures as per GOJ Procurement Guidelines as specified in the Handbook for Public Sector Procurement, and is open to NCC registered contractors in the following category

#### "Janitorial, Sanitation Services" – Grade 4

Bids not accompanied by a valid Tax Compliance Certificate (TCC) and NCC Certificate of registration will be rejected.

#### Availability:

Interested eligible bidders may collect bidding documents at the Montego Bay Free Zone, 1 Mangrove Way, Montego Freeport, Montego Bay, as of **April 9, 2018** between **9:00 a.m. and 4:00 p.m.** on weekdays.

#### Fee:

A complete set of bidding documents may be purchased by eligible bidders upon payment of a non-refundable fee of \$4,000.00 in cash or manager's cheque payable to the Montego Bay Free Zone Co. Ltd.

#### Return of Bids:

The address for the purpose of Bid Submission is:

**MONTEGO BAY FREE ZONE CO. LTD.  
1 MANGROVE WAY  
MONTEGO FREEPORT  
MONTEGO BAY**

Bids are to be placed in a plain sealed envelope and deposited along with the required documents in the tender box located in the Boardroom of the Montego Bay Free Zone Co. Ltd. offices no later than **10:00 a.m. on Friday, April 27, 2018**. Late bids will be rejected.

Bids are to be clearly marked as follows:

**"JANITORIAL SERVICES"  
"MONTEGO BAY FREE ZONE"**

Attention: AVP Operations & Customer Relations

#### Opening of Tenders:

Bids will be opened in the presence of bidders' representatives who choose to attend on **Friday, April 27, 2018 at 10:05 a.m.** in the Boardroom of the Montego Bay Free Zone Co. Ltd.

#### Queries:

All queries concerning the bid document shall be formally made in writing to the above address by **April 24, 2018**.

**For further information please contact:  
AVP Operations & Customer Relations  
Montego Bay Free Zone Co. Ltd.  
1 Mangrove Way, Montego Freeport  
Montego Bay  
979-8696 ext 5428**

**NOTICE**  
PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS  
**For Bookings Email:**  
jisadvertising@gmail.com  
procurement@jis.gov.jm



## HELLSHIRE MAIN ROAD IMPROVEMENT WORKS Hellshire, St. Catherine

Procuring Entity:	National Housing Trust
Scope:	Undertake improvement works to the Hellshire Main Road, St. Catherine
NCC Grade/Category:	Civil Engineering Works or General Road Works – Minimum Grade 2
Tender Security:	Tender Security in the amount of \$300,000 is required
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. 7265/7280
Email Address:	procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$3,000 (payable in cash or Manager's Cheque at the NHT Cashier – 4 Park Blvd.) from **Monday, April 9, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Tuesday, May 1, 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.*

## The Ministry of Health

Invites bids for two (2) Central Air Conditioning Units

Procuring Entity: North East Regional Health Authority (NERHA)

Scope: Supply, Installation & Commissioning of two (2) Central Air Conditioning Units at the St. Ann's Bay Regional Hospital, Male Surgical Ward & Central Sterilization Supplies Department (CSSD).

#### Eligibility

Requirements: i. Copy of a valid National Contracts Commission (NCC) Certificate in the category Heating, Ventilation, Air Conditioning, Refrigeration; Grade 3, 2 or 1.  
ii. Copy of a valid Tax Compliance Certificate (TCC).

#### Procurement Method:

National Competitive Bidding.

#### Availability of tender documents:

Bidding Documents will be available for download on the Government of Jamaica Electronic Procurement website [www.gojep.gov.jm](http://www.gojep.gov.jm) as of **Monday April 9, 2018 at 9:00 a.m.**

#### Deadline for Bid submission:

Bid must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) on **April 30, 2018 at 3:00 p.m.** Late bids will be automatically rejected by the system.

#### Bid Opening:

An online bid opening will take place on **Monday April 30, 2018 at 3:15 p.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

A mandatory site visit will be held on **April 16, 2018 at 10:00 a.m.** and will begin at CSSD. Bids shall be valid for a period of 120 days after bid closing date. Bids must be submitted online via [www.gojep.gov.jm](http://www.gojep.gov.jm) no later than **April 30, 2018 at 3:00 p.m.** There will be no physical tender box for drop-offs of bids.

For additional information, please visit the North East Regional Health Authority's website at <http://www.nerha.gov.jm>.

This is an online Tender where tenders will only be made available and accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://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](http://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](mailto:papucustomer@mf.gov.jm).**



## South East Regional Health Authority

### INVITATION FOR BIDS

**Project:** Procurement for the **Supply and Installation of Cold Room and Chill Room Facilities and Related Works** as well as repairs to the existing ventilation system at the **Kingston Public Hospital** and the installation of a new ventilation system at the **Spanish Town Hospital**.

**Eligibility:** To be considered eligible, applicants must submit the following with their bids:  
(a) Valid Tax Compliance Certificate (TCC);  
(b) Valid National Contracts Commission (NCC) Certificate in the Category **Heating Ventilation and Air Conditioning and Refrigeration Grade 1**.

**Collection Date:** As of **Monday April 9, 2018 (Mondays- Fridays from 9:00 a.m. to 4:00 p.m.)** Bidding documents will be issued to bidders at no charge.

**Validity of Bids:** Bids shall be valid for a period of 120 days after bid closing and shall be deposited in the tender box located in the lobby of the South East Regional Health Authority.

#### Submission/

**Opening of Bids:** Bids must be submitted on or before **10:00 a.m. Friday April 27, 2018**. The tender opening will follow at **10:15 a.m.** on the same day in the presence of the bidders' representatives who choose to attend. Late Bids will be rejected.

#### Contact Information:

Director, Procurement Planning and Implementation  
[procurement@serha.gov.jm](mailto:procurement@serha.gov.jm)

#### Address:

South East Regional Health Authority  
25 Dominica Drive  
The Towers, 2<sup>nd</sup> Floor  
Kingston 5  
Telephone no. 754-3443  
Fax no. 926-4019