



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.

MINISTRY OF FINANCE AND THE PUBLIC SERVICE

STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT (IBRD # 8406-JM)

INVITATION FOR CURRICULA VITAE

BUSINESS ANALYST CONSULTANT

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds towards the hiring of a Business Analyst Consultant.

Job Summary

The Business Analyst Consultant is required to re-engineer HR processes for services to be provided by the HR Shared Services Centre (HRSSC), to create Business Process (BP) models and Service Level Agreements (SLAs) and prepare project products in keeping with the standard specifications required for each stage gate of the project.

Education and Experience

- First Degree in Computer Science/IT field or other technical degree
- Training in at least one (1) business modelling technique (BPMN, EPC, BP EL)
- Experience working with an organization using the David Ulrich HR Operating Model and HR Shared Service Operations or knowledge of Lean Six Sigma would be a distinct advantage
- At least three (3) years` experience in business process designs and facilitation product document creation

Interested individuals may submit applications by **February 13, 2018**.

THE PROCUREMENT AND ADMINISTRATIVE MANAGER STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4, Jamaica, WI
Email: spstp@mof.gov.jm

**We thank all applicants; however, please note,
only shortlisted candidates will be contacted.**

NOTICE
PLEASE CHECK THE MINISTRY'S
WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:
jisadvertising@gmail.com,
procurement@jis.gov.jm



Child Development Agency

Security Services

Invitation to Bid (CDA-2017-01)

The Child Protection and Family Services Agency - CPFSA (formerly Child Development Agency) invites bids from Tax Compliant Companies registered with the National Contracts Commission (NCC) & the Private Security Regulation Authority (PSRA) to provide security services to the Child Protection and Family Services Agency (formerly Child Development Agency) for three years.

Eligibility

Interested companies must have a current Tax Compliance Certificate (TCC) and must be currently registered with the National (NCC) as a provider of Safety and Security Services. The Company must also be registered with the Private Security Regulation Authority (PSRA)

Collection of Bid Documents

Bid Documents will be available from **January 24, 2018** at the Child Development Agency, 48 Duke Street, Kingston from **9:00 a.m. – 4:30 p.m. Mondays-Thursdays & 9:00 a.m. to 3:30 p.m. Fridays**. Bid will cost J\$3,000.00 JMD and are payable in cash or managers cheque only (non- refundable) to the cashier.

Bid Security

A bid security of 0.05% of the bid sum will be required in manager's cheque or bond which must be submitted with the bid documents.

Deadline for Submission of Bids

Bids must be deposited in Tender Box provided at address indicated below no later than **March 8, 2018 at 2:00 p.m.** The Tender box will be located on the First Floor – Support Services Unit of the Child Development Agency, 48 Duke Street, Kingston.

Bid Opening

Bids will be opened at the Child Development Agency's Office at 48 Duke Street, Kingston, on **March 8, 2018 at 2:15 p.m.** Bidders and/or their representatives are invited to attend.

Queries may be made to:

**The Support Services Officer
48 Duke Street
Kingston
948-2841-2
goodenk@cda.gov.jm**

Funding: Government of Jamaica

The Child Protection and Family Services Agency - CPFSA reserves the right to reject any or all bids and to restart the bidding process.



**National
Housing Trust**
...the key to your home

Labour & Small Materials Programme SUPPLY OF REINFORCEMENT (STEEL) Darliston Housing Development, Westmoreland

Procuring Entity:	National Housing Trust
Scope:	Supply, deliver and offload 117 tons of reinforcement (steel) at the Darliston Housing Development, Westmoreland.
NCC Grade/Category:	Hardware & Haberdashery or General Supplies specializing in Steel Sections
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. 7281/7283
Email Address:	procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$1,000 (payable in cash or Manager's Cheque at the NHT Cashier – 4 Park Blvd.) from **Tuesday, January 23, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Monday February 12, 2018**. Public opening of bids will take place same day immediately after bid submission deadline. Please visit the website at www.nht.gov.jm for details.

Note: Failure to purchase the tender/bid documents directly from the NHT, will make that bid ineligible for participating in the procurement process.