



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.



INVITATION FOR EXPRESSIONS OF INTEREST (EOI):

BUSINESS CONTINUITY & COMPETITIVE ANALYSIS STUDY FOR THE NORMAN MANLEY INTERNATIONAL AIRPORT (NMIA)

The Airports Authority of Jamaica, (AAJ), (hereinafter referred to as the “Borrower”) received a loan from the European Investment Bank – EIB (hereinafter referred to as the “Bank”) – towards the cost of the Norman Manley International Airport Project and is the beneficiary of a subsidy which is being utilized to provide technical assistance and studies related to the planned privatization of the airport.

Project#: EIB/IRS-AAJ-RFP-C

PROCURING ENTITY: Airports Authority of Jamaica

SCOPE:

Competitive Analysis Study: Thorough and comprehensive review of air services to provide recommendations that will support the development of the Norman Manley International Airport in passenger and cargo services; Determine NMIA's competitiveness and potential to grow air services; recommend new routes including target markets and air carriers; Determine air cargo potential and possibilities for NMIA, including target markets, products and air carriers; Determine the market potential for NMIA as a hub for passenger and cargo traffic. Recommend market and air carriers and provide preliminary recommendation on how NMIA can attract transit flights for technical stops.

Business Continuity Management Study: Thorough and comprehensive review of the Business Continuity processes that will identify threats from which NMIA is most at risk and create a risk register ranking in order of most severe to least severe; Create a qualitative & quantitative risk analysis; Allow NMIA to put in place appropriate measures for risk mitigation; Allow NMIA to protect the interest of stakeholders through strategic partnerships; Design, implement and test a Business Continuity/Disaster Recovery (BC/DR) solution, which will allow NMIA operator to effectively and manage all critical services, in emergency events through command and control measures, including defining a crisis management command structure, a communication plan and review of the existing NMIA's IT DR plan and allow NMIA to sufficiently recover from all unforeseen disruptions in a timely manner. The Consultant will study the best possible software for aeronautical incident reporting system.

This contract is expected to be implemented from 2019 JANUARY to 2019 JULY

(Respondents should note that the scope and timeline may be extended during the award. EOIs are being accepted through open tender from which the Procuring Entity will shortlist firms being considered).

CONTACT INFORMATION: Airports Authority of Jamaica,
Norman Manley International
Airport, Palisadoes, Kingston

TELEPHONE NO.: 924-8699

EMAIL ADDRESS: nmia@aaj.com.jm

WEBSITE ADDRESS: <http://www.nmia.aero/tender>

EOI Collection Date: Monday April 30, 2018; 9:00 a.m. - 4:00 p.m. EST
Expression of interest documents may be obtained at the above website address.

EOI Closure Date & Time:

Expression of Interest documents must be deposited in the Tender Box at the above address no later **Monday, June 11, 2018; 3:00 p.m. EST**

Opening of EOI: Monday June 11, 2018; 3:15 p.m. EST

Expression of Interests will be opened at the address of the Procuring Entity in the Board Room located at the Airports Authority of Jamaica Administration Building. Respondents and their representatives are invited to attend the opening.

CLOSING DATE FOR QUERIES: Friday, June 1, 2018

Late EOI documents will be returned unopened.

The AAJ reserves the right to terminate the EOI process at any point before the award of contract without incurring any liability to any of the respondents.



INVITATION TO BID

NMIA Airports Limited wishes to invite eligible bidders to submit sealed bids to provide Solid Waste Management Services for the Norman Manley International Airport (NMIA).

PROCURING ENTITY: NMIA Airports Limited (NMIAL)

SCOPE: Provision of Solid Waste Management Services for the Norman Manley International Airport (NMIA).

ELIGIBILITY: Bidders will each be required to submit in their bids:
(i) Copies of valid National Contracts Commission Certificate (NCC) in categories of Janitorial, Sanitation Services, or Transportation and Haulage, or Transportation and Haulage specializing in collection and disposal of garbage
(ii) Copies of valid Tax Compliance Certificate (TCC)/Tax Compliance Letter, indicating tax compliance at the time of the submission of bids.

CONTACT INFORMATION: Environment and Occupational Health Manager
Engineering, Maintenance and Projects Division
NMIA Airports Limited

ADDRESS OF ENTITY: NMIA Airports Limited
Norman Manley International Airport,
Palisadoes, Kingston

TELEPHONE NO.: 924-8452

EMAIL ADDRESS: cmcclearthy@aaj.com.jm

COLLECTION DATE: Bidding Documents may be obtained from the following address as of **Monday, April 23, 2018 to Tuesday, May 1, 2018** between **9:00 a.m. and 3:00 p.m. EST** at a non-refundable cost of J\$2500.00 which must be paid in cash or manager's cheque:

Front Desk – Administration Building
Airports Authority of Jamaica
Norman Manley International Airport
Palisadoes, Kingston

Failure to purchase the Bidding Documents from the Procuring Entity will result in ineligibility of that Bidder to participate in the procurement process.

TENDER BRIEFING: **Tuesday, May 1, 2018 at 10:00 a.m.** The mandatory Tender Briefing, to be followed immediately thereafter by a Site Visit, will be held in the Lime Cay Room at the Airports Authority of Jamaica (AAJ)'s Learning and Development Center (LDC) located in front of the General Aviation Building at the Norman Manley International Airport.

BID CLOSING: Sealed bids should be deposited in the Tender Box at the address specified above no later than **Friday, May 11, 2018 at 10:00 a.m.** Bids submitted after this date and time will be automatically disqualified.

BID OPENING: **Friday, May 11, 2018 at 10:15 a.m.** Bids will be opened at the address of the Procuring Entity in the Boardroom located at the AAJ/NMIAL Administration Building. Bidders and their representatives are invited to attend the opening.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

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