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.

PETROJAM LIMITED

Invitation for Bids

Supply and Installation of Nozzles on Petrojam Limited's Pressure Vessels Refinery Turnaround, 2018

Scope: Petrojam Limited hereby invites bids from eligible and qualified bidders for the provision of Mechanical Works for the Supply and Installation of Nozzles on Petrojam Limited's Pressure Vessels for its 2018 Turnaround programme.

Eligibility: Eligible contractors will provide with the bid:

1. A valid Tax Compliance Certificate or Tax Compliance Letter
2. A valid National Contracts Commission Certificate or Letter of Registration with the National Contracts Commission in the category of **Mechanical Works Grades 1-2 only.**

Collection Date: A complete set of Bidding Documents in English will be available for download from **Tuesday March 27, 2018** on the Government of Jamaica's Electronic Procurement website **www.gojep.gov.jm.** Registration instructions are available at **www.gojep.gov.jm** and all interested bidders are required to register.

Submission Deadline: Bids must be submitted online via **www.gojep.gov.jm** no later than **Wednesday April 18, 2018 at 2:00 p.m.** Jamaica time (UTC - 05:00) and bids must be valid for One Hundred and Twenty (120) calendar days after the date of bid submission.

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal **(www.gojep.gov.jm).** No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids. To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, **www.gojep.gov.jm.**

Please register on the e-GP System by selecting the Register as a supplier link from the home page.

For assistance and training, please contact the support desk at: (876) 932-5220.

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

PETROJAM LIMITED

Invites sealed bids for

Fire Watch & Vessel Entrant Services

Scope: Petrojam Limited hereby invites bids from suitably qualified and experienced contractors for the provision of Fire Watch and Vessel Entrant Services during its planned April 2018 Turnaround.

Eligibility Requirements: (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Proof of registration with the National Contracts Commission in the category of **Mechanical Works Grade 2 minimum.**

A complete set of Bidding Documents in English will be available for download as at **Tuesday, March 27, 2018** on the Government of Jamaica Electronic Procurement website **www.gojep.gov.jm.** Registration instructions are available on the website listed on the system. **Registration is required for vendors to participate in the Tender.**

Bids shall be valid for a period one hundred and twenty (120) calendar days after the bid closing date. Bids must be submitted online via **www.gojep.gov.jm** no later than **Thursday, April 12, 2018 at 10:00 a.m.**

Online bid opening takes place on **Thursday, April 12, 2018** at **10:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information, please visit Petrojam Limited's website at **http://www.petrojam.com**

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal **(www.gojep.gov.jm).** No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids.

To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, **www.gojep.gov.jm.**

Please register on the e-GP System by selecting the Register as a supplier link from the home page. For assistance and training, please contact the support desk at: (876) 932-5220.

COMPANIES OFFICE OF JAMAICA
Protection, Freedom, Commerce

CONSULTANCY SERVICES FOR A BUSINESS PROCESS RE-ENGINEERING EXERCISE AT THE COMPANIES OFFICE OF JAMAICA

The Companies Office of Jamaica wishes to procure consultancy services to undertake a business process re-engineering exercise in relation to the operations of the Companies Office of Jamaica. The duration of the assignment is expected to be for a period of six (6) months.

The Companies Office now invites interested eligible consultants to submit Statements of Capability for the provision of consultancy services.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments.

Three (3) hard copies of the Statement of Capability must be received at the following address, not later than the **13th day of May, 2018** with one (1) electronic copy being sent simultaneously to the Companies Office of Jamaica at the email address below:

The Chief Executive Officer
Companies Office of Jamaica
1 Grenada Crescent, Kingston 5
email: ramloganjb@orcjamaica.com

A sealed envelope containing each submission should include the name and address of the Applicant and should be clearly marked "Statement of Capability – Consultancy Services for the conduct of a Business Process Re-Engineering Exercise at the Companies Office of Jamaica".

Following the assessment of submissions, a short-list of not more than four (4) applicants will be provided with full terms of reference and will be invited to submit technical and financial proposals to undertake the assignment. The Companies Office of Jamaica reserves the right to accept or reject late applications or to cancel a current invitation partially or in its entirety. The Companies Office of Jamaica will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred in the preparation and submission of statements.

Applicants will be advised in due course of the results of their applications.