



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.

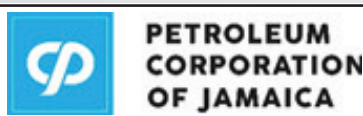
A Bid Bond is deemed valid and acceptable if it satisfies all of the following criteria:

- 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 INVITATION TO BID

Supply and Installation of Energy Efficient Air Conditioning Retrofits at the Post and Telecommunications Department (POSTEL) MSET/PCJ/2017/06/003EECP

The Ministry of Finance has made funds available for the Petroleum Corporation of Jamaica's (PCJ) Energy Efficiency and Conservation Programme (EECP), to promote energy efficiency and to initiate energy conservation projects.

The PCJ now invites sealed bids from eligible and qualified Bidders for the Supply and Installation of Energy Efficient Air Conditioning Retrofits at the Post and Telecommunications Department (POSTEL).

NCC Category: Heating, Ventilation, Air-Conditioning and Refrigeration Grades 1-2

Contact Information: Procurement Officer –
ProcurementU@pcj.com

Bid Documents will be available on **Monday, February 19, 2018**, between **9:00 a.m. and 2:00 p.m.** from the Receptionist on the 5th floor of the PCJ Building, 36 Trafalgar Road, Kingston 10, at a cost of JA\$3,000.00 and on the PCJ's website <http://www.pcj.com/working-with-pcj>. Site visit will be conducted in the week of **February 26, 2018** and **March 2, 2018 at 10 a.m.** at the Post and Telecommunications Department (POSTEL) and this will be immediately followed by a Pre-Bid meeting. Kindly confirm your attendance via the email address above.

Tender Closing Date: Friday, March 23, 2018 at 2:00 p.m.
Late Bids will not be Accepted.

Tender Opening: Friday, March 23, 2018 at 2:15 p.m.
Blue Meeting Room, 4th Floor, PCJ Resource Centre Building

Submission:
Bidders must submit One (1) Original copy, Five (5) copies, and softcopy version on a CD or Flash Drive of their proposal in a sealed envelope. All Bids must be accompanied by a valid Tax Compliance Certificate (TCC) and current Registration with the National Contracts Commission (NCC) in the abovementioned category. All bid submissions must be delivered to the Tender Box located:

Addressed to:
The Procurement Unit
Petroleum Corporation of Jamaica (PCJ)
5th Floor, PCJ Resource Centre Building
36 Trafalgar Road, Kingston 10

Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.



EXPRESSION OF INTEREST

Management of the Operations & Maintenance Functions of Selected Water Treatment Plants

NWC invites Expressions of Interest (EOI) from suitably qualified firms with strong capabilities, experience and qualified personnel in the disciplines of Civil Engineering, Mechanical Engineering and Process Engineering to operate and maintain the water treatment plants listed below:

- Constant Spring Water Treatment Plant (WTP) – in Kingston & St. Andrew
- Hope WTP – in Kingston & St. Andrew
- Mona – in Kingston & St. Andrew
- Spanish Town WTP – in St. Catherine
- Logwood WTP – in Hanover
- Great River WTP – in St. James
- Martha Brae WTP – in Trelawny
- Bogue WTP

Interested entities should download the pre-qualification document from the NWC's website at <http://www.nwcjamaica.com/Tenders.asp>, beginning **Tuesday, April 17, 2018**. Further information may be obtained at the:

**Purchasing Department
National Water Commission
18 Oxford Road
Kingston 5.
Telephone: 926-5825-7
Email: purchasing.manager@nwc.com.jm**

The original and an electronic copy (provided on flash drive in PDF format) of the Expression of Interest (EOI) document must be delivered to the address indicated below no later than **Wednesday, June 6, 2018 at 3:00 p.m.**

**“The Tender Box”
Ground Floor Receptionist area
The National Water Commission Finance Division
18 Oxford Road, Kingston 5.**

The EOI should be appropriately marked on the outside of the envelope:

“Expression of Interest – Management of Operations & Maintenance Functions for Selected Water Treatment Plants”

The “Tender Box” is located in the Cashier's section, to the immediate left upon entering the building at 18 Oxford Road.

Expressions of Interests will be evaluated based on the process outlined in the EOI document. The results of the evaluation will be used to pre-qualify firms which will be invited to submit financial and technical proposals to manage the operation and maintenance functions of the eight selected water treatment plants.



INVITATION FOR BIDS – SECURITY SERVICES

The Culture, Health, Arts, Sports and Education (CHASE) Fund invites security companies to tender for the provision of **Security Services** for the Fund's offices at 8 Belmont Road, Kingston 5.

DESCRIPTION OF WORKS

Three-year contract to provide 24-hour security service, seven days a week—including holidays.

PREREQUISITES TO PARTICIPATE:

- Licensed by the Private Security Regulation Authority (PSRA)
- Possess, at the time of the tender, a valid Tax Compliance Certificate
- Valid National Contracts Commission Registration in the category of Safety and Security Services
- Coverage by Public Liability Insurance.

All bidders must be Tax Compliant at the bid opening. Bidding will be in accordance with tender procedures and guidelines specified in the Handbook of Public Sector Procurement Procedures (March 2014).

AVAILABILITY OF BID DOCUMENTS:

- Eligible bidders can obtain Tender Documents as of **Monday, April 16, 2018 to Friday, April 20, 2018** between **9:00 a.m. - 4:00 p.m.** at the office of: CHASE Fund, 8 Belmont Road, Kingston 5
- A non-refundable fee of **Five Thousand Dollars (\$5,000.00)** in cash or Manager's cheque payable to CHASE Fund will be required for each set of tender documents
- All queries concerning the Tender documents shall be made in writing to the Chief Executive Officer, CHASE, 8 Belmont Road, Kingston 5.

SUBMISSION OF TENDERS:

The Tender/s along with the required documents, i.e. NCC certificate of registration, a valid TCC/TCL and Tender Bond, are to be placed in a sealed envelope, clearly marked “**Provision of Security Services**” and deposited in the designated tender box located in the waiting area of the CHASE Fund Office, 8 Belmont Road, Kingston 5, on or before **2:00 p.m. Friday, May 11, 2018**. Late Bids will be rejected.

OPENING OF TENDERS:

Tender envelopes will be opened publicly on **Friday, May 11, 2018**, in the main conference room at CHASE Fund, 8 Belmont Road, Kingston 5, at **2:15 p.m.** After evaluation of these documents by the evaluating committee, and subsequent referral to the appropriate authorities for approval, the successful service provider will be accordingly notified.

CHASE FUND is not obliged to accept the lowest or any bid and also reserves the right to terminate the bid process at any point before the award of a contract without incurring liability to any of the bidders. **(TENDERERS SHOULD NOTE THAT THE CONTRACT IS FIXED AND NOT SUBJECT TO PRICE ADJUSTMENTS.**



Building & Civil Infrastructure Works Shekles Housing Development – Phase I, Clarendon

Procuring Entity:	National Housing Trust
Scope:	The contractor will undertake the following works: <ul style="list-style-type: none"> site clearance roadworks and storm water drainage system water distribution system including storage tank on-lot sewage collection and disposal system, and construction of 30 one-bedroom detached units
NCC Grade/Category:	Grade 1 rating in the category of Building Construction AND Civil Engineering Works
Tender Security:	Tender Security in the amount of \$1,500,000 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. 7282/7298
Email Address:	procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$4,500 (payable in cash or Manager's Cheque at the NHT Cashier – 4 Park Blvd.) from **Tuesday, April 17, 2018**. Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Monday, May 21, 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 bid documents directly from the NHT, will make that bid ineligible for participating in the procurement process.

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