



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.

JAMAICA SOCIAL INVESTMENT FUND ISO 14001:2015 CERTIFIED



“Investing for Community Development”

REQUEST FOR PROPOSALS

Loan No. 8356 JM

The Government of Jamaica has received a loan from the International Bank for Reconstruction and Development towards the cost of the **INTEGRATED COMMUNITY DEVELOPMENT PROJECT (ICDP)**, and it intends to apply part of the proceeds of this loan to cover payments under the contract for **Consultancy Firm to Establish School and Community Environmental Programme in ICDP Communities**.

Scope: The project requires the services of a Consultancy Firm to develop and implement a comprehensive community and school environmental promotional programme in thirteen (13) communities across three parishes including Passmore town, Hannah Town, Denham Town, Tivoli, Rema (Wilton Gardens), Federal Gardens, Rose Town, Greenwich Town, Maxfield Park, Whitfield Town, Majesty Gardens, Jones Town and Central Village. The proposed programme shall include development and submission of a sustainable community recycling and composting plan to JSIF; conducting community environmental awareness workshops; execution of a plastic bottle drive in all project communities; conducting various types of community and school competitions; establishing community gardens; developing school environmental programme including environmental clubs; and monitoring, evaluation and reporting of project activities.

Selection Method: Least Cost Selection Method

Contact Information: Procurement Manager

Address of Entity: Jamaica Social Investment Fund
Ground Floor, The Dorchester
11 Oxford Road
Kingston 5

Telephone No: 968-4545

Email Address: contracting@jsif.org

Bid Collection Period: Thursday April 19, 2018 to Thursday May 10, 2018
11:00 a.m.

Submission Date & Time: Thursday, May 10, 2018 before 12:00 noon. Bids will be opened on Thursday May 10, 2018 at 12:10 p.m.

Additional Information: Please visit <http://www.jsif.org> for detailed advertisement, Terms of Reference and Expressions of Interest Standard Form

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

JAMAICA SOCIAL INVESTMENT FUND ISO 14001:2015 CERTIFIED



“Investing for Community Development”

REQUEST FOR EXPRESSIONS OF INTEREST FOR THE PROVISION OF SOFT SKILLS TRAINING SERVICES

INTEGRATED COMMUNITY DEVELOPMENT PROJECT (ICDP)

Loan No. 8356 JM

The Jamaica Social Investment Fund (JSIF) was established in 1996 as a component of the Government of Jamaica's strategy to reduce poverty. The Fund promotes, appraises, finances and supervises social and economic infrastructure projects, including but not limited to schools, roads, agro-processing, water sanitation, health centres, community centres, scholarship programmes, internships, and capacity building training. **Expressions of Interest (EOIs)** are now invited from private sector institutions and non-governmental organizations for the **provision of ‘Soft and Life Skills’/ Personal Capacity Building Coaching Services to young adults from the targeted communities as identified below.**

Scope: Specifically, guided by psychological assessment, the consultant will develop and execute training programme in specific soft skills targeting youth 17-29 years old in 18 communities (listed below) under the Integrated Community Development Project (ICDP):

Kingston & St. Andrew: Denham Town, Greenwich Town, Hannah Town, Majesty Gardens, Rema, Rose Town, Tivoli Gardens, Maxfield Park. **St. Catherine:** Ellerslie Gardens. **Clarendon:** York Town, Canaan Heights, Treadlight. **St. James:** Granville, Anchovy, Barrett Town, Retirement. **St. Ann:** Steer Town. **Westmoreland:** Russia.

Selection Method: Consultants' Qualifications Selection (CQS)

Additional Information: Please visit <http://www.jsif.org> for detailed advertisement, Terms of Reference and Expressions of Interest Standard Form

Expressions of Interest (EOI) using the Expressions of Interest Standard Forms should be submitted to the address below or emailed to contracting@jsif.org at or before 4:00 p.m. on Tuesday, May 15, 2018.

The Procurement Manager
Jamaica Social Investment Fund
Ground Floor, The Dorchester
11 Oxford Road (Entrance on Norwood Avenue), Kingston 5
Phone: (876) 968-4545; Fax: (876) 929-3784
www.jsif.org



National Housing Trust
...the key to your home

Building & Civil Infrastructure Works Sheckles 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.