



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.



Rural Agricultural Development Authority (RADA)

Invitation for Bids (IFB)

Bid No. RADA/G00DS/013/2017

- The Rural Agricultural Development Authority now invites sealed bids from eligible and qualified bidders for the “**Supply and Delivery of Planting Materials (Seeds) under the Drought Mitigation Programme 2017-2018**” as follows:

Lot 1 – Seeds

| Item # | Description | Unit Size | Quantity Required |
|--------|--------------------------------|--------------------|-------------------|
| 1. | Type 1 Tomato Seeds | 5000/pk or ¼ lb pk | 800 Packs |
| 2. | Type 2 Tomato Seeds | 5000/pk or ¼ lb pk | 500 Packs |
| 3. | Cabbage Seeds | 5000/pk or ¼ lb pk | 500 Packs |
| 4. | Carrot Seeds | 5000/pk or ¼ lb pk | 800 Packs |
| 5. | Yellow Sweet Bell Pepper Seeds | 1000/pk or ¼ lb pk | 500 Packs |
| 6. | Red Sweet Bell Pepper Seeds | 1000/pk or ¼ lb pk | 500 Packs |
| 7. | Lettuce Seeds | ¼ lb pk | 500 Packs |
| 8. | Scotch Bonnet Hot Pepper Seeds | 5000/pk or ¼ lb pk | 400 Packs |
| 9. | Cucumber Seeds | 1000/pk or ¼ lb pk | 500 Packs |
| 10. | Watermelon Seeds | 1000/pk or ¼ lb pk | 500 Packs |

*Bidders may bid on one or all items.

- Bidding will be conducted using the Local Competitive Bidding (LCB) procedures specified in the Government of Jamaica Handbook for Public Sector Procurement Procedures (<http://www.ocg.gov.jm/ocg/>), and is open to all contractors locally who have the following valid certificates at the time of opening:
 - National Contracts Commission Certificate (NCC) in the category of General Supplies (**Specializing in Seeds or Agricultural Supplies**).
 - Tax Compliance Certificate.
 Additional requirements are outlined in the Bidding Documents.
- Interested eligible bidders may obtain further information from the **Manager, Procurement Unit, RADA at 977-1158-62 ext. 231/233 or email bakers@rada.gov.jm. The Bidding Documents may be purchased for a non-refundable fee of \$3,000.00 at the address given below as at Monday, December 18, 2017 between 9:00 a.m. and 3:30 p.m.**

**Rural Agricultural Development Authority
Accounts Unit
193 Old Hope Road
Kingston 6**

Failure to directly purchase Bid Document from RADA will result in the ineligibility/non-responsiveness of the bidder from participating in the procurement process.

- Bids must be clearly marked “**Supply and Delivery of Planting Materials (Seeds) under the Drought Mitigation Programme 2017-2018**” and shall be deposited in the tender box located at **RADA, Room 1** on or before **10:00 a.m., Tuesday, January 9, 2018**. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below on **Tuesday, January 9, 2018 at 10:50 a.m.:**

**The Rural Agricultural Development Authority
Conference Room
Hope Gardens, Kingston 6**

The RADA reserves the right to accept or reject any tenders or to cancel the tender process without any explanation to prospective bidders.



Rural Agricultural Development Authority (RADA)

Invitation for Bids (IFB)

Bid No. RADA/G00DS/014/2017

- The Rural Agricultural Development Authority now invites sealed bids from eligible and qualified bidders for the “**Supply and Delivery of Irish Potato Seeds under the Farming Systems Production Incentive Programme**” as follows:

| Item # | Description | Unit Size | Quantity Required |
|--------|------------------------------|-------------|-------------------|
| 1. | Irish Potato Seeds (28-35mm) | 45.45kg/bag | 8500 |

- Bidding will be conducted using the Local Competitive Bidding (LCB) procedures specified in the Government of Jamaica Handbook for Public Sector Procurement Procedures (<http://www.ocg.gov.jm/ocg/>), and is open to all contractors locally who have the following valid certificates at the time of opening:
 - National Contracts Commission Certificate (NCC) in the category of General Supplies (Specializing in seeds).
 - Tax Compliance Certificate.
 Additional requirements are outlined in the Bidding Documents.
- Interested eligible bidders may obtain further information from the **Manager, Procurement Unit, RADA, at 977-1158-62 ext. 231/233 or email bakers@rada.gov.jm. The Bidding Documents may be purchased for a non-refundable fee of \$3,000.00 at the address given below as at Monday, December 18, 2017 between 9:00 a.m. and 3:30 p.m.**

**Rural Agricultural Development Authority
Accounts Unit
193 Old Hope Road
Kingston 6**

Failure to directly purchase Bid Document from RADA will result in the ineligibility/non-responsiveness of the bidder from participating in the procurement process.

- Bids must be clearly marked “**Supply and Delivery of Irish Potato Seeds under the Farming Systems Production Incentive Programme**” and shall be deposited in the tender box located at **RADA, Room 1**, on or before **10:00 a.m., Tuesday, January 9, 2018**. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below on **Tuesday, January 9, 2018 at 11:20 a.m.:**

**The Rural Agricultural Development Authority
Conference Room
Hope Gardens, Kingston 6**

The RADA reserves the right to accept or reject any tenders or to cancel the tender process without any explanation to prospective bidders.

MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE & FISHERIES

Invitation to Tender

PROCURING ENTITY: Ministry of Industry Commerce, Agriculture & Fisheries (MICAF)

Invitation to Tender: Bid No. 2017T019

Procurement Method: Local Competitive Bidding (LCB)

PROJECT: “Construction of Barn Facility” at the Research and Development Division, Bodles Research Station, Old Harbour, St. Catherine

Scope: Construction of steel frame portal structure, concrete drain, mist blower system, electrical works, plumbing works, etc.

Requirements: Valid Tax Compliance Certificate (TCC) at the time of bidding.
National Contracts Commission Certificate (NCC) in Building Construction, grade 1-2 (valid at the time of bidding).

Collection Date: **Monday, December 11, 2017-January 4, 2018 (9.00 a.m. to 3:30 p.m. Mondays-Fridays)**

CONTACT INFORMATION:

NAME & POST OF OFFICER: Ms. Michelle Lindo, Director of Facilities and Property Management Division

ADDRESS OF ENTITY: Hope Gardens, Kingston 6

TELEPHONE NO(S): 927-1731-50

FOR ADDITIONAL INFORMATION:

EMAIL ADDRESS: facilities@micaf.gov.jm

The bid documents are available at a non-refundable cost of \$3,500.00 payable to the cashier. Payment method shall be cash.

Bids must be valid for 120 days after the closing date. Bids must be submitted by **January 5, 2018, before 10:00 a.m.**

NOTICE

PLEASE CHECK THE MINISTRY’S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:

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