



**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.

**MINISTRY OF INDUSTRY, COMMERCE,
AGRICULTURE AND FISHERIES (MICAF)**

Request for Proposal

Scope: Modification and Renovation to Basement at MICAF Hope Gardens.

NCC GRADE &/OR CATEGORY: National Contracts Commission Certificate (NCC) in Building maintenance Gade 3 or Building Construction Grades 3-4 (Additional requirements are outlined in Criteria for Evaluation). Valid Tax Compliance Certificate at the time of bidding.

Procurement Method: Local Competitive Bidding

CONTACT INFORMATION: Miss Michelle Lindo, Director of Facilities and Property Management Division

Collection Date: As of **Friday October 13-26, 2017 (9.00 a.m. to 3:30 p.m. Mondays-Fridays)**

CONTACT INFORMATION: Steve Sylvester, Director (Acting) 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@moa.gov.jm

COST OF TENDER DOCUMENT: **\$3,000.00**

The bid documents are available at a cost of \$3,000.00 payable to the cashier.

Bids must be valid for 120 days after the closing date.

Bids must be submitted by 10:00 a.m., Friday October 27, 2017

OFFICE OF THE CABINET

REQUEST FOR CURRICULUM VITAE

PUBLIC SECTOR TRANSFORMATION & MODERNISATION DIVISION

PROJECT MANAGER

CONSULTANT TO MANAGE THE GOVERNMENT OF JAMAICA (GOJ) NATIONAL PORTAL - CV#2017/E010

The Government of Jamaica (GOJ), represented by Chief Information Officer office/Ministry of Science, Energy and Technology (MSET) in collaboration with the Office of the Cabinet (OoC), seeks proposals to develop a Business Plan for the Government of Jamaica (GOJ) National Portal.

The Consultant will be required to, among other things:

1. Prepare detailed methodology and work plan which will deliver the projects on target and per specifications;
2. Develop a project charter
3. Develop and maintain project documents to include project management plan in accordance with project management best practices;
4. Interface with all stakeholders in appropriate format including seminars, focus groups, face to face, etc.;
5. Develop a business plan for the GOJ National Portal inclusive of identifying a suitable portal platform.
6. Identify issues, risks and mitigation measures to the GOJ Portal Task Force to maintain project targets and its continuity;

The Technical Expertise required for this post includes, among others:

1. A Degree in any of the following: - Computer Information Systems; Business Administration; Management Studies; Information and Communications Technology or any other technical degree (e.g., Engineering)
2. Working experience in Project Management, Business Analysis and Information and Communications Technology
3. A minimum of five years (5) experience working in the area of Project Management with at least two major projects of similar scope successfully completed within the last three years.

The full details of the engagement are included in the Request for CV document which will be available for download as of **Monday, October 16, 2017** on the website of the Office of the Cabinet (www.cabinet.gov.jm) and the electronic Government Procurement Portal (www.gojep.gov.jm). The closing date for the submission of CV is **Friday, November 3, 2017 at 2:00 p.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, Register as a Supplier from the Home page. System User Manual can also be accessed by selecting the User Manual option.

For assistance, in registration or to receive training, please contact the support desk at: (876) 932-5220 or select the Contact us link from the Home page to send an email.

Individuals seeking clarification may contact the Procurement Officer at email address psmd.proc@cabinet.gov.jm, or fax (876) 960-6443.

Late submissions will not be accepted.

OFFICE OF THE CABINET

REQUEST FOR CURRICULUM VITAE

PUBLIC SECTOR TRANSFORMATION & MODERNISATION DIVISION

COMMUNICATIONS OFFICER

PROVISION OF COMMUNICATION OFFICER TO SUPPORT IMPLEMENTATION OF MYHR+ - CV#2017/E009

The Government of Jamaica (GoJ) (‘the Client’), represented by the Office of the Cabinet (OoC), seeks to contract a Communications Officer to plan and implement activities to support the Human Resource Management (HRM) Transformation Programme.

The Consultant will be required to, among other things: Working under the direction of the Communication Lead for the Project, the Consultant will be expected to:

1. Assist with the implementation of communication plans including event planning and management, writing content for all media and research
2. Initiate and sustain good relationships with key stakeholders
3. Source and develop local case studies for use across all communication channels including media, website, marketing materials and newsletters
4. Help develop and implement a consistent brand and visual identity across the Government of Jamaica

The Technical Expertise required for this post includes, among others:

The Communication Officer will be expected to have the following minimum qualifications:

- A Bachelor’s Degree from a recognised university in Journalism, Communication, Public Relations or equivalent qualification
- Advanced knowledge and application of communication principles and practices
- Three (3) years’ experience in a communication-related field
- Superior attitude—flexible and willing to undertake a wide variety of non-routine tasks

The full details of the engagement are included in the Request for CV document which will be available for download as of **Monday, October 16, 2017** on the website of the Office of the Cabinet (www.cabinet.gov.jm) and the electronic Government Procurement Portal (www.gojep.gov.jm). The closing date for the submission of CV is **Friday, November 3, 2017 at 1:00 p.m.**

Tenders for this procurement will be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm) as well as via email at psmd.proc@cabinet.gov.jm. To obtain the Tender via the Government Procurement Portal, you must first be registered in the portal.

To register as a Consultant on the e-GP System, Select the link, Register as a Supplier from the Home page. System User Manual can also be accessed by selecting the User Manual option.

For assistance, in registration or to receive training, please contact the support desk at: (876) 932-5220 or select the Contact us link from the Home page to send an email.

Individuals seeking clarification may contact the Procurement Officer at email address psmd.proc@cabinet.gov.jm, or fax (876) 960-6443.

Late submissions will not be accepted.



National Irrigation Commission Limited

INVITATION TO BID

**BID NO. – NIC/G026/2017
SUPPLY AND DELIVERY OF PIPES AND FITTINGS – SHORT HILL**

1. The National Irrigation Commission Limited invites bids from eligible Bidders for the Supply and Delivery of Pipes and Fittings for the Expansion of Beacon Irrigation System to Short Hill in the Parish of Saint Elizabeth. The National Irrigation Commission Limited as part of its strategic objective for the financial year 2016-2017 has set itself a target to increase the command area which will result in an additional 22 serviced lots with the construction of new irrigation pipelines and the installation of water meters.
2. To be eligible, local entities/Suppliers are required to be currently registered with the National Contracts Commission in the General Supply – irrigation equipment, pipes, fittings, valves and meters, and possess a valid Tax Compliance Letter/Certificate.
3. Interested eligible Bidders may obtain further information, and may inspect the Bidding Document by contacting:

**The Procurement Manager – Wesley Blake
National Irrigation Commission Limited
191 Old Hope Road, Kingston 6
Tel: 977-6446/4022, 482-3212 Fax: 977-6133
Email: wesleyb@nicjamaica.com**

4. **Bid Collection Period: Tuesday October 17, 2017 to Friday, October 27, 2017 from 9.00 a.m. to 3.00 p.m.** The request for Bidding Document may be purchased upon payment of a non-refundable of Three Thousand Jamaican Dollars (J\$3,000.00) in cash or certified cheque payable to the National Irrigation Commission Limited and can be collected from the address above.
5. Bids shall be valid for a period of 90 days after bid closing and must be delivered to the address below on or before **12:00 noon Friday, November 3, 2017**, and deposited in the Tender Box located in the Administrative Building (Conference Room) at the address above. Late bids will be rejected.
6. Bids will be opened in the presence of the Bidders’ representatives who choose to attend in person at the address below at **12:15 p.m. Friday, November 3, 2017** in the Conference Room at the above address. Tenders shall be appropriately marked on the outside of the sealed envelope:

SUPPLY AND DELIVERY OF PIPES AND FITTINGS – SHORT HILL

Bids submitted by Bidders who do not purchase the Bid Document from the National Irrigation Commission will be rejected.