



**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.



INVITATION TO BID

The Port Authority of Jamaica invites qualified bidders to submit electronic bids for the following: -

Procurement of Network Engineer Consultant

The details of the procurement may be viewed at the electronic Government Procurement Portal (www.gojep.gov.jm) as of **Tuesday, November 14, 2017.**

Procurement Method: National Competitive Bidding (NCB)
NCC Category: Information Technology Services
The closing date for the Bid submission is **28 November 2017**

Contact: smhamilton@portjam.com
Tel: (876) 922-0290-8 Ext. 2231

LATE SUBMISSIONS WILL NOT BE ACCEPTED

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 – Proposals.

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.



JAMAICA CIVIL AVIATION AUTHORITY (JCAA)

TENDER NOTICE

EXTERNAL AUDITOR

The Jamaica Civil Aviation Authority (JCAA) invites sealed bids from eligible bidders for the following:

PROVISION OF EXTERNAL AUDITING SERVICES FOR THE JCAA (RFP# 2017/JCAA/11)

Full details of the engagement are included in the Request for Proposal (RFP# 2017/JCAA/11) which may be viewed at the Jamaica Civil Aviation Authority’s website, <http://www.jcaa.gov.jm> as of **Tuesday, November 21, 2017 at 12 noon.**

Interested bidders must present a valid Tax Compliant Letter (TCL).

Envelopes should be deposited in the Tender Box located in the Lobby of the Jamaica Civil Aviation Authority, 4 Winchester Road, Kingston 10, no later than **December 12, 2017 at 3:00 p.m.**

Public opening of bids follows at **3:15 p.m. on December 12, 2017** in the Procurement Meeting Room of the JCAA.

Late Tenders will NOT be accepted.



RURAL WATER SUPPLY LTD

INVITATION FOR BIDS

Project: PORTLAND COTTAGE WATER SUPPLY UPGRADING CONTRACT No: 001 – RWS

Procuring Entity: The Rural Water Supply Ltd. invites qualified Contractors to submit Tenders to undertake the supply & Installation of Pumping Equipment.

Scope: The selected Contractor will be required to supply & Install Pumps & Soft Starters and Station Pipeworks.

Eligibility for Tenders Tenderers must provide:

- A valid Tax Compliance Certificate (TCC).
- A valid National Contracts Commission (NCC) registration certificate indicating in the supply category of Industrial Construction Equipment & Machinery or General Supplies with special reference to Pumping Plant equipment.

And

- A copy of a valid National Contracts Commission (NCC) registration certificate with minimum Grade 3 rating in the category of Mechanical or Electrical Works.
- A Tender Bond in the amount of \$50,000.00 that has been duly stamped by the Commissioner of Stamp Duty in the format specified. Or A Bank Guarantee Or A Cashier’s cheque.
- Completed, signed and sealed Form of Tender.

Contact Information: General Manager, Engineering

Address of Entity: 3rd Floor, The Towers, 25 Dominica Drive Kingston 5

Telephone: 754-5485

Email: info@rwslja.com or wilsond@rwslja.com

Tender documents may be picked up as of **Tuesday November 21, 2017, after 10:00 a.m.** from Rural Water Supply Limited at a cost of **\$5,000.00 each (non-refundable)**. Tender documents must be submitted to Rural Water Supply Limited on or before **10:00 a.m. on Wednesday December 13, 2017;** public opening of tenders same day at **10:15 a.m.** Please visit the website at www.rwslja.com for the full details.



Montego Bay Free Zone Co. Ltd.

INVITATION TO BID

RENOVATION OF RESTROOMS AT DATA ENTRY BUILDING # 1, 2 AND THE CANTEEN

The Montego Bay Free Zone Co. Ltd. intends to apply a budgetary allocation to payments under a contract for the renovation of restrooms at Data Entry Building No. 1, 2 and the canteen at the Montego Bay Free Zone, Montego Freeport, Montego Bay. The Montego Bay Free Zone Co. Ltd. now invites sealed bids from eligible bidders for this Service.

Eligibility:

Bidding will be conducted through the Local Competitive Bidding procedures as per GOJ Procurement Guidelines as specified in the Handbook for Public Sector Procurement, and is open to a minimum of grade (4) NCC registered contractors in either one of the following categories:

1. Building Maintenance
2. Building Construction
3. Civil Engineering

Bids not accompanied by a valid Tax Compliance Certificate (TCC) and NCC Certificate of registration will be rejected.

Availability:

Interested eligible bidders may collect bidding documents at the Montego Bay Free Zone, 1 Mangrove Way, Montego Freeport, Montego Bay, as of **Monday, October 23, 2017 between 9:00 a.m. and 4:00 p.m. on weekdays.**

Fee:

A complete set of bidding documents may be purchased by eligible bidders upon payment of a non-refundable fee of \$4,000.00 in cash or manager’s cheque payable to the Montego Bay Free Zone Co. Ltd.

Return of Bids:

The address for the purpose of Bid Submission is:

**MONTEGO BAY FREE ZONE CO. LTD.
1 MANGROVE WAY
MONTEGO FREEPORT
MONTEGO BAY**

Bids are to be placed in a plain sealed envelope and deposited along with the required documents in the tender box located in the Boardroom of the Montego Bay Free Zone Co. Ltd. offices no later than **10:00 a.m. on Friday, November 29, 2017.** Late bids will be rejected.

Bids are to be clearly marked as follows:

**“RENOVATION OF RESTROOMS AT DATA ENTRY BUILDING #1, 2 AND THE CANTEEN”
“MONTEGO BAY FREE ZONE”**

Attention: AVP Operations & Customer Relations

Opening of Tenders:

Bids will be opened in the presence of bidders’ representatives who choose to attend on **Friday, November 29, 2017 at 10:05 a.m.** in the Boardroom of the Montego Bay Free Zone Co. Ltd.

Queries:

All queries concerning the bid document shall be formally made in writing to the above address by **Friday, November 03, 2017.**

For further information please contact:

**Facilities Assistant
Montego Bay Free Zone Co. Ltd.
1 Mangrove Way, Montego Freeport
Montego Bay
979-8696 ext 5429**



NATIONAL HEALTH FUND

Consultancy Towards the Design of Clean Rooms in Public Hospital Pharmacies

Scope: Evaluation of Pharmacies in four public hospitals, design specifications for the construction/renovation of cleanrooms, develop equipment specifications and develop training and maintenance plans.

Procurement Method: International Competitive Bidding

Eligibility Requirements: A completed and signed Technical Proposal Submission Form

Prior to award of contract the successful bidder must submit a copy of their valid Tax Compliance Certificate (TCC).

Format and Cost Tender Document:

A complete set of bidding documents in English will be available for a non-refundable cost of J\$6,500 (US\$50.00) payable in cash or certified cheque, from the Receptionist, at the address below, as at **November 20, 2017, Monday to Friday, 9 a.m. to 3 p.m.** A soft copy may be downloaded from www.nhf.org.jm at no charge.

Contact: Queries should be directed to Ivor Corrie, icorrie@nhf.org.jm

Bids must be delivered in a sealed envelope and placed in the marked tender box located in the Receptionist area of the Procuring Entity’s address below on or before **2:00 p.m. local time December 8, 2017** addressed as follows:

Clean Room Design Consultancy
The National Health Fund
6th Floor
25 Dominica Drive
Kingston 5
Jamaica