



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.



Government of Jamaica



INVITATION FOR BIDS

Country:	Jamaica
Procurement Entity:	Office of the Prime Minister
Project Name:	Procurement of In-Suite Power Distribution and Management System for National Identification System (NIDS)
Project #:	JA-L1072
IFB :	IFB- RFP NIDS TS2017/eGovMDA7/Q3-1-1
Contract/Bid#:	NIDS/TS2017/eGovMDA7/Q3-1
Description of Works:	Supply, Delivery and Commissioning of: <ul style="list-style-type: none"> • 50KVA Transformer • Remote Power Panel (RPP) • Electrical Cable Tray • Perforated Floor Tiles
Eligibility:	NCC TCL or TCC Manufacturer’s Authorization required at Bid Submission.
Procurement Method:	Bidding will be conducted through the National Competitive Bidding (NCB) procedures specified in the IDB’s Policies for the Procurement of Works and Goods (GN-2349-9).
Contact Information:	Department Head – Enterprise Procurement 235B Old Hope Road, Kingston 6 (876) 927-1125-8 egovprocurement@nids.gov.jm
Tender Document:	Available on the Government of Jamaica Electronic Procurement website www.gojep.gov.jm . Tender Documents will be available for download as at November 28, 2017 . Registration instructions are available on the website above on the system. Registration is required for vendors to participate in the Tender. The tender documents are also available locally in hard copy at eGov Jamaica Limited at the specified address above at a non-refundable cost of J\$5,000.00 in cash or manager’s cheque payable to eGov Jamaica Limited OR electronic wire transfer of US\$55.00 for international vendors. Bid packages will be available from November 28, 2017 between 9:00 a.m. and 4:00 p.m. Deadline for submission: Submission deadline is on or before January 3, 2018, at 2:00 p.m. Bids may be submitted online via www.gojep.gov.jm . Alternatively, a bid may be submitted to egovprocurement@nids.gov.jm . Online Bid Opening takes place on the same day at 2:15 p.m. A bid opening report will be sent to all Bidders that submitted a proposal.



REQUEST FOR PROPOSAL

(RFP) #: 2017/NET/USAID/SSS/002

For the Consulting Services of a firm for the Development and Production of a Comprehensive Media Campaign on Behaviour Change under the USAID & MoEYI Partnership for Improved Safety and Security in Schools

The Ministry of Education, Youth and Information, in collaboration with the National Education Trust (NET), has received a grant from the United States Agency for International Development (USAID) to implement the USAID & MoEYI Partnership for Improved Safety and Security in Schools Project. A portion of the funds will be used to conduct a mass media campaign which is intended to build awareness and promote pro-social behaviour among school-age children and youth both in school and out of school. Funding under this initiative will be utilised to implement activities to transform schools and their immediate surroundings into safe zones through a multi-layered, multi-sectorial approach, engaging community, parents, public and private partnerships in an effort to ensure a quality education system and raise the bar to benefit all learners, both male and female.

The project is inviting eligible consultants to submit proposals to develop and produce a comprehensive **Behaviour Change Media Campaign**. This consultancy is expected to commence by January 2018 with a duration of 3 months.

Consultant will be selected in accordance with the procedures set out in the GOJ Handbook of Procurement Guidelines (2014). Additionally, all prospective consultants MUST possess a valid Tax Compliant Certificate (TCC). Request for Proposal can be obtained by sending an email to: procurement@net.org.jm

Eligible firms (“Consultants”) are invited to submit proposals by **Tuesday, December 12, 2017 at 4:00 p.m.** to the address below:

PRIVATE & CONFIDENTIAL
Behaviour Change Media Campaign
National Education Trust
Grant Building
Caenwood Centre
37 Arnold Road
Kingston 5

Attention: The Procurement Manager

For information and/or clarification, please contact the NET’s office via **telephone: (876) 967-9007** or **email: procurement@net.org.jm**



MINISTRY OF AGRICULTURE AND FISHERIES/ AGRICULTURAL COMPETITIVENESS PROGRAMME

REQUEST FOR QUOTATIONS (RFQ)

The Government of Jamaica has received a loan from the Inter-American Development Bank (IDB) to assist in financing the **Agricultural Competitiveness Programme (ACP)** being implemented by the Ministry of Industry, Commerce, Agriculture and Fisheries. The general objective of the programme is to support the efforts of the Government in restoring the competitiveness of the agricultural sector through the implementation of activities aimed at promoting market access by small and medium-sized farmers and the stimulation of private sector investments within the agricultural sector. The Ministry of Industry, Commerce, Agriculture and Fisheries/Agricultural Competitiveness Programme now invites quotations from eligible bidders for the:

SUPPLY AND DELIVERY OF GAP COMPLIANT PORTABLE REST ROOMS AND TRAILERS

Bidding will be conducted through International Competitive Bidding Procedures as specified in the Inter-America Development Bank procurement policies for the procurement of works and goods financed by the Inter-American Development Bank (GN-2349-9). Interested tenderers must be a member of an IDB Member country www.iadb.org and may obtain further information from the ACP at email acp@agroinvest.gov.jm

Local (Jamaican) firms must submit the following as part of their Technical Proposal:

1. A valid Tax Compliance Certificate
2. Proof of National Contracts Commission (NCC) Registration in the category General Supplies and any of the following specialist service categories:-
 - a. Medical, Pharmaceutical Equipment and Supplies
 - b. Janitorial, Sanitation Supplies
 - c. Safety Products
3. Overseas-based firms are not required to submit NCC Registration and TCC with their bids.

Bids to include:

- 11 Restrooms
- 4 Double Trailers
- 4 Single Trailers
- Each restrooms to have:
 - Exterior Sink
 - Towel Dispenser
 - Soap Dispenser
 - Urinal
 - Dump Valve

Bidding documents will be made available at the offices of the Ministry of Industry, Commerce, Agriculture and Fisheries/ Agricultural Competitiveness Programme (ACP), Hope Gardens, Kingston, as at **December 6, 2017** at the cost of JA\$5,000.00 payable in cash or manager’s cheque in the name of Ministry of Industry, Commerce, Agriculture and Fisheries. Electronic Copies may be requested from the email addresses below.

Contact Information: The Procurement Officer
acp@agroinvest.gov.jm

Bid Validity Period: 120 days

Bids must be labelled **SUPPLY AND DELIVERY OF GAP COMPLIANT PORTABLE RESTROOMS AND TRAILERS** and must be deposited by or before **10:00 a.m., December 22, 2017** in the tender box located in the conference room at the following address

Ministry of Industry, Commerce, Agriculture & Fisheries Facilities and Properties Management Conference Room
Hope Gardens, Kingston 6

Bids will be opened at **10:15 a.m. on December 15, 2017** at the above address.

The Agricultural Competitiveness Programme (ACP) reserves the right to accept or reject any tenders or to abandon the tender process without any explanation to prospective bidders. All tenderers or their representatives are invited to attend the tender opening.



REQUEST FOR PROPOSAL

(RFP) #: 2017/NET/USAID/SSS/001

For the Consulting Services of a firm for the Development and Production of a Comprehensive Media Campaign on Parenting under the USAID & MoEYI Partnership for Improved Safety and Security in Schools

The Ministry of Education, Youth and Information, in collaboration with the National Education Trust (NET), has received a grant from the United States Agency for International Development (USAID) to implement the USAID & MoEYI Partnership for Improved Safety and Security in Schools Project. A portion of the funds will be used to conduct a mass media campaign which is intended to build awareness and promote pro-social behaviour among school-age children and youth both in school and out of school. Funding under this initiative will be utilised to implement activities to transform schools and their immediate surroundings into safe zones through a multi-layered, multi-sectorial approach, engaging community, parents, public and private partnerships in an effort to ensure a quality education system and raise the bar to benefit all learners, both male and female.

The project is inviting eligible firms (“Consultants”) to submit proposals to develop and produce a comprehensive **Parenting Media Campaign**. This consultancy is expected to commence by January 2018 with a duration of 3 months.

Consultant will be selected in accordance with the procedures set out in the GOJ Handbook of Procurement Guidelines (2014). Additionally, all prospective consultants MUST possess a valid Tax Compliant Certificate (TCC). Request for Proposal can be obtained by sending an email to: procurement@net.org.jm

Eligible firms (“Consultants”) are invited to submit proposals by **Tuesday, December 12, 2017 at 4:00 p.m.** to the address below:

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Kingston 5

Attention: The Procurement Manager

For information and/or clarification, please contact the NET’s office via **telephone: (876) 967-9007** or **email: procurement@net.org.jm**