



**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 TENDER
Static Guard Services (Armed, Unarmed)

Procuring Entity and Address:
Factories Corporation of Jamaica Limited, 17 Knutsford Boulevard, Kingston 5

Bidding will be conducted in accordance with the current guidelines stipulated in the Government of Jamaica Handbook of Public Sector Procurement Procedures.

Description of Service:
Private Security Service – **CS-03-17/ Static Guard Services (armed, unarmed)**

- Eligibility/Criteria:**
Bidders must submit the following documentation along with their bids:
- Copy of a valid Tax Compliance Certificate (TCC) / Letter (TCL);
 - Copy of a valid National Contract Commission (NCC) registration certificate in the category “Safety and Security Services”;
 - Proof of registration with the Private Security Regulation Authority (PSRA);
 - Manager’s Cheque representing Bid Security.

Failure to submit the above stipulated documents will result in the automatic disqualification of the bid.

Collection of Documents:
Tender documents may be obtained from FCJ’s Head office, 17 Knutsford Boulevard, on the payment of a non-refundable fee of **\$3,000.00** (payable in cash or Manager’s cheque at FCJ Cashier – Head Office) from **March 8, 2017, between 9:00 a.m. and 4:00 p.m. – Monday-Friday.**

Contact Information:
All queries should be made to S. Phillips, Client Service Manager – 968-4766 / 968-2250, sphillips@factoriesjamaica.com.

Return of Tenders:
Completed Tenders along with all required documents must be deposited in the respective Tender Box located in the lobby of the Factories Corporation of Jamaica Limited, 17 Knutsford Boulevard, Kingston 5, by **Tuesday, March 28, 2017 at 3:00 p.m.**

Tenders submitted after this date and time will be automatically disqualified.

Opening of Tenders:
The opening of tenders will take place in the Factories Corporation of Jamaica’s Board Room, on **Tuesday, March 28, 2017 at 3:10 p.m.** in the presence of bidders’ representatives who choose to attend.

Factories Corporation of Jamaica Ltd reserves the right:

- **Not to accept the lowest bid;**
- **Reject or accept any or all tenders or to annul the tender process at any time prior to the award of the contract without incurring any liability.**

A copy of this advertisement is published on www.factoriesjamaica.com.

NB: Failure to directly purchase the Tender/Bid Document from the Procuring Entity will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.



PETROLEUM
CORPORATION
OF JAMAICA

INVITATION TO BID
Supply and Installation of LED Lamps and Fixtures
at the Dinthill Technical High School (DTHS)
and the St. Elizabeth Technical High School (STETHS)
MSTEM/PCJ/2013/10/119REEDF

The Petroleum Corporation of Jamaica (PCJ) in partnership with the Ministry of Education, in an effort to reduce increasing energy costs, has implemented Lighting Efficiency Retrofit Projects in High Schools across the island. This Project began in 2013 and among the schools selected for this implementation are the Dinthill Technical High School (Lot 1) and the St. Elizabeth Technical High School.

Scope: Supply and Installation of LED luminaires and components at the Dinthill Technical and St. Elizabeth Technical High Schools. **Bidders are allowed to bid on one (1) or both Lots.**

NCC Category: Electrical Works Grades 1-3; OR Any other related Electrical Registration

Contact Information: Procurement Officer – opal.gordon-ricketts@pcj.com

Bid Documents will be available on **Tuesday, March 7, 2017** between **9:00 a.m. and 4:00 p.m.** from the Receptionist on the 5th floor of the PCJ Building, 36 Trafalgar Road, Kingston 10, **AND** on the PCJ’s website. **A Pre-Bid meeting and site visit will be conducted on March 15, 2017 at 10:00 a.m. for St. Elizabeth Technical High School and on March 16, 2017 at 10:00 a.m. for Dinthill Technical High School.**

Tender Closing Date: **Friday, March 31, 2017 at 2:00 p.m. Late Bids will not be accepted.**

Tender Opening: **Friday, March 31, 2017 at 2:15 p.m.** Blue Meeting Room, 5th Floor, PCJ Resource Centre Building

Submission:
Bidders must submit One (1) Original and Five (5) copies of their proposal in a sealed envelope. **All Bids must be accompanied by a Valid Tax Compliance Certificate (TCC) and current Registration with the National Contracts Commission (NCC) in any of the abovementioned categories.** All bid submissions must be delivered to:

Petroleum Corporation of Jamaica (PCJ)
5th Floor, PCJ Resource Centre Building
36 Trafalgar Road, Kingston 10

Please note that the PCJ is not obliged to accept the lowest or any of the bids received and reserves the right to cancel the tender at any time prior to contract award without incurring liability to any bidder.

GOVERNMENT
PUBLIC PROCUREMENT

If you are interested in doing business with the Government, you are invited to view tender notices for procurement contracts on this page.



National
Housing Trust
...the key to your home

Labour & Small Materials Programme
CONTRACTORS
Granville Housing Development, Trelawny

Procuring Entity: National Housing Trust

Scope: The NHT requires 16 contractors to undertake the construction of 58 units at Granville Housing Development, Trelawny.

NCC Grade/Category: Grade 3 or Grade 4 rating in the category of Building Construction OR Civil Engineering

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. 7281/7283

Email Address: procurement@nht.gov.jm

Bid packages are available on the payment of a non-refundable fee of \$1,000 (payable in cash or Manager’s Cheque at the NHT Cashier – 4 Park Blvd.) from **Tuesday March 7, 2017.** Bids must be submitted to Procurement & Stores Unit, on or before **10:00 am on Tuesday, March 28, 2017;** public opening of bids same day immediately after bid submission deadline. Please visit the website at www.nht.gov.jm for the full details.

Note: Failure to purchase the bid documents directly from the NHT, will make that bid ineligible for participating in the procurement process.

MINISTRY OF HEALTH
LCB# 2017-01

PROCUREMENT OF MEDICAL EQUIPMENT FOR ST. JOSEPH’S HOSPITAL

The Ministry of Health of the Government of Jamaica invites sealed bids from eligible and qualified bidders for the **provision of Medical Equipment at the St. Joseph’s Hospital.**

- Eligibility Requirements**
- Bidders must submit the following with their bids at the time of bid opening:
- **Copy of a valid and current National Contracts Commission Certificate (NCC) in the category of Medical, Pharmaceutical Equipment and Supplies**
 - **Copy of a valid and current Tax Compliance Certificate (TCC) Tax Compliance Letter (TCL)**

Collection of Tender Documents
Tender documents will be available as of **Thursday March 9, 2017** and can be collected between **9:00 a.m. and 3:00 p.m.** from the cashier at **St. Joseph’s Hospital at 22 Deanery Road** for a non-refundable cost of **J\$3,000.00** payable by cash.

Bids shall be valid for a period of **120 days** after bid closing and **MUST** be deposited in the tender box located at **Ministry of Health Procurement Unit at 10-16 Grenada Way, Kingston 5, by 11:00 a.m. local time, Tuesday, March 21, 2017.** Bids will be opened publicly at **11:15 a.m. local time, Tuesday, March 21, 2017** at the offices of the **Ministry of Health;** see address below.

Tenders submitted after the stipulated date and time will be rejected.

The Ministry of Health reserves the right to accept or reject any or all bids (s) or to re-tender, without thereby incurring any liability to the Bidders.

Rayon Craig
Administrator Officer
St. Joseph’s Hospital
22 Deanery Road
Telephone #: 928-4956-9 EXT# 239
Email:craigr@moh.gov.jm/rcraig.sjh@gmail.com



RURAL WATER SUPPLY LTD

Project: **NONPARIEL WATER SUPPLY MAINS REPLACEMENT & UPGRADING RETIREMENT STORAGE TANK - CONTRACT No. KF01 - 02/ST/02B**

Procuring Entity: **Rural Water Supply Limited** acting on the behalf of the **National Water Commission**

Description: The selected contractor will be required to construct the 0.455 Million Litre (100,000 Imp. Gal.) Reinforced Concrete Water Storage Tank at Retirement, Westmoreland.

Eligibility for Tenders: Tenderers must provide a:

- A valid Tax Compliance Certificate (TCC).
- A valid National Contracts Commission (NCC) registration certificate indicating a minimum **Grade 2** rating in the category of Civil Engineering.
- A Tender Bond in the amount and format specified.
- 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

Tender documents may be picked up as of **Wednesday, March 8, 2017 after 10:30 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 **2:00 p.m. on Wednesday, March 29, 2017;** public opening of tenders same day at **2:15 p.m.** Please visit the website at www.rwslja.com for the full details.