



PASSPORT, IMMIGRATION AND CITIZENSHIP AGENCY

INVITATION FOR BIDS

JANITORIAL AND SANITATION SERVICES

Passport, Immigration and Citizenship Agency (PICA) wishes to invite qualified bidders to submit bids for the provision of Janitorial and Sanitation Services. The successful bidder will be appointed under contract to undertake janitorial work at the following locations:

- Head Office, 25C Constant Spring Road, Kingston 10
- Regional Office, Overton Plaza, Montego Bay, St. James
- 1st and 2nd Floors, Balmoral House, 2 Balmoral Avenue, Kingston 10
- Immigration Services, Sangster International Airport, Montego Bay, St. James
- Immigration Services, Norman Manley International Airport, Kingston
- Six Outposts: St. Ann's Bay, Mandeville, Savanna-la-Mar, Portland, Kingston Container Terminal and St. Thomas

ELIGIBILITY

To be considered eligible, bidders must possess and provide proof of the following:

- Current registration with the National Contracts Commission as a supplier of Goods and Services in the category Janitorial, Sanitation Services
- A valid Tax Compliance Certificate
- Bid Security

COLLECTION OF BIDDING DOCUMENTS

A complete set of Bidding Documents in English may be purchased at a non-refundable fee of **Three Thousand Dollars (\$3,000.00)** in Jamaican Currency upon submission of a written application. The method of payment will be Cash, Manager's Cheque, Debit or Credit Card.

Payments will

be collected at: The Cashier Section, Passport, Immigration and Citizenship Agency, Ground Floor, 25 Constant Spring Road, Kingston 10.

Documents will be available for inspection and issuance upon submission of a valid receipt at Passport, Immigration and Citizenship Agency, PICA, 2nd Floor, Balmoral House, 2 Balmoral Avenue, Kingston 10.

Payment, inspection and issuance will be facilitated from **Tuesday, February 7, 2017 to Tuesday, February 14, 2017; Monday to Friday; 9:00 a.m. - 3:00 p.m.**

RETURN OF BIDS

Sealed bids must be delivered and submitted in the Tender Box labelled "**JANITORIAL AND SANITATION SERVICES**" located in the Reception Area, PICA, 21 West Kings House Road, by or before **2 p.m. Friday, March 10, 2017.**

BID OPENING

Public opening of bids will take place in the Conference Room, PICA, 21 West Kings House Road, Kingston 10, at **2:15p.m. on Friday, March 10, 2017.**

For further information and clarification, please contact:

The Procurement Officer
2nd Floor, Balmoral House
2 Balmoral Avenue, Kingston 10
Tel: 754-7422 ext. 6341; Fax: 968-1121

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