



## INVITATION TO TENDER SECURITY SERVICES

*The Jamaica Information Service, an Executive Agency of the Government of Jamaica, invites tenders from suitably qualified providers for the provision of security services.*

### SCOPE OF WORK

1. To provide armed and unarmed Security Officers
2. To provide Canine Service
3. To Provide Supervision for Security Personnel on a 24-hr basis for premises located at
  - Head Office: 58a Half-Way Tree Road, Kingston 10
  - Television Department: Caenwood Centre, Kingston 5  
37 Arnold Road

Specific assignments will require the posting of Security Officers at predetermined strategic locations as well as patrol, who will have responsibility to monitor all activities on the premises identified above and make daily reports on these activities.

### ELIGIBILITY OF CONTRACTOR

**Companies responding to the tenders should:**

- Submit a valid National Contracts Commission (NCC) certificate in the grade and category of Private Security Services
- Present a valid Tax Compliance Certificate
- Submit Private Security Regulation Authority (PSRA) Certification for the company and security officers
- Demonstrate competency and experience in the provision of similar services to industrial and commercial properties
- Submit a security of 1.5% of the Tender Sum

### TENDER DOCUMENTS

Interested companies are required to collect Tender Packages as of **Friday, November 11, 2011, Mondays to Fridays between the hours of 9:00 a.m. and 3:00 p.m.**

### FEE

A non refundable fee of Three Thousand Five Hundred Dollars (\$3500.00) in cash or a manager's cheque made payable to the Jamaica Information Service will be required for each Tender Document.

### RETURN OF TENDERS

Tenders should be submitted in plain sealed envelopes and should bear the following identifying marks:

**REQUEST FOR PROPOSAL  
JIS/CSD # 2011/12  
PROVISION OF SECURITY SERVICES  
Jamaica Information Service (JIS)**

***The proposal should address the following:***

- The rates to be charged for each of the three types of services
- Billing schedule information

Tenders are to be deposited in the Tender Box located in the Lobby of **JIS' Head Office at 58a Half-Way Tree Road, Kingston 10** and will be received **no later than 2:30 p.m. on Friday, December 16, 2011.**

### OPENING OF TENDERS

Public opening of Tenders will be on **Friday, December 16, 2011 at 3:00 p.m.** in the Conference Room located on the Second Floor of the JIS Head Office. Tenderers or their representatives are invited to attend.

***The Jamaica Information Service is not obliged to accept any of the Tenders submitted.***

***In order to collect documentation and for further information please contact:***

**Office Manager  
Jamaica Information Service  
58a Half-Way Tree Road, Kingston 10  
Telephone: 926-3740-5  
rfraser@jis.gov.jm**