



**INVITATION TO TENDER
SAFETY AND 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, 37 Arnold Road, Kingston 5

Specific assignments will require the posting of Security Officers at pre-determined 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 **Monday, July 13, 2015, Monday to Friday** 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 # 2015/16
PROVISION OF SAFETY AND 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, July 24, 2015.**

OPENING OF TENDERS

Public opening of Tenders will be on **Friday, July 24, 2015 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**