



JAMAICA URBAN TRANSIT COMPANY LIMITED (JUTC)

EXPRESSION OF INTEREST

SECURITY SERVICES ALL STORE LOCATIONS

The Jamaica Urban Transit Company Limited (JUTC) located at Michael Manley Drive, Twickenham Park, Spanish Town, St. Catherine seeks to identify a qualified organization to provide Security Services for all Store locations.

Objective of Procurement

The JUTC invites Expression of Interest (EOI) from eligible organizations to provide services and responsibilities as stated:

- The security officer assigned to each location/depot will have the primary responsibility of tagging and labelling used/defective components/parts remove from the buses to indicate the date of replacement and the fleet number of the buses.
- The respective depot/location stores personnel is responsible for the issuance of a replacement component/part upon the return of the corresponding used/defective components/parts duly labeled by the assigned Security Officer on duty. Please note that lubricants and filters are exempt from this procedure. However, no lubricant can be replaced in any of the buses without a security officer present
- Upon issuance of the replacement components/parts, from the stores, the designated Security Officer at each depot/location will record/log the description, quantity and the names of persons who authorized requisition and received the item(s)
- The designated Security Officer at each depot/location, will physically verify and certify the fitting of the new component/part during or after completion of repair to each unit that have been fitted with a new component/part. Absolutely no vehicle will be allowed to leave the workshop without the Security Officer first certifying/verifying that the new component/part has been fitted
- A copy of the weekly spare parts consumption will be provided to the Head of the JUTC's Security Department. The security department will make regular random inspections of the fleet, without prior notice, to ensure that all security procedures are being followed
- The Security Officers assigned to each depot will also be required to record the transfer of used parts from derelict buses to operational buses. It must be noted that while Security Officers are now required to verify that parts are actually fitted to units, it is still the responsibility of the JUTC's Supervisors of the Maintenance Department to ensure that all parts received from the stores are properly fitted to units at all times

Reporting Relationship

The security personnel will report to the head of the JUTC's Security Department or his designate who will provide all required instructions and guidance in writing for the purpose of shift times and additional inventory control measures.

Total Number of Unarmed Security Officers Required

The JUTC operates seven (7) days per week

#	DEPOT/LOCATION	# SECURITY OFFICER REQUIRED	SHIFTS TO WORK
1	Ashenheim	3	(1) – 8:00 a.m.-4:00 p.m. (2) – 2:00 p.m.-10:00 p.m.
2	Portmore	3	(2) – 6:00 a.m.-5:00 p.m. (1) – 5:00 p.m.-5:00 a.m.
3	Rockfort	3	(2) – 6:00 a.m.-4:00 p.m. (1) – 4:00 p.m.-12:00 a.m.
4	Spanish Town	3	(2) – 6:00 a.m.-4:00 p.m. (1) – 4:00 p.m.-12:00 a.m.
5	Spanish Town Central Stores	1	(1) – 6:00 a.m.-4:00 p.m.
6	Supervisor-Roves between the five (5) Locations	1	
	TOTAL	15	

Eligibility of EOI Submission

Interested organizations should provide information demonstrating that they have the required qualification and the relevant experience to perform the services. The shortlisted criteria are:

- Local bidders must possess a valid Tax Compliance Certificate (TCC)/Tax Compliance Letter (TCL)
- Be registered as an approved supplier of Goods and Services with the National Contracts Commission (NCC) in the respective category of Safety and Security Services
- Present a copy of its registration with the Private Security Regulatory Authority (PSRA)
- Technical capacity-successful track record of executing activities of a similar nature
- Qualification and at least five (5) years relevant experience

Shortlisted firms will be invited to submit a formal proposal in keeping with the Request for Proposal process which will follow this Expression of Interest.

Please submit proposals in hard or soft copies no later than **2:00 p.m. on Wednesday, November 1, 2017** to:

Security Services All Store Locations
The Jamaica Urban Transit Company Limited (JUTC)
Patrick Boodie – Procurement Manager
Procurement Department
Michael Manley Drive
Twickenham Park, St. Catherine
or Email: pboodie@jutc.com.jm