



GOJ PUBLIC PROCUREMENT PAGE

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Jamaica Information Service (JIS)

INVITATION TO TENDER

RENOVATION OF OFFICE SPACE AT 5-9 SOUTH ODEON AVENUE, KINGSTON 10

The Jamaica Information Service, an Executive Agency of the Government of Jamaica, under the Office of the Prime Minister, invites eligible contractors to submit tenders for the renovation of office space to accommodate its Television Department at 5-9 South Odeon Avenue, Kingston 10.

The Scope of Works include renovating and refurbishing two existing office floors with demolition and installation of solid walls and dry walling, windows, doors, and painting, electrical and mechanical conversion of the space and finishes. In addition, it includes the installation of sound proofing material to floor, wall and ceiling.

ELIGIBILITY

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

- Current registration with the National Contracts Commission in the Interior Construction Works or Building Construction Category Grade 1
- A valid Tax Compliance Certificate (TCC)

Failure to submit any of the above documents shall result in the rejection of the proposal.

AVAILABILITY OF TENDER DOCUMENTS

Tender documents will be available on **Friday, May 27, 2016**. Payments will be collected at: JIS, Cashier Section, at the Annex, 58a Half Way Tree Road, Kingston 10. A non-refundable fee of **Three Thousand Dollars (\$3,000)** in Jamaican currency will be charged. The method of payment will be cash, manager's cheque, debit or credit card.

A site visit will be facilitated on **Wednesday, June 8, 2016 at 2:00 p.m.** All queries concerning the tender document shall be made in writing and addressed to: **Mr. Roger A.B. Smith, Projects Manager, National Works Agency, Corporate Office, 140 Maxfield Avenue, Kingston 10** or via email to rsmith@nwa.gov.jm and copied to richardwalker@nwa.gov.jm and egardner@jis.gov.jm. Contact numbers: **733-4055/45 (NWA) or 926-3740-6 (JIS) by Friday, June 24, 2016.**

RETURN OF PROPOSALS

Completed RFP documents together along with all required enclosures (TCC, NCC registration), are to be placed in an envelope labelled **"RENOVATION OF OFFICE SPACE, JAMAICA INFORMATION SERVICE, SOUTH ODEON AVENUE COMPLEX"**. The envelope should then be placed in the Tender Box similarly labelled and located in the reception area of the Jamaica Information Service, 58a Half Way Tree Road, Kingston 10. Price proposals are to be returned **no later than Monday, June 27, at Noon.**

OPENING OF RFP

RFP will thereafter be opened on **Monday, June 27, 2016 at 12:15 p.m.** in the main Conference Room, Jamaica Information Service, 58a Half Way Tree Road, Kingston 10. Representatives submitting RFPs are invited to the opening.

The Jamaica Information Service reserves the right not to accept the lowest, or any other tender or to annul the tender process and reject all tenders at any time prior to the award without incurring any cost.

MINISTRY OF JUSTICE

REQUEST FOR EXPRESSIONS OF INTEREST

For the

DELIVERY OF SECURITY GUARD SERVICES

The Government of Jamaica (GOJ) through the Ministry of Justice hereby invites **Expression of Interest (EOI)** from firms to provide **security services** at its offices at 61 Constant Spring Road during normal operating hours.

The primary goal of the contract is to provide the Ministry of Justice (MOJ) with **uniformed, unarmed and armed trained Security Guards** to ensure **safety and to avoid violence in any crisis situation while affording maximum protection to MOJ staff members, members of the public and public officials and to the MOJ buildings, grounds and premises, personal property, and to any other users of MOJ's facilities and services. The uniformed Security Guard force will act as a deterrent to anyone who may plan to commit an act of violence against MOJ persons and property.**

Interested firms should provide information demonstrating that they have the capability, qualifications and experience to perform the required services, which include:

- Licensed as a qualified security services company for at least **ten (10) years** in accordance with the requirements of the laws of Jamaica
- Registered with the Private Security Regulations Authority (PSRA)
- Adequate number of Security Guards employees with valid licence
- Expert knowledge in Site specific Access Control procedures with respect to job assignment, maintenance of forms and records, and access authorization procedures
- Expert knowledge in Patrol and Inspection techniques
- Expert Knowledge and awareness in the importance of safe work practices, spotting unsafe conditions and reporting, correcting/mitigating safety violations or unsafe conditions
- Provide surveillance of all persons entering and exiting MOJ buildings
- Maintaining law and order within assigned areas consistent with Security Guard training and equipment so as not to unreasonably endanger property and/or persons
- Maintaining a mentally alert and rested guard force and to avoid Security Guards working in excess of the mandatory number of hours; and
- Capacity and capability to provide up to two (2) additional Security Guards to respond to any contingencies with a 24-hours' notice

Duration of Contract

The term of the Contract shall be for **one (1) year**, estimated to begin in **July, 2016**, with an option to renew thereafter for successive **(twelve) month periods, up to three (3) years.**

Interested firms must provide a clear and detailed company profile, clearly outlining their qualifications, expertise and capacity to deliver the security requirements in undertaking similar services. They will be shortlisted in accordance with their qualifications, references and experience and selected in accordance with the procedures set out in **the Government of Jamaica Public Sector Procedures, 2014.**

Additionally, all prospective local Firms MUST possess a valid Tax Compliant Certificate (TCC) and be registered with the National Contracts Commission (NCC) in the category of Safety and Security.

Expressions of Interest must be delivered to the address below at or before **2:00 p.m. by June 6, 2016.** Kindly visit the Ministry's website: www.moj.gov.jm for further information.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

Director, Procurement and Office Services,
Ministry of Justice,
61 Constant Spring Road, Kingston 10.
Telephone: 906 4923 -31 Ext.5491

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR
THE
FULL DOCUMENTS

For Bookings Email:
jisadvertising@gmail.com
procurement@jis.gov.jm

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