



**National  
Housing Trust**  
...the key to your home

## SECURITY SERVICES - NHT'S REGIONAL OFFICES

Procuring Entity:	National Housing Trust
Scope:	<p>Provide security services (armed and unarmed guards for 3 years (including public holidays), at the following NHT locations: St. James Branch Office, St. Catherine Branch Office, Clarendon Branch Office, Trelawny Service Centre, St. Elizabeth Service Centre and Hanover Service Centre.</p> <p>The services include:</p> <ul style="list-style-type: none"><li>• providing 12 or 24-hours general security services (armed and unarmed guards) as specified for each designated location</li><li>• assisting with the opening and closing of the office to customers</li><li>• monitoring traffic of customers and employees throughout the premises</li><li>• assisting with the evacuation of the premises during emergencies</li><li>• securing the office while monetary lodgements are being prepared and collected by the couriers (branch offices only)</li><li>• monitoring the closed-circuit television (CCTV)</li><li>• ensuring that:<ul style="list-style-type: none"><li>- access to the premises is restricted to authorized personnel or persons of the NHT, including vehicles and equipment</li><li>- no part of the buildings (fixtures or fittings) are removed from the premises without the NHT's authorization</li><li>- no illegal activities are carried out on the premises</li></ul></li></ul> <p><i>NOTE: Six separate contracts will be awarded from this tender process. Therefore, service providers are permitted to bid on one or all locations.</i></p>
PPC Grade/Category:	Safety & Security Services – Guard Services
PSRA:	Evidence of the security firm's registration with the Private Security Regulation Authority (PSRA).
Tender Security:	J\$700,000.00 is required with bids for the St. James, St. Catherine and Clarendon locations
Procurement Method:	National Competitive Bidding
Contact Information:	Manager, Procurement Department
Address of Entity:	4 Park Boulevard, Kingston 5
Telephone Number(s):	(876) 929-6500-9, Ext. 8477/7280
Email Address:	procurement@nht.gov.jm

Bid packages are available from the GOJ's e-procurement (GoJEP) portal <https://www.gojep.gov.jm> as of **Tuesday, October 24, 2023**. Bids must be submitted online on or before **11:00 am on Tuesday, December 12, 2023**. Bids will be opened online at <https://www.gojep.gov.jm> on the same day, immediately after bid submission deadline. Please visit the GoJEP portal and the NHT website ([www.nht.gov.jm](http://www.nht.gov.jm)) for full details.

For assistance with registration on the GoJEP portal, please contact the Ministry of Finance and the Public Service Help Desk at: (876) 932-5220 or via email at [opppcustomercare@mof.gov.jm](mailto:opppcustomercare@mof.gov.jm).