



GOJ PUBLIC PROCUREMENT PAGE

GOVERNMENT PUBLIC PROCUREMENT

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INVITATION TO BID

MINISTRY OF EDUCATION, SKILLS, YOUTH AND INFORMATION

The Government of Jamaica through the **Ministry of Education, Skills, Youth and Information** has made budgetary allocations for the provision of unarmed security services to the **Jamaica Archives and Records Department (JARD) – Archives Unit located at 27 King Street, Spanish Town, St. Catherine.**

Eligible bidders are therefore invited to submit bids via the GoJ's Electronic Procurement (GoJEP) website to execute on the **Procurement of Unarmed Security Services for the Jamaica Archives and Records Department (JARD) – Archives Unit.**

The scope of requirements includes but is not limited to:

- Facility Protection
- Detention and Apprehension
- Incident Reporting
- Regulation Enforcement
- Suspicious Activity Reporting

ELIGIBILITY REQUIREMENTS

Bidders must submit:

- Valid Tax Compliance Certificate (TCC)/Valid Tax Compliance Letter (TCL) at the Bid Submission Deadline
- Valid Public Procurement Commission (PPC) Registration Certificate in the category of Safety and Security Services – Guard Services
- Valid copy of Private Security Regulation Authority (PSRA) Licence/Registration

Procurement Method: National Competitive Bidding

Availability of Bid Document: The Bid Document will be available for download from the GoJEP website at www.gojep.gov.jm on **Tuesday, April 1, 2025.**

Site Visit / Pre-bid Meeting: A site visit/pre-bid meeting will be convened on **Friday, April 11, 2025 at 11:00 a.m.** at the JARD – Archives Unit, 27 King Street, Spanish Town, St. Catherine.

Requests for Clarification: All requests for clarifications and questions will only be accepted through GoJEP: www.gojep.gov.jm no later than **Tuesday, April 22, 2025.**

Submission Deadline: Bids must be submitted online via GoJEP: www.gojep.gov.jm no later than **Monday, April 28, 2025 at 10:00 a.m.**

This is an online Tender opportunity where tenders will only be made available and accepted via the Government of Jamaica Electronic Procurement (GOJEP) portal at www.gojep.gov.jm. No offline (hard copy) Bids will be accepted and there will be no physical tender box for drop-off of bidding documents. **Late bids will automatically be rejected by the system.**

To participate in this tender opportunity, Suppliers must first be registered on the GOJEP portal: www.gojep.gov.jm. To register, please select the "Register as a supplier" link from the system home page. For assistance regarding training, registration or how to download tender documents and upload of tender proposals, please contact the Ministry of Finance and the Public Service, Office of Public Procurement Policy Customer Care desk at: **876-932-5220, 876-932-5244, 876-932-5253, 876-932-5251, 876-932-5246, 876-932-5205** or via email at oppccustomer@moj.gov.jm

The Ministry of Education, Skills, Youth and Information is not obligated to accept the lowest or any tender and reserves the right to annul the tender process and reject all tenders at any time before the award without incurring any liability