



POST AND TELECOMMUNICATIONS DEPARTMENT  
6 – 10 SOUTH CAMP ROAD, C.S.O.  
JAMAICA W. I.

INVITATION TO TENDER FOR STATIC GUARD SERVICES (PRIVATE SECURITY)

The Postmaster General of Jamaica invites suitably qualified security companies/firms to tender for the provision of security service under the heading **Static Guard Services** at the Central Sorting Office (C.S.O) and other specified Post Offices island-wide.

**Bidding will be conducted in accordance with the current guidelines stipulated in the Government of Jamaica Handbook of Public Sector Procurement Procedures.**

**Eligibility Criteria**

Bidders must submit the following documentation along with their bids:

- **Copy of a valid Tax Compliance Certificate (TCC);**
- **Copy of a valid National Contract Commission (NCC) registration certificate in the category “Safety and Security Services”;**
- **Proof of registration with the Private Security Regulation Authority (PSRA);**
- **Certified Aviation Security Provider (CASP)**
- **Proof of adequate Liability Insurance Coverage as stipulated in the tender document;**
- **A completed, signed and stamped Service Provider’s Bid Form.**

***Failure to submit the above stipulated document(s) or any document(s) requested in the tender document will result in the automatic disqualification of the bid.***

**COLLECTION OF TENDER DOCUMENT**

Tender document will be available as of **Monday, December 11, 2017** and can be collected Mondays to Thursdays between the hours of 9:00a.m to 4:00pm and Fridays 9:00am to 3:00 pm from:

**The Receptionist Area  
East Lobby, Ground Floor, Central Sorting Office (CSO)  
6 – 10 South Camp Road  
Kingston  
Telephone: 922-9430-4; 922-6603**

A non-refundable payment of Three Thousand Dollars (\$3,000.00JD) per document in the form of cash or manager’s cheque made payable to the “Postmaster General” will be required when collecting the tender document.

**RETURN OF TENDER**

Completed tenders along with all required documents must be deposited **no later than Tuesday, January 30, 2018 at 11:00 am** in the tender box located in the East Lobby area on the Ground Floor of the Central Sorting Office, 6-10 South Camp Road, Kingston.

**Tenders submitted after this time will not be accepted.**

**TENDER OPENING**

Tenders will be opened publicly at CSO in the Postmaster General’s **Conference Room, Third Floor, at 11:15 a.m. Tuesday, January 30, 2018** in the presence of the bidders or their representatives who choose to attend.

**TENDER BRIEFING**

A Tender Briefing will be held on **Monday, December 18, 2017 at 10:00a.m** at the Post & Telecommunications Department, in the Conference Room, 3<sup>rd</sup> Floor at the Central Sorting Office, 6-10 South Camp Road, Kingston CSO.

***The Postmaster General reserves the right to:***

***Not accept the lowest bid;***

***Reject or accept any or all tenders or to annul the tender process at any time prior to the award of the contract without incurring any liability.***