



HEADQUARTERS
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 **Thursday, February 15, 2018** 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 Nos. 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 **Monday, March 19, 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. Monday, March 19, 2018** in the presence of the bidders or their representatives who choose to attend.

TENDER BRIEFING

A Tender Briefing will be held on **Thursday, February 22, 2018 at 10:00a.m** at the Post & Telecommunications Department, in the Conference Room, 3rd 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.