



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

January 2, 2018

**Invitation to Tender for Private Armed Escort Security Services**

The Postmaster General of Jamaica invites suitably qualified contractors to tender for the provision of Security Services under the heading Private Armed Escort Security 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);**
- **Proof of adequate Liability Insurance Coverage;**
- **Bid Security in the amount of Five Hundred and Thirty Thousand Jamaican Dollars (\$530,000.00) in the format specified;**
- **Audited Financial Statements for the last three (3) years of the company's operation;**
- **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 **Tuesday, January 9, 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 **Tuesday, February 20, 2018 at 10:00 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 10:15 a.m. Tuesday, February 20, 2018** in the presence of the bidders or their representatives who choose to attend.

**TENDER BRIEFING**

A Tender Briefing will be held on **Wednesday, January 17, 2018 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.***