



COMPANIES OFFICE OF JAMAICA

Invitation to Tender

*Provision of Security Services
At the Companies Office of Jamaica*

The Companies Office of Jamaica (COJ), an Executive Agency of the Ministry of Industry Commerce, Agriculture and Fisheries, now invites sealed bids from eligible contractors to provide security services at the offices of the COJ, located at 1 Grenada Way, Kingston 5. Contractors may bid for all, one or a combination of the following packages:

- | | |
|-------------------|--|
| Package 1: | <i>Provision of Armed and Unarmed Security Officers</i> |
| Package 2: | <i>Provision of Armed Courier Services</i> |
| Package 3: | <i>Maintenance of Access Control and CCTV, Maintenance and Monitoring of Intrusion Detection and Panic/Hold-Up Systems</i> |

ELIGIBILITY CRITERIA

Individuals/Companies interested in bidding **must submit** along with their proposals:

- Copy of a valid and current Tax Compliance Certificate (TCC);
- Proof of Registration with the National Contracts Commission in the category *Safety and Security Services* and;
- Letter of Good Standing from the Companies Office of Jamaica.
- Evidence of Registration with the Private Security Regulation Authority

COLLECTION OF BID DOCUMENTS

Tender documents will be available from the Telephone Operator/Receptionist at the COJ offices at a cost of \$3,500.00 (non-refundable fee payable to the Cashier at the COJ offices by cash or manager's cheque) during the period Wednesday May 30, 2018 to Thursday June 14, 2018 between the hours of 9:00 am to 2:30 pm. The Organisations who purchased bid documents in response to the earlier advertisement in April 2018 are not required pay another fee, but are required to collect the new bid documents from the Telephone Operator/Receptionist on presentation of the last receipt. Alternately these organisations may scan their receipts and request the Bid Documents by electronic mail using either of the email addresses provided below.

Other interested persons/companies may request that Tender documents also be sent to them by electronic mail upon payment of the non-refundable fee of Three Thousand Five Hundred Dollars (\$3,500.00).

BID SUBMISSIONS

Sealed Bids must be deposited in the Tender Box labelled: *"Tender for Security Services"* located in the lobby of the COJ offices, 1 Grenada Way, Kingston 5 **no later than 10:00 am on Friday June 15, 2018. Late bids will not be accepted.**

BID OPENING

Bids will be opened at the COJ Offices (the Lunch Room), Ground Floor, **at 10:30 am on Friday June 15, 2018.** Bidders and/or their representatives are invited to attend.

The COJ is not obligated to accept the lowest or any bid and reserves the right to terminate or restart the tender process at any point prior to the award of the contract without incurring liability to any of the participants.

Site Visit

One general site visit will be held at the COJ to assist bidders to be properly acquainted with the facility. No other site visit will be accommodated. This site visit will take place on **Tuesday June 5, 2018 commencing at 3:30 pm.** All interested bidders are required to contact Jean McNaughton-Douett by telephone at 908-4419-25, extension 23202 or by email at mcnaughtonj@orcjamaica.com to make arrangements to attend.

Clarifications

Clarification relating to this tender may be directed to the Director, Human Resource Management & Administration by email at daviskn@orcjamaica.com.