



AUDITOR GENERAL'S DEPARTMENT
40 KNUTSFORD BOULEVARD
P.O. BOX 455
KINGSTON 5
JAMAICA

ANY REPLY OR SUBSEQUENT REFERENCE
TO THIS COMMUNICATION SHOULD BE
ADDRESSED TO THE AUDITOR GENERAL
AND **NOT TO ANY OFFICER BY NAME**
AND THE FOLLOWING REFERENCE
QUOTED:-

Tel. No.: 926-8309/926-5963/926-5846
Fax Number: 968-4690
Email: audgen@auditorgeneral.gov.jm

INVITATION TO TENDER Security Services

AUDITOR GENERAL'S DEPARTMENT

The Auditor General's Department invites companies registered with the National Contracts Commission in the category of "Safety and Security" to submit bids for the provision of security services for the offices located at 40, Knutsford Boulevard, Kingston 5.

Scope of services:

- Provision of one uniformed (1) armed guard; single location to perform general Security & Receptionist duties
- Officer will be required to facilitate access into and out of the designated area
- Officer will be required to monitor the controls for the camera
- Officer to act as escort for staff from Office building to parking area between 5:00pm and 7:00pm

Working conditions:

- Mondays to Fridays: 7:30 am to 7:00pm

Eligibility of Tenders

Bidders must submit the following documentation for eligibility at the time of opening:

- Copy of valid Tax Compliance Certificate
- Proof of valid Public Procurement Commission Supplier Registration
- Proof of valid registration with the Private Security Regulation Authority (PSRA)
- Signed audited financial statements for two financial years (2016/2017 & 2017/2018)
- Proof of up-to-date and adequate Public and Employers Liability Insurance. (Employers Liability Insurance must cover all company operatives and or person(s) acting on the Contractor's behalf or in their interest)

Failing to adhere to the above will result in automatic disqualification of bid(s) at the point of opening. Copies of documents must be certified by a Justice of the Peace or Notary Public prior to submission

Assessment Criteria

Tenders will be evaluated using the following criteria:

- Personal capabilities and experience
- Firm's financial status
- Cost of Services
- References

Return of Tender

Tenders should be returned in sealed envelopes, marked **Tender for Security Services** and deposited in the tender box located in the lobby at 40, Knutsford Boulevard, Kingston 5 by **2:00 p.m. on Monday, July 22, 2019.**

Tender Opening

Each bidder is invited to the **public tender opening at 2:15 p.m. on Monday, July 22, 2019** in the Conference Room at the address above. Information regarding tender is available on AGD's website: **www.auditorgeneral.gov.jm**.

For further information please contact:

Senior Director, Human Resource & Administration
Auditor General's Department
40, Knutsford Boulevard,
Kingston 5 Tel: (876) 926-8309

The Agency reserves the right to reject any or all bids received.