

MINISTRY OF JUSTICE
REQUEST FOR EXPRESSIONS OF INTEREST
For the
DELIVERY OF SECURITY GUARD SERVICES

Background

The Government of Jamaica (GOJ) through the Ministry of Justice hereby invites Expression of Interest (EOI) from firms to provide security services at its offices at 61 Constant Spring Road during normal operating hours, Monday to Friday, from 8:30 a.m. to 5:00 p.m.; Friday 8:30 - 4:00 p.m.

The primary goal of the contract is to provide the Ministry of Justice (MOJ) with uniformed, unarmed and armed trained Security Guards to ensure safety and to avoid violence in any crisis situation while affording maximum protection to MOJ staff members, members of the public and public officials and to the MOJ buildings, grounds and premises, personal property, and to any other users of MOJ's facilities and services. The uniformed Security Guard force will act as a deterrent to anyone who may plan to commit an act of violence against MOJ persons and property.

The primary goal of the Contract is to provide the Ministry of Justice (MOJ) with uniformed, armed and unarmed, trained Security Guards to ensure the safety and to avoid violence in any crisis situation while affording maximum protection to MOJ staff members, members of the public and public officials and to the MOJ buildings, grounds and premises, personal property, and to any user of MOJ's facilities and services. The uniformed Security Guard force will act as a deterrent to anyone who may plan to commit an act of violence against MOJ persons and property.

Duration of Contract

The term of the Contract shall be for one (1) year, estimated to begin in July 2016, with an option to renew thereafter for successive (twelve) month periods, up to three (3) years.

Requirements

Interested firms should provide information demonstrating that they have the capability, qualifications and experience to perform the required services, which include:

- Licensed as a qualified security services company for at least ten (10) years in accordance with the requirements of the laws of Jamaica;
- Registered with the Private Security Regulations Authority (PSRA);
- Adequate number of Security Guards employees with valid licence;

- *Expert knowledge in Site-specific Access Control* procedures with respect to job assignment, maintenance of forms and records, and access authorization procedures;
- *Expert knowledge in Patrol and Inspection* techniques
- Expert Knowledge and awareness in the importance of safe work practices, spotting unsafe conditions and reporting, correcting/mitigating safety violations or unsafe conditions;
- Maintaining law and order within assigned areas consistent with Security Guard training and equipment so as not to unreasonably endanger property and/or persons;
- Provide surveillance of all persons entering and exiting MOJ buildings
- Maintaining a mentally alert and rested guard force and to avoid Security Guards working in excess of the mandatory number of hours;
- Capacity and capability to provide up to two (2) additional Security Guards to respond to any contingencies with a 24-hours' notice;

The Ministry now invites interested entities to submit Expressions of Interest (EOI) to offer this service. Interested firms are to submit a Statement of Capability which must provide a clear and detailed company profile (*including the curriculum vitae of management team*), outlining their qualifications and experience in undertaking similar services.

Information gained from responses to this EOI is intended to be used in the development of a subsequent Request for Proposal (RFP). The service provider will be selected in accordance with the procedures set out in the Government of Jamaica (GoJ) Handbook of Public Sector Procurement Procedures, March 2014.

A response to this EOI is not a prerequisite for participation in any subsequent RFP or bid opportunity. Responders will be appropriately informed of such an opportunity as soon as it becomes available. Additionally, the RFP will require that bidders submit a valid Tax Compliance Letter (TCL) or a valid Tax Compliance Certificate (TCC) and be registered with the National Contracts Commission (NCC) in the category of Safety and Security.

Interested service providers seeking further information and/or clarification regarding the EOI should send an email to hyacinth.smith@moj.gov.jm or mail to the address below. Request for further information and/ or clarification must be sent no less than five (5) days before the final submission date for the EOI between the hours of 8:30 a.m. and 5:00 p.m., Mondays to Thursdays and 8:30 a.m. to 4:00 p.m. on Fridays.

*All Firms expressing interest should submit/deposit documents (5 copies) in the tender box at the address below, no later than **Monday, June 6, 2016 at 2:00 p.m.** in a sealed envelope clearly marked: "Expression of Interest (EOI): "Delivery of*

Security Services”, Director of Procurement and Office Services, Ministry of Justice, 61 Constant Spring Road, Kingston 10.

The opening of the Expressions of Interest is scheduled for 2:15 p.m. on Monday June 6, 2016, 61 Constant Spring Road, Kingston 10 in the presence of firms representatives, who choose to attend.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

Director, Procurement and Office Services,

Ministry of Justice,

61 Constant Spring Road, Kingston 10.

Telephone: 906 4923-31 Ext. 5491 or 5480