



INVITATION TO TENDER

The Department of Correctional Services (DCS) is seeking qualified contractors for a One (1) Year contract to provide Security Services at three of its Institutions.

Lots	Post/Duties	Required Number & Type of Guards	Shift/Hours	Required # of hrs	Workdays
1	Tower Street Adult Correctional Centre 2-4 Tower Street, Kingston.	Twenty (20) Trained Armed Guards	8:pm-8:am	12	Mon- Sun, Including Public Holidays
2	St. Catherine Ault Correctional Centre 1 White Church Street, Spanish Town, St. Catherine.	Twenty six (26) Trained Armed Guards	8:pm-8:am	12	Mon- Sun, Including Public Holidays
3	Tamarind Farm Adult Correctional Centre Salt Pond Road, Spanish Town, St. Catherine.	Sixteen (16) Trained Armed Guards	7:am-7:am	24	Mon-Sun, Including Public Holidays

Eligibility for Tender

Tenderers must provide:

- ⤴ completed, signed and sealed Form of Tender
- ⤴ valid Tax Compliance Certificate (TCC)
- ⤴ valid National Contracts Commission (NCC) Registration Certificate in the category of “**Safety and Security Services**”.
- ⤴ Valid Private Security Regulation Authority License and Registration

Collection of Documents:

Tender documents can be obtained as at March 05, 2018 for a non-refundable fee of \$2,000.00 payable by Cash or Manager’s Cheque at the address given below:

Cashier, First Floor, Department of Correctional Services, 5-7 King Street, Kinston from Mondays to Thursdays 9:00 am – 3:00 pm and Fridays 9:00 am – 2:00 pm. Bidders who previously purchased bidding documents will be given a copy at no cost.

Return of Tenders:

Sealed bids are to be placed in the designated Tender Box labeled: "Security Services" located on the Ground Floor, Department of Correctional Services, 5-7 King Street, Kingston on or before 1:00pm on April 5, 2018. Public Opening of the Tenders will follow at 2:15pm in the Conference Room, Ground Floor, Department of Correctional Services.

For further information please contact:

Chief Procurement Officer
Department of Correctional Services
5-7 King Street,
Kingston
Tel: 967-2781-3, Fax: 967-2539
Email: procurement@dcs.gov.jm