



INVITATION TO BID

The **National Health Fund**, 6th Floor, The Towers, 25 Dominica Drive, Kingston, now invites sealed bids from eligible bidders to provide **Private Security Guard Services**.

ELIGIBILITY

Bidders must submit the following, along with their technical specifications and documentations, for eligibility at the time of opening:

- Copy of a valid and current National Contracts Commission (NCC) Certificate in the category: Safety & Security Services
- Copy of a valid and current Tax Compliance Certificate (TCC).
- Proof of a valid registration with the Private Security Regulation Authority (PSRA).
- Proof of up-to-date and adequate liability Insurance (to cover all company operatives and or persons acting in the company's interest).
- Audited Financial Statements for the last three (3) years of the company's operations.
- A completed and signed Service Provider's Bid Form.
- Bid Security in the amount of J\$200,000.00

Failure to adhere to a-g above will result in automatic disqualification of bid(s).

COLLECTION OF DOCUMENTS

Bid documents will become available **Monday, December 31, 2012** from the Receptionist's desk, 6th Floor, The Towers, 25 Dominica Drive, Kingston 5, between the hours of **9:00 a.m.** and **4:00 p.m.** A non-refundable payment of \$3,500.00 in cash or manager's cheque made payable to National Health Fund, will be required for each bid document. Payment must be made to the cashier at the address mentioned above and the receipt submitted in order to obtain the bid document.

QUERIES

Queries should be directed to Kirk McKain at kmckain@nhf.org.jm.

BID SUBMISSIONS

Bids must be delivered (one original and 4 copies) of equal content in a sealed envelope and placed in a marked Tender Box located in the Receptionist area of the National Health Fund office, 6th Floor, The Towers, 25 Dominica Drive, Kingston 5 **on or before 2:00 p.m., Friday, January 25, 2013** addressed as follows:

"Private Security Guard Services to NHF Facilities"
The National Health Fund
6th Floor, The Towers
25 Dominica Drive
Kingston

Late bids will be rejected.

TENDER OPENING

Bids will be opened in the presence of the bidder's representative, who chooses to attend, at **2:15 p.m., Friday, January 25, 2013** in the conference room of the National Health Fund, 6th Floor, The Towers, 25 Dominica Drive, Kingston 5.

The National Health Fund reserves the right to accept or reject any or all bids and restart the entire bid process.