



PASSPORT, IMMIGRATION & CITIZENSHIP AGENCY

INVITATION FOR BIDS

Provision of Armoured Courier Services

Passport, Immigration & Citizenship Agency (PICA) wishes to invite qualified bidders to submit bids for the provision of Armoured Courier Services. The successful bidder will be appointed under a three year contract to provide the said service.

ELIGIBILITY

To be considered eligible, bidders must possess and provide proof of the following:

- Current registration with the National Contracts Commission as a supplier of Goods and Services in the category Safety and Security Services
- A valid Tax Compliance Certificate
- PSRA registration

COLLECTION OF BIDDING DOCUMENTS

A complete set of Bidding Documents in English may be purchased at a non-refundable fee of Three Thousand Dollars (\$3,000.00) in Jamaican currency upon submission of a written application. The method of payment will be Cash, Manager's Cheque, Debit or Credit Card.

Payments shall be made at: The Cashier Section, Passport, Immigration & Citizenship Agency, Ground Floor, 25 Constant Spring Road, Kingston 10.

Documents will be available for inspection and issuance upon submission of a valid receipt at Passport, Immigration & Citizenship Agency, PICA Administration Unit, 21 West Kings House Road, Kingston 10.

Payment, inspection and issuance will be facilitated from **Tuesday, December 12, 2017 to Tuesday, December 19, 2017: Monday to Friday, 9:00 a.m. - 3:00 p.m.**

Failure to directly purchase the Tender/Bid Document from the Procuring Entity will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.

RETURN OF BIDS

Sealed bids must be delivered and submitted in the Tender Box labelled "ARMOURED COURIER SERVICE" located in the Reception Area, PICA Administration Unit, 21 West Kings House Road, by or before **3 p.m. January 10, 2018.**

BID OPENING

Public opening of bids will take place in the Conference Room, PICA Administration Unit, 21 West Kings House Road, Kingston 10, at **3:15 p.m. on January 10, 2018.**

For further information and clarification, please contact:

Ms. Nathalie Frazer Bedassie
The Procurement Officer
21 West Kings House Road
Kingston 10

Tel: 754 7422 ext. 6341

Email: Procurementpica@pica.gov.jm