



The Passport, Immigration & Citizenship Agency

RETENDER INVITATION FOR BIDS

Project Name: Provision of Janitorial Services for PICA locations.

Reference No.: PICA-JSRV-NCS109-2022-25

The Passport, Immigration & Citizenship Agency (PICA), an Executive Agency under the Ministry of National Security, hereby invites suitably qualified firms to submit Bids for the referenced Procurement Opportunity.

Procurement Method: National Competitive Bidding

AVAILABILITY OF TENDER DOCUMENTS:

Tender documents, which include details of firms' eligibility, will be available for download from the Government of Jamaica Electronic Procurement Portal (GOJEP) as of **Tuesday, September 6, 2022**. The website address is <https://www.gojep.gov.jm>.

PROJECT BACKGROUND:

The Passport, Immigration & Citizenship Agency (PICA) occupies premises at the below listed locations and requires cleaning services as outlined in the Tender documents under a 3-year agreement. The PICA locations are as follows:

- ❖ 25 Constant Spring Road, Kingston 10 – approx. 15,800 sq. ft.
- ❖ 21 West Kings House Road, Kingston 10 – approx. 5,518 sq. ft.
- ❖ 8 Waterloo Road, Kingston 10 – approx. 17,900 sq. ft.
- ❖ 3 & 3A North Avenue – approx. 3,500 sq. ft.
- ❖ NMIA Airport – approx. 10,000 sq. ft.
- ❖ Kingston Container Terminal – approx. 500 sq. ft.
- ❖ The Annex at Fairview, Montego Bay, St. James – approx. 6,000 sq. ft.
- ❖ SIA Airport – approx. 10,000 sq. ft.
- ❖ 8 Park Avenue, St Ann's Bay – approx. 3,500 sq. ft.
- ❖ Port Antonio, Portland – approx. 1,200 sq. ft.
- ❖ May Pen – approx. 1,000 sq. ft.
- ❖ 26 Hargreaves Avenue, Mandeville – approx. 1,755 sq. ft.
- ❖ 230 Spanish Town Road, The Archives – approx. 500 sq. ft.

TENDER DETAILS:

Further details on the tender, including Bid Submission Deadline, Clarification Period and Tender Opening, are outlined in the tender documents.

NOTE:

This is an online tender where tender documents, clarifications and bids will only be made available and accepted via the Government of Jamaica Electronic Procurement Portal – GOJEP (www.gojep.gov.jm). No offline (hard copies) will be accepted and there will be no physical tender drop-off box.

To participate in this tender opportunity, suppliers must first be registered on the GOJEP at www.gojep.jm. To register please select the "Register as a supplier" link from the system's home page.

For assistance relating to the operations of the GOJEP website, please contact the Office of the Public Procurement Policy (OPPP) within the Ministry of Finance and the Public Service at (876)932-5220/(876)932-5205 or oppccustomer@mofo.gov.jm. For further information, please contact:

**The Director, Public Procurement
21 West Kings House Road
Kingston 10**

Tel: (876) 754-7422; Email: Procurementpica@pica.gov.jm