

**TAX ADMINISTRATION JAMAICA**  
**Invitation to Tender for the**  
**Provision of Security Services for**  
**Tax Administration Jamaica Locations (Islandwide)**

*July 28, 2018*

Dear Sir/Madam,

1. On behalf of the Government of Jamaica, the Tax Administration Jamaica has committed funds to undertake the **Provision of Security Services for the Tax Administration Jamaica Offices (Islandwide)**, TAJ-2018/2019-Q2-006 for which this Request for Proposals is issued. The award of contract/contracts is for a three years period commencing in the year 2018.
2. Tax Administration Jamaica invites interested bidders to submit their proposals for **Provision of Security Services for Tax Administration Jamaica locations**. See below the listed Zones.

**(A) Ten (10) Zones - Forty-43 locations**

**A. Zone One**

- i. Montego Bay Revenue Service Centre
- ii. Bay West - Training Center
- iii. Lucea Tax Office
- iv. Savanna-la-Mar Tax Office
- v. Darliston Tax Office

**B. Zone Two**

- i. St. Ann's Bay Tax Office
- ii. Jackson Town Tax Office
- iii. Brown's Town Tax Office
- iv. Falmouth Tax Office
- v. Moneague Tax Office

**C. Zone Three**

- i. Port Morant Tax Office
- ii. Morant Bay Tax Office
- iii. Kingston Revenue Service Centre
- iv. Stamp Office (Harbour Street)

**D. Zone Four**

- i. Spanish Town Tax Office
- ii. Portmore Tax Office
- iii. Linstead Tax Office
- iv. Old Harbour Tax Office

**E. Zone Five**

- i. Port Maria Tax Office
- ii. Annotto Bay Tax Office
- iii. Buff Bay Tax Office
- iv. Port Antonio Tax Office
- v. Constant Spring Revenue Service Centre
- vi. Cross Roads Tax Office

**F. Zone Six**

- i. The Office Centre Building, Ocean Boulevard - 1<sup>st</sup> Floor (Annex)
- ii. The Office Centre Building, Ocean Boulevard - 10<sup>th</sup> Floor
- iii. Shops 26-27, Kingston Mall
- iv. Shops 35-36, Kingston Mall
- v. Shops 38-42, Kingston Mall
- vi. Shop 14, Project Office

**G. Zone Seven**

- i. May Pen Tax Office
- ii. Lionel Town Office
- iii. Chapelton Town Tax Office
- iv. Christiana Tax Office

**H. Zone Eight**

- i. Mandeville (Race Course)
- ii. Mandeville (Caledonia)
- iii. Santa Cruz Town Tax Office
- iv. Black River Tax Office

**I. Zone Nine**

- i. Cross Roads - TAJ Stores (Regal Plaza)
- ii. Dewar Building - East Street

**J. Zone Ten**

- i. The NCB Towers, Oxford Road - 6<sup>th</sup> Floor
- ii. The NCB Towers, Oxford Road - 9<sup>th</sup> Floor
- iii. Tax Administration Jamaica Headquarters

3. Interested bidder can bid on one or more Zones. The procedures described in this RFP, in accordance with the Government of Jamaica Handbook of Public Sector Procurement Procedures which can be found at the following website: [www.mof.gov.jm](http://www.mof.gov.jm).
4. The RFP includes the following documents:
  - a. Letter of Invitation
  - b. Instructions to Bidders
  - c. Scope of Work for each location
  - d. Compliance Schedule
  - e. Price Schedule
  - f. Client Referral Form
  - f. Site Visit Schedule
5. **Availability of the Bid document & Bid Submission**, this is an online tender where tender documents and bids will only be made available and accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)). No offline (hard copies) will be accepted and there will be no physical tender drop box for drop-off of tender documents.

Tenders can be downloaded as of Monday July 30, 2018 at 11:00 a.m.

Clarification period July 30, 2018 to August 24, 2018

Tenders must be submitted by electronic portal no later than Friday September 7, 2018 at 2:00 p.m. Proposals submitted after this time and date will automatically be disqualified.

6. **A Mandatory** Islandwide site visit to the Tax Administration Jamaica Offices will be from August 7, 2018 to August 16, 2018 (8 working days). *(Tax Administration Jamaica will not be accommodating any site visit after August 16, 2018)*
7. Please visit the website at [www.jamaicatax.gov.jm](http://www.jamaicatax.gov.jm) , click on “Procurement Opportunities” for further details.
8. Contact details:

**Contact person:** Mrs. Stacy Ivey - Director of Procurement

**Email Address:** [tajprocurement@taj.gov.jm](mailto:tajprocurement@taj.gov.jm);

**Contact telephone numbers:** 967-9867 or 967-0208