

University of Technology, Jamaica
Request for Proposal
From Security Guard Companies
Contract NCB #2022/SS/25-25-110AR

The University of Technology, Jamaica (UTech Ja) invites proposals from tax compliant Security Guard Companies registered to conduct business in Jamaica, to provide security guard services at the University's campuses in a two-year contract. Current registration with the Private Security Regulation Authority (PSRA) and the Public Procurement Commission will be requirements for award of a contract.

Scope of Works

The provider of the security guard services will be required to:

- Provide a high level of Customer Service.
- Promote lawful behavior and protect the welfare of students, staff and any other users of the University.
- Patrol campus grounds to identify security risks, and ensure buildings, unoccupied rooms, external doors, car parks and security systems are safe and secured.
- Monitor behavior, secure buildings and property, investigate disturbances, maintain order during events and enforce regulations.
- Monitor University visitors to ensure safety and access in accordance with University's policies and procedures
- Enforce and monitor crowd control and safety measures at special events.
- Monitor the physical safety of the University's buildings by locking and unlocking doors, patrol and report suspicious behavior.
- Enforce traffic and parking regulations; clamping offenders where necessary
- Undertake escort duties for staff, students and visitors as directed.
- Assist the designated Safety Officer in evaluating and implementing university policies and procedures in the conduct of safety and security inspections.
- Attend all responses to alarms, medical emergencies, fires and other similar matters, evacuating premises and contacting appropriate emergency services if required.
- Participate in the planning and conduct of drills and response for various security risk scenarios.
- Write and submit incident reports to the Director of Safety and Security.
- Provide incidents reports within 24 hours of occurrence.
- Conduct investigations of security breaches as directed.
- Ensure the personal security of employees, students and other users of the University
- Protect against unauthorized incursion on the campuses.
- Prevent theft of University's goods and property.
- Prevent theft of employees' goods and/or property
- Provide on-going advice and participation in Manager's meetings as required, by high level security personnel who will function in a consultative role.
- Provide security enhancing systems including increased use of electronic security devices; guard tour electronic system and mobile patrols where appropriate.
- Provide supporting administrative functions, for example, the custody of keys, managing gate passes, maintaining visitor's logs and maintaining staff attendance registers.

- Establish liaison with local authorities to support security efforts.
- Ensure the provision of additional security to deal with unplanned developments can be adequately met.
- Provide 24-hour motorized patrol.
- Maintain uniformed security presence with best fit of personnel and posture to promote an atmosphere of security and inspire confidence within the community.

Proposals

The bid document will be available for download as of March 15, 2022 from the Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Interested eligible Security Companies must submit with their Technical Proposals, certificate of registration with the PSRA; Certificate of registration with the Public Procurement Commission; Bid Securing Declaration; Bid Submission Form; a valid Tax Compliance Certificate or Tax Compliance Letter for the Bidding Company along with the requirements of the Bid Data Sheet.

The financial proposal must be submitted separately and appropriately labeled.

All clarifications shall be done through the e-GP System. The deadline for the receipt of clarifications is April 19, 2022 at 10:00am. Bids shall be valid for a period of **180 days** after bid closing **April 28, 2022**. Bids must be submitted no later than **10:00am on April 28, 2022**. Online bid opening will be at **10:15am on April 28, 2022**. An online bid opening report will be sent to all bidders that submitted a bid.

This is an online managed tender and tender documents and Contractors bids will only be accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of bids.

To participate in this Tender opportunity, Contractors must first be registered and know how to use the electronic Procurement System at www.gojep.gov.jm. Please register on the e-GP System by selecting *the register as a Supplier link* from the homepage.

For assistance and training please contact the support desk at (876) 932-5220.