

**OFFICE OF THE PRIME MINISTER
INVITATION TO TENDER**

**Janitorial and Related Services
LCB #2016/04/018A**

The Office of the Prime Minister (OPM) now invites sealed bids from eligible and qualified suppliers for the provision of **Janitorial and Related Services** at the Office of the Prime Minister and the Office of the Cabinet. Bidding will be conducted through the Local Competitive Bidding (LCB) procedures as outlined in the Government of Jamaica Handbook of Public Sector Procurement Procedures, March 2014 (<http://www.mof.gov.jm>) and is open to all bidders locally.

The service includes the cleaning of all offices, corridors and common areas; dusting of all files in the registries, cleaning of blinds as well as the washing of all external windows. Further details may be obtained from the Bid Document.

Eligibility Requirement: Tenderers MUST include:

1. A valid National Contracts Commission (NCC) Certificate in the category of **Janitorial, Sanitation Services**
2. A Valid Tax Compliance Certificate/Tax Compliance Letter
3. Bid Security: Fixed Sum **JMD\$250,000.00** in the form of a Manager's Cheque or a Bank Guarantee

A complete set of bidding documents, in English, may be purchased by interested bidders as of **Monday, April 25, 2016** for a non-refundable fee of **\$3,000.00 JMD** payable at the Cashier, and the submission of a receipt to the Procurement Manager, Administration Building, Office of the Prime Minister, 1 Devon Road, Kingston 6. The method of payment may be cash or Manager's Cheque.

Bids **MUST** be placed in the designated Tender Box located in the Procurement Unit, the Administration Building, Office of the Prime Minister, on or before **Friday, May 20, 2016 at 10:00 a.m.** Bids must be returned in a plain, sealed envelope appropriately marked on the outside of the envelope: **"Janitorial and Related Services"** addressed to:

**The Procurement Manager
Office of the Prime Minister
1 Devon Road, Kingston 6**

Opening Information: The public opening of proposals will take place in the Press Room, Administration Building, at **10:15 a.m. on Friday, May 20, 2016.** For further information, please contact:

**The Procurement Manager
Office of the Prime Minister
1 Devon Road, Kingston 6
Tel: 927 – 9941 – 3, 927-4101-3, 920-8788
Fax: 978-3073
Email: procurement@opm.gov.jm**