

HOUSING AGENCY OF JAMAICA LIMITED

PROVISION OF PROPERTY MANAGEMENT SERVICES FOR HOUSING AGENCY OF JAMAICA HEAD OFFICE

Housing Agency of Jamaica Limited (HAJL) invites contractors with suitable experience to submit bids for the Provision of Property Management Services for the Housing Agency of Jamaica Main Office located at 13 Caledonia Avenue, Kingston 5.

The **Scope of Works** includes but not limited to Maintenance of the Property to include janitorial services, security, landscaping and grounds maintenance, elevator and generator maintenance, disaster management, environmental services, air conditioning, electrical and energy conservation, plumbing services and general maintenance of properties located at the Agency's Head Office.

AVAILABILITY & COST OF REQUEST FOR PROPOSAL

The Request for Proposal will be available from the Procurement Unit, Housing Agency of Jamaica, 13 Caledonia Avenue, Kingston 5, as at **Tuesday, October 1, 2019, between 9:00 a.m. and 4:00 p.m.** for a non-refundable fee of Three Thousand Jamaican Dollars (J\$3,000.00). The method of payment shall be by debit card, payable at the Agency or by cash, deposited to HAJL Chequing Account at National Commercial Bank (NCB) using the Customer #99-555555.

CONTACT INFORMATION

All queries related to this Request for Proposal shall be directed to:

The Procurement Officer
jerome.aikman@hajl.gov.jm
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5
Tel. No: 876-968-7522-4

Applications for the Property Management Services must be submitted in both a Technical Proposal and a Financial Proposal and placed in a sealed envelope labelled "**Request for Proposal – Provision of Property Management Services**" and deposited in Tender Box located in the Procurement Unit, 2nd Floor, Housing Agency of Jamaica Limited by or before **10:00 a.m. on Thursday, October 24, 2019**. Bids will be opened on the same day at **10:15 a.m.**

LATE BIDS WILL BE REJECTED

HAJL uses this opportunity to advise contractors to follow all instructions prescribed by the procuring entity. HAJL reserves the right to terminate the procurement process at anytime without incurring any liability.