



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE **FINANCIAL SECRETARY** AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 922-9600  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE AND THE PUBLIC SERVICE**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

March 13, 2014

**Circular No. 9**  
**Division: Public Expenditure Policy Co-ordination**  
**Permanent Secretaries**  
**Heads of Departments**  
**Chief Executive Officers**  
**Heads of Procuring Entities**

**Re: Amendments to GOJ Handbook of Public Sector Procurement Procedures**

Permanent Secretaries, Heads of Departments, Chief Executive Officers and other Heads of Procuring Entities are hereby advised that in accordance with **Cabinet Decision No. 27/13** dated July 15, 2013 the procurement procedures have been amended with effect from **March 17, 2014**.

Kindly access the following link on the Ministry of Finance website (<http://www.mof.gov.jm/procurement-policy/revised-handbook-public-sector-procurement-procedures-march-2014>) to view amendments to the following sections of the **Revised GOJ Handbook of Public Sector Procurement Procedures, March 2014**:

**Volume 1:- General Provisions**

Section 1.2.1(m) - Exclusions  
Section 2.2.5 - Procurement Committee

**Volume 2:- Procurement of Goods, Works and General Services**

Section 1.1 - Procurement Methods  
Section 1.1.5 - Emergency Contracting  
Section 1.3.1 - NCC Requirement  
Section 1.3.3 - TCC Requirement  
Section 1.3.4 - Pre-qualification of Bidders  
Appendix 6 - NCC Register of Public Sector Contractors

**Volume 3:- Procurement of Consulting Services**

Section 1 - 1.1 - Procurement of Consulting Services  
Section 1.3 - Contract Value Thresholds, Direct Contracting

**Volume 4:- Procurement of General Insurance Services**

Section 1.10 - Overseas Companies  
Section 3.1 - Brokers

In addition to the foregoing amendments, kindly note the following:

- i) Procuring Entities are no longer required to obtain the prior approval of the National Contracts Commission (NCC) to use the Direct Contracting nor the Limited Tender Methodologies above the specified thresholds. Heads of Procuring Entities now have the authority to grant such approvals, however, the recommendation for contract award must be submitted to the relevant authorities for final approval, in accordance with the thresholds established in the Handbook.
- ii) Named sub-contractors are required to submit proof of valid TCC and NCC registration at the time of bid submission and shall be assessed as part of the main contractor's team during the tender evaluation process.
- iii) Where there is no contractor listed on the NCC Register of Public Sector Contractors in the required category of procurement, the procuring entity may engage an unregistered supplier, subject to approval of the NCC.
- iv) For procurement valued above \$150M, prequalification is a mandatory requirement.
- v) For procurement up to \$500,000, NIS requirement is no longer applicable;
- vi) For insurance tenders, Brokers who propose facultative placement with Unregistered Insurers, shall obtain the approval of the Financial Services Commission and submit evidence of same within seven (7) days of notification of the award of contract.

***This supercedes Ministry of Finance & Planning Circular No. 8 dated March 7, 2014.***

Permanent Secretaries, Heads of Departments, Chief Executive Officers and other Heads of Procuring Entities are advised to bring these changes to the attention of all affected personnel.

  
for Devon Rowe  
Financial Secretary

## APPENDIX I

### AMENDED SECTIONS - HANDBOOK OF PUBLIC SECTOR PROCUREMENT PROCEDURES

#### Volume 1 - General Provisions:

##### 1.2.1 EXCLUSIONS

The following are not subject to the procedures contained in this Handbook:

- (m) procurement of air travel services, hotel accommodation and hotel services related to conferences, training seminars and other functions hosted by the government;

##### 2.2.5 PROCUREMENT COMMITTEES

- (i) The Procurement Committee shall review all procurement for which the Head of Entity is the authority for final approval. The Head of Entity may, at his/her discretion, determine the upper and lower limits for the Procurement Committee. However the base limit should not exceed \$1.5M.

#### Volume 2 - Procurement of Goods and General Services:

##### 1.1.5 PROCUREMENT METHODS

This overview provides guidance to Procuring Entities on methods for the procurement of all goods, works, general and consulting services.

##### 1.1.6 CONTRACTING UNDER EMERGENCY CIRCUMSTANCES

Emergency contracting is permitted in any of the following circumstances:

- (a) for the repairs or remedial action necessary to preserve public safety or property; or to avoid great social harm or significant public inconvenience;
- (b) for the procurement of goods, services or works in any extenuating circumstances in which the Procuring Entity is likely to incur or suffer financial loss if the procurement is not executed immediately;

### 1.3.3 TAX COMPLIANCE

Contractors and named sub-contractors participating in Public Sector procurement opportunities shall provide a valid Tax Compliance Certificate:

- (a) at the time of registration for Government of Jamaica Approved Contractor status;
- (b) prior to contract award in the case of International Competitive Bidding; and
- (c) at the time of bid submission for any other procurement method.

## Volume 3 - Procurement of Consulting Services:

### SECTION 1

The procurement methods and procedures contained in Volume 2, Sections 1.1 - 1.1.5 are also applicable to the procurement of consulting services.

#### 1.1 OVERVIEW OF CONSULTANT SELECTION METHODS - Section renamed

#### 1.3 CONTRACT VALUE THRESHOLDS

Contract Thresholds	Procurement Method	Procedures
Above J\$5 Million up to J\$10 Million	Local Competitive Bidding (LCB)	<ol style="list-style-type: none"> <li>1. The Procuring Entity issues a general advertisement in daily newspapers inviting appropriately qualified consultants.</li> <li>2. A valid TCC is required at bid submission.</li> <li>3. Standard Bidding Documents are used.</li> <li>4. Evaluation is carried out by the Evaluation Committee.</li> <li>5. The contract is subsequently approved by the Head of the Procuring Entity.</li> <li>6. The contract is awarded by the Head of the Procuring Entity.</li> </ol>