



Ministry of Finance and Planning Circular

2002 May 15

DIVISION: PUBLIC EXPENDITURE POLICY COORDINATION

Permanent Secretaries
Heads of Departments
Chief Executive Officers
Heads of Public Bodies

No.17 Public Sector Procurement Policy and Procedural Guidelines for Sole Sourcing

NOTE: Recipients of Circular No.17 dated 2002 April 24 regarding the referenced directive(s) are asked to discard same and replace with Circular No.17 dated 2002 May 15.

In accordance with Cabinet Decision on the referenced issue, attached please find a copy of the Government of Jamaica Public Sector Procurement Policy statement 2002. Custodians of the binder of Governing Documentation on Public Sector Procurement are asked to insert the attached policy statement in the appropriate section behind the white tab labeled "Policy."

In addition, Cabinet has approved a change in the conditions under which the sole source method of procurement may be used. In addition to those conditions for use identified in Section 2.1.3.4 of the Handbook of Public Sector Procurement Procedures (Handbook), effective 2002 April 24, procuring entities may employ the sole source method of procurement in the acquisition of goods, services and construction works for contract values that are less than One Million Dollars (J\$1,000,000.00) by selecting an appropriately qualified contractor from the government approved register of contractors. Procuring entities are instructed to ensure that prices quoted by prospective contractors are reasonably competitive with current market prices for the goods, services and/or construction works being procured. All other procedural guidelines contained in the Handbook remain in effect. Further, accounting officers must give written approval for use of the sole source method for contract values below \$1,000,000, such approval to form part of the procurement record.

Permanent Secretaries, heads of departments and other public body heads are asked to ensure the appropriate dissemination of these directives to all personnel with responsibility and/or accountability for procurement matters, including accounting and audit processes.

The directives contained in this Circular supersede all previous directives addressing this issue. Your compliance is anticipated

Shirley Tyndall (Ms)
Financial Secretary

Ministry of Finance and Planning

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