



MINISTRY OF FINANCE & PLANNING
30 NATIONAL HEROES CIRCLE
KINGSTON 4, JAMAICA
Tel. 922-8600-15

2002 May 03

CIRCULAR No.: 5

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

Re: Pricing of Tender or Bid Documents

Reference is made to the Handbook of Public Sector Procurement Procedures – Section 6.5.3.2 entitled “Cost and Charges for Documents.”

Procuring entities are reminded that the purpose of charging a fee for tender/bid documents is to assist the procuring entity in recovering all or part of the preparation and reproduction costs incurred. Consequently, prices charged for tender documents should reflect, as accurately as practicable, the actual production costs incurred.

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

A handwritten signature in dark ink, appearing to read 'S. Tyndall'.

For
Shirley Tyndall
Financial Secretary