



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

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE & PLANNING**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

**REF NO:**

**2013 December 09**

**Circular No.: 33**

**Division: Public Expenditure Policy Co-ordination**

**Permanent Secretaries**  
**Heads of Departments**  
**Chief Executive Officers**  
**Heads of Procuring Entities**

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**Re: Publication of the Government of Jamaica Public Procurement Page**

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The attention of Permanent Secretaries, Heads of Departments, Chief Executive Officers and Heads of Procuring Entities are invited to the amendments in respect of *Circular No. 28 dated October 2, 2013*.

It has been brought to the attention of this Ministry that Procuring Entities are disregarding the instituted mechanism for the publication of procurement opportunities by way of the Government of Jamaica (GoJ) Public Procurement Page (PPP) and placing advertisements in the print media bypassing the Jamaica Information Services (JIS). This practice must cease immediately.

The JIS is solely responsible for the issuance of GoJ procurement notices via the Public Procurement Page. No Procuring Entity is to advertise procurement opportunities outside of this facility.

A PPP template to capture the under mentioned information will be provided by JIS, as this mechanism is intended to reduce the GoJ's cost of advertising and bring about awareness to stakeholders of GoJ procurement opportunities:

- Name of Procuring Entity;
- Scope;
- National Contracts Commission (NCC) Grade &/or Category;
- Contact Information: Name & Post of Officer;
- Telephone No(s);
- Email Address; and
- Cost of Tender Document.

**Re: Publication of the Government of Jamaica Public Procurement Page**

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It must be noted that Procurement Notices, as outlined in GoJ Handbook of Public Sector Procurement Procedures, May 2012, Volumes 2, 3 and 4, Appendices A8.2; A2.4, or III; respectively, must also be publicized as follows: -

- a) On the respective Procuring Entity's website or on its Portfolio Ministry's website; and
- b) the Office of the Contractor General's (OCG) Government of Jamaica Electronic Procurement Notice Board available at:  
<http://www.procurement.gov.jm/procurement/>

To enable an ease of the placement process to the PPP, all are advised to contact Ms. Veta McPherson, Media Buyer, JIS at email: [vmcpherson@jis.gov.jm](mailto:vmcpherson@jis.gov.jm) or [jisadvertising@gmail.com](mailto:jisadvertising@gmail.com).

Each Procuring Entity will be fully responsible for submission of advertisements and payment for placements to the JIS. The weekly placement costs are as follows:

i) Both the Gleaner and Observer	\$25,000.00
ii) The Gleaner ONLY	\$14,500.00
iii) The Observer ONLY	\$11,000.00

The JIS has agreed to accept payment on a weekly or monthly basis as per Purchase Order from each procuring entity.

Failure to adhere to the directives contained in this Circular will constitute a breach of the GoJ Public Sector Procurement Regulations, 2008.

***This supersedes Ministry of Finance and Planning (MoFP) Circular No. 28 dated October 2, 2013.***

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

  
Devon Rowe  
Financial Secretary