



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

Telephone No. 92-26600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

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

REF NO: 590/018

June 15, 2016

Circular No.: 14

Division: Public Expenditure Policy Co-ordination

Permanent Secretaries  
Heads of Procuring Entities

**Re: Implementation of New Specialist Sector Committees**

Permanent Secretaries, Heads of Departments, Chief Executive Officers are hereby advised that effective July 1, 2016, the National Contracts Commission will, establish five (5) new Specialist Sector Committees, pursuant to Section 2.2.4 - NCC Sector Committees, Volume 1, *Government of Jamaica Handbook of Public Sector Procurement Procedures, March 2014*. The new Specialist Sector Committees will review all recommendations for award of contracts requiring the approval/support of the National Contracts Commission.

Procuring Entities will no longer be assigned to a specific Sector Committee for the submission of recommendations for award of contracts and other pertinent matters. Submissions shall, instead, be directed to the Chairman of the specific Specialist Sector Committee assigned to review a particular type of procurement as follows:

Name of Specialist Sector Committee	Location	Chairperson
Works Specialist Sector Committee	Port Authority of Jamaica, 15 - 17 Duke Street, Kingston	Mr. Mervis Edghill
Goods Specialist Sector Committee	Cabinet Offices/ Office of the Prime Minister, 1 Devon Road, Kingston 10	Mr. Leonard Bailey
Consultancy and General Services Sector Committee	National Works Agency, 140 Maxfield Avenue, Kingston 10	Mrs. Orlene Nembhard- Rowe
Information and Communication Technology (ICT) Specialist Sector Committee	Ministry of Economic Growth and Job Creation, 12th Floor, The Towers, 25 Dominica Drive, Kingston 5	Mr. Desmond Montgomery
Insurance Specialist Sector Committee	Ministry of Finance and the Public Service, 30 National Heroes Circle, Kingston 4	Ms. Janet Mitchell

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In preparing submissions for review by the Specialist Sector Committees, Procuring Entities will be required to submit the following documents:

1. Appropriately completed and signed Transmittal Form/ Variation Form;
2. Letter of Approval from the Head of Entity;
3. Evaluation Report (inclusive of a matrix indicating bidders' compliance with each qualification requirement as stated in the Bidding Documents);
4. Bid Document issued;
5. All supporting documents (inclusive of copies of items of correspondence issued/received during the tender process);
6. Copies of Bid Securities received; and
7. Where applicable, appropriate justification for the use of the Direct Contracting/Limited Tender procurement methodologies, inclusive of justification for the selection of the contractor/supplier and a clear demonstration that value for money has been obtained, along with the Head of Procuring Entity's approval of same.

Procuring Entities are advised to liaise with the particular Specialist Sector Committees to ascertain the established meeting dates and are required to submit all required documents at least three (3) clear working days prior to the meeting date. In addition to the submission of hard copies in the numbers stated by the Specialist Sector Committees, Procuring Entities are required to submit a compact disc containing all related documents.

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.

  
for: Devon Rowe, CD  
Financial Secretary