



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

**MINISTRY OF FINANCE & THE PUBLIC SERVICE**

**30 NATIONAL HEROES CIRCLE**

**P.O. BOX 512**

**KINGSTON**

**JAMAICA**

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REF NO: 107/166c

July 26, 2016

Circular No.: 17

Division: Public Expenditure Policy Co-ordination

Permanent Secretaries

Heads of Procuring Entities

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**Re: Publication of Procurement Notices**

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Permanent Secretaries, Heads of Departments, Chief Executive Officers and other Heads of Procuring Entities are hereby being reminded of the directives issued in:

- i. Circular No. 33 : Publication of the Government of Jamaica Public Procurement Page dated December 9, 2013 and
- ii. Circular No. 4 : Requirements for Purchase of Tender Documents dated January 18, 2016.

It has been brought to the attention of this Ministry that Procuring entities have been disregarding specific instructions provided therein. Circular No. 33: Publication of the Government of Jamaica Public Procurement Page dated December 9, 2013 states that while procurement notices are to be published using the Government of Jamaica (GOJ) Public Procurement Page facilitated by the Jamaica Information Service (JIS), the full procurement notice as outlined in the GOJ Handbook of Public Sector Procurement Procedures, Volumes 2, 3 and 4, Appendices A8.2; A 2.4 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/>

It must be noted that these directives are in pursuance of the Public Sector Procurement Regulations, 2008 under the Contractor General's Act, which states that "Tender Proceedings for prospective government contracts shall be conducted according to the procedures outlined in the Handbook, as amended from time to time, and more particularly for the purposes of these Regulations the procedures as regards - (a) invitations to tender; (b)

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qualification tender of suppliers;(c) requirements for the publicizing of bid Opportunities and Contracts; d) receipt and opening of bids; e) bid validity; and(f) bid evaluation.”

Further, Clause 10.4.2 of the Public Sector Procurement Policy (November 2010) states that “The Government will disseminate and make accessible to the public, the provisions governing procurement. This will be done through various modes of publications including electronic print. Procuring entities will observe strict requirements for publicizing procurement opportunities.”

It must be noted that accessibility of information on public procurement opportunities to all interested and qualified suppliers is a key objective of GOJ procurement.

Additionally, Circular No. 4: Requirements for Purchase of Tender Documents dated January 18, 2016 states that Procurement Notices must include and explicitly state, inter alia, “The ineligibility/non-responsiveness of a bidder from participating in the procurement process if such a bidder did not directly purchase the Tender Document.” In instances where Procuring Entities decide to charge a fee for the provision of the Tender/ Bid Documents in **hardcopy**, the following clause must be included in all Tender Notices and Tender/ Bid Documents:

*“Failure to directly purchase the Tender/Bid Documents from the Procuring Entity will result in ineligibility/non-responsiveness of that bid from participating in the procurement process.”*

At Bid Opening, Procuring Entities are also being reminded that all bids received, as at the deadline of bid submission, must be cross-referenced and consistent with the record of Tender/ Bid Documents purchased by prospective bidders.

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.



Everton McFarlane  
Financial Secretary (Assigned)