(Insert Procuring Entity details here)

(Date)

The Financial Secretary

Ministry of Finance and the Public Service

30 National Heroes Circle

Kingston 4

Dear Madam:

**Re: Report on the amendment of Procurement Contracts for Security Guard Services**

Reference is made to the subject, to Circular No x dated y and to Guidance Note GN1/2023 dated z.

In accordance with the prescribed procedures, the (insert name of procuring entity here) has undertaken a review of procurement contracts for security guard services and now reports:

1. There following contract(s) ***is/are*** ***not*** (a) qualifying contract(s) and the contract price(s) has/have not been amended

|  |  |  |
| --- | --- | --- |
| Contract Ref# | Name of Service Provider | Existing Contract Price |
|  |  |  |
|  |  |  |

1. The following contract(s) ***is/are*** (a) qualifying contract(s) and following negotiations, the contract price(s) has/have been amended as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contract Ref# | Name of Service Provider | Existing Contract Price | Amended Contract Price | Contract Price Increase (%) |
|  |  |  |  |  |
|  |  |  |  |  |

1. (insert name of procuring entity here) declares that the terms and conditions of the procurement contract have been further amended in keeping with the instructions set out in the Guidance Note GN1/23 under reference.

Yours faithfully,

…………………………………..

(Head of Procuring Entity)