



Any reply or subsequent reference to this communication should be addressed to the **Contractor-General** and the following reference quoted:-

TELEPHONE No. : 876-929-8560/6466  
FAX No. : 876-929-2476  
E-mail: gchristie@ocg.gov.jm

**OFFICE OF THE CONTRACTOR-GENERAL**  
**PIOJ BUILDING, 16 OXFORD ROAD**  
**P.O. BOX 540**  
**KINGSTON 5**  
**JAMAICA, W.I.**

November 20, 2008

TO: The Cabinet Secretary  
The Financial Secretary  
All Permanent Secretaries  
All Accounting or Principal Officers of Public Bodies

CC: Honourable Ministers of Government  
The Auditor General  
The Solicitor General  
Chair, National Contracts Commission

**Re: Formal Revised Requisition for the Regular Provision of Information Regarding Public Body Contract Awards – Contracts of J\$275,001 to J\$10,000,000 in Value**

**A. Application and Scope of Requisition**

- (1) This Revised Requisition is being made pursuant to the powers that are vested in a Contractor General by the Contractor General Act and, in particular, by Sections 4(2)(a) and 4(3) of the Act. It is being made in consequence of the recent issue, by the Ministry of Finance and Public Service, of Circular #36, dated September 22, 2008, which has advised that the prior endorsement of the National Contracts Commission (NCC) is now required for Government contract award recommendations that are "above \$10 Million" in value. Previously, the endorsement of the NCC was required for all recommendations for contracts that were \$4 Million and above in value. Notice of the gazetting of the referenced Circular was received by the Office of the Contractor General, from the Ministry of Finance and Public Service, on November 19, 2008. Section 23D (3) of the Contractor General Act requires changes in the Government contract approval thresholds to be gazetted.
- (2) This Revised Requisition supersedes, in its entirety, the Requisition which was dated July 11, 2006, which was previously issued by the Office of the Contractor General.
- (3) This Revised Requisition (hereinafter called "the Requisition") applies to all Public Bodies, inclusive of all Ministries of Government, the Office of the Prime Minister and the Office of the Cabinet.
- (4) A "Public Body" is defined by Section 2 of the Contractor General Act as "a Ministry, department or agency of Government, a statutory body or authority and any company registered under the Companies Act, being a company in which the Government or an agency of Government, whether by the holding of shares or by other financial input, is in a position to influence the policy of the company."
- (5) This Requisition is applicable to all classifications of Government contracts that are governed by the Contractor General Act, inclusive of works contracts and contracts for the supply of goods and services.



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#### B. Substance of Requisition

- (1) Commencing with contracts that are awarded as at October 1, 2008, every Public Body is required to prepare, certify and submit, directly to the Contractor General, a Quarterly Contract Award (QCA) Report comprising the particulars of each contract which it has awarded whenever such contract is of a value of between **J\$275,001 and J\$10,000,000.**
- (2) QCA Reports must be compiled and completed, in arrears, by all Public Bodies in respect of every calendar quarter, commencing with the 4<sup>th</sup> Quarter of 2008.
- (3) QCA Reports must be prepared and submitted on the approved and revised Office of the Contractor General Microsoft Excel electronic form, a specimen of which is appended herewith as Appendix A. The revised electronic QCA Report form (**Revision #5 or higher**) must be downloaded from the OCG's website at **www.ocg.gov.jm. Please note that the new and revised QCA Report form has 12 columns. The previous QCA Report form had 11 columns.**
- (4) The Principal or Accounting Officer of each reporting Public Body must certify the accuracy of the QCA Report. Once certified, the QCA Report must be submitted to the Contractor General, via email to **qca@ocg.gov.jm**, no later than one (1) calendar month following the ending of the quarter to which it relates. In addition, a printed and signed hard copy of the QCA Report must also be sent to the Contractor General within the same one (1) calendar month time period.
- (5) Comprehensive instructions for completing and submitting the QCA Report are appended hereto as Appendix B. The revised Appendix B Instructions (**Revision #3 or higher**) are also available for viewing or download from the OCG's website at **www.ocg.gov.jm**.
- (6) For the avoidance of doubt, the QCA submission deadline dates for 2008 and 2009 are as follows:
  - For contracts awarded in the 4<sup>th</sup> Quarter of 2008, covering the months of October, November and December 2008: January 31, 2009
  - For contracts awarded in the 1<sup>st</sup> Quarter of 2009, covering the months of January, February & March: April 30, 2009;
  - For contracts awarded in the 2<sup>nd</sup> Quarter of 2009, covering the months of April, May & June: July 31, 2009;
  - For contracts awarded in the 3<sup>rd</sup> Quarter of 2009, covering the months of July, August & September: October 31, 2009;
  - For contracts awarded in the 4<sup>th</sup> Quarter of 2009, covering the months of October, November & December: January 31, 2010;

Where any deadline date falls on a week-end or on a public holiday, the submission will become due on the next business day.

#### C. Legal Authority to Make Requisition

This Requisition has been lawfully mandated by the powers that are vested in a Contractor General by the Contractor General Act. In particular, this Requisition is being made pursuant to Section 4(2)(a) and Section 4(3) of the Act.

Section 4(2)(a) of the Act provides as follows:

*"For the purpose of the discharge of his functions under this Act, a Contractor General shall be entitled to be advised of the award ... of any government contract by the public body responsible for such contract."*

