

## Below J\$250,000.00

For these contracts, three contractors shall be selected for tender

### Tender receipt and evaluation

- Submit Evaluation Report to Procurement Committee
- Submit Procurement Committee report plus Evaluation Report to head of agency for approval
- Agency may award

## J\$250,000.00 - J\$10,000,000

Local restricted method of invitation

- At the Parish Council Offices of the parish or parishes within which any part of the procurement is to be carried out or delivered.
- At the National Works Agency Parish Offices of the parishes within which any part of the procurement is to be carried out or delivered.
- At the main Parish Post Offices of the parish or parishes within which any part of the procurement is to be carried out or delivered.
- At the local or regional offices of the entity carrying out the procurement where such offices exist and are within reasonable proximity to the site or sites where the procurement is to be carried out or delivered.

**In addition to those locations, advertisements may also be displayed at local libraries, works department offices, or other suitable location.**

- All contractors in the appropriate categories and grades should be invited to tender. For minimum requirements see above.
- Tender receipt and evaluation.
- Submit Evaluation Report to Procurement Committee.
- Submit Procurement Committee report plus Evaluation Report to head of agency for approval
- Agency may award.

## Contracts Above J\$10,000,000.00

1. Method of Invitation:

- Advertisements: national daily newspapers at least three times. All contractors in the appropriate categories and grades should be invited to tender.

- International advertisement may be required by funding agency.
- 2. Tender receipt and evaluation.
- 3. Submit Evaluation Report to Procurement Committee.
- 4. Prepare Sector Committee Submission
- 5. Sector Committee examines and sends to National Contracts Commission.
- 6. National Contracts Commission examines and informs agency of award recommendation
- 7. If the contract is valued at J\$30,000,000.00 and below, the agency will seek approval to award from Minister with portfolio responsibility.
- 8. Agency may award

## Contracts Above J\$30,000,000.00

Steps 1 – 6

Minister with portfolio responsibility takes submission to Cabinet for approval

- Agency may award

### ADDITIONAL INFORMATION

Information on the Procurement Matrix for Works Contracts may be found online at:

<http://www.ncc.gov.jm/ncc/worksmatrix.php>

Information on Dispute Resolution may be found online at:

[http://www.ncc.gov.jm/ncc/dispute\\_resolution.php](http://www.ncc.gov.jm/ncc/dispute_resolution.php)



## The National Contracts Commission

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## The National Contracts Commission



Promoting efficiency and ensuring transparency in the award of government contracts



## A Quick Guide To Contract Awards (Construction Works)

Tel: (876) 929-6466  
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## PROCUREMENT PROCEDURES

The information contained herein has been extracted from the \*Government Procurement Procedures Handbook (GPPH). This is a quick and accurate reference for public sector entities that intend to procure works related contracts on behalf of the Government of Jamaica.

In September 2005, the National Contracts Commission approved options to the advertising of such contracts. This was intended to save on advertising costs by limiting information published in the advertisements and by utilizing the government notice board located at the website: [www.procurement.gov.jm](http://www.procurement.gov.jm)

There are four contracts value groups and a list of additional advertising options is provided at the end of each group.

*\*The Government Procurement Procedures Handbook is now on-line. The Government Procurement Procedures Handbook (or the "Handbook") contains the applicable procedures which must be strictly adhered to by every Public Body which seeks to engage in a procurement or contract award activity.*

### Invitation to Tender

Invitations to tender should specifically include the following details, where applicable:

- The name and address of the procuring entity;
- Description of the works, goods or services required;
- The location of the works, goods or services;
- The agency supervising the procurement process and, where relevant, the funding source;
- The date, time and precise location relating to collection of the tender and/or prequalification

documents and the officer responsible for providing them;

- The charge (if any) for the tender documents;
- The requirement that all tenderers provide evidence of possession of a valid Tax Compliance Certificate;
- The requirement that all tenderers be on the NCC Register of Public Sector Contractors;
- A statement that financial and performance information for each tenderer will be required along with the tender and that such information may be verified and will be used in the selection of a contractor or supplier;
- The time, date, place and manner of the return and opening of the tender documents; and
- The method of evaluating the tenders.

### Tender Procedures

#### Receipt

- Tenders should be deposited in a tender box, the location of which must be given in the tender documents;
- Tenders that are received after the closing time must not be accepted or placed in the tender box but shall be returned to the tenderer with appropriate notation indicating late receipt.

#### Opening

- Tenders shall be opened publicly and both the advertisements for tenders and the tender documents shall contain invitations to those who have tendered to be present at the opening.
- Returned tenders must be opened immediately after the time stated for the return of tenders, in the presence of a tender committee comprising the consultants, if any, and appropriate members of the client agency and at least two members of the tender evaluation committee.
- Compliance with the instructions to tenderers must be verified (e.g. TCC, NCC registration, tender security etc.)
- A current comparable estimate, one compiled from the same tender documentation as is available to the Tenderers, must be requested from the Quantity Surveyor or Engineer or other cost

evaluator. This must be delivered to the tender evaluation committee on or before the tender closing date.

- Tender sums should be recorded on the tender receipt form, which should be signed by each committee member.

#### Evaluation

An analysis and evaluation of the tenders should be carried out by the tender evaluation committee and a report should be produced in the following general format:

- INTRODUCTION
- SCOPE OF WORKS
- PRE/POST QUALIFICATION PROCESS
- INVITATION TO TENDER
- OPENING OF TENDERS
- RESPONSIVENESS OF TENDERS
- ANALYSIS OF TENDERS
- CONCLUSIONS
- RECOMMENDATION

For contracts valued at J\$10,000,001.00 and above:

- Agencies make advance contact with the Sector Committee who will advise on when to make reports available as well as the number of copies required.
- The submission to sector committees must be accompanied by a letter from the Permanent Secretary of the responsible Ministry requesting the Sector Committee to consider the recommendation for award.

The letter should indicate the Permanent Secretary's concurrence or non-concurrence with the recommendations of the consultant(s). The tender documents and consultant report must accompany the submission.

At no time should the cost of a procurement, be fragmented in order to conceal the true cost.