



**GOVERNMENT OF JAMAICA**

**HANDBOOK OF PUBLIC SECTOR  
PROCUREMENT PROCEDURES  
(MAY, 2001)**

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## Acknowledgements

This HANDBOOK OF PUBLIC SECTOR PROCUREMENT PROCEDURES is the definitive document on the subject as of 1 May 2001. It updates and replaces all previous procedural guidelines and memoranda issued on the subject of public sector procurement. The Handbook will have to be updated with time and usage. Contributions toward such updates should be addressed to the Chairman of the National Contracts Commission.

The HANDBOOK was prepared with the assistance of a Working Group consisting of representatives of the following private and public sector organizations:

- The Ministry of Finance and Planning
- The Incorporated Masterbuilders Association of Jamaica
- The Professional Societies Association of Jamaica
- The Joint Consultative Committee for the Building and Construction Industry of Jamaica
- The Ministry of Transport & Works
- The Jamaican Institute of Architects
- The Port Authority of Jamaica
- The Ministry of Education & Culture
- The Airports Authority of Jamaica
- The Jamaica Institution of Engineers
- The Jamaican Institute of Quantity Surveyors
- The Ministry of Health
- The National Water Commission
- The Urban Development Corporation
- The National Contracts Commission

The National Contracts Commission wishes to thank all those persons and organizations who have participated in preparing the HANDBOOK, whether directly in the Working Group or by commenting on it during the drafting stages.

The HANDBOOK is now distributed for USE. It is the guide to all persons responsible for public sector procurement actions. It is the reference document for all procurement by public sector entities.

Any comments should be addressed to the NATIONAL CONTRACTS COMMISSION.

**CHAIRMAN,  
NATIONAL CONTRACTS COMMISSION**

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## **SECTION 3 - PROCUREMENT OF CONSTRUCTION WORKS**

### **3.1 CONTRACT VALUE LESS THAN JS\$250,000**

Where the estimated value is less than JS\$250,000.00, participation shall be restricted to domestic concerns only, except where no such qualified concern is registered with the NCC. Opportunities should be offered through limited tender, where procuring entities shall invite three or more appropriately qualified tenderers from the register to participate. Although opportunities offered through limited tender are not generally advertised, procuring entities, may post invitations to tender as described in Section 3.2.

There is no requirement for provision of a tender security in this contract value range. See Section 6 "Tendering Procedures" for applicable procedures

For routine maintenance, term contracts with agreed rates for definite periods (e.g., one year) may be entered into.

### **3.2 CONTRACT VALUE FROM JS\$250,000 TO LESS THAN JS\$1M**

Participation opportunities within this contract value range shall be limited to NCC registered domestic contractors only, except where no such qualified contractor is registered with the NCC. Procuring entities shall post invitations as follows:

- 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 Parish or 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;

In addition invitations may be posted as follows:

- 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;
- At local libraries or works department offices;
- On procuring entity websites;
- Invitations may also be posted (mailed) to all appropriately registered contractors.

There is no requirement for provision of a tender security in this contract value range. See Section 6 "Tendering Procedures" for applicable procedures.

### **3.3 CONTRACT VALUE FROM J\$1M TO LESS THAN J\$4M**

Participation opportunities within this contract value range shall be open to all appropriately registered domestic contractors. Procuring entities shall advertise the procurement opportunity as set out in Section 3.2 above, unless the nature and/or complexity of the procurement require national advertising, i.e. publication in daily newspaper, business periodicals or magazines, etc. No tender security is required within this contract value range. See Section 6 "Tendering Procedures" for applicable procedures.

### **3.4 CONTRACT VALUE FROM J\$4M TO LESS THAN J\$15M**

Participation opportunities within this contract value range shall be open to all appropriately registered domestic contractors. Procuring entities shall advertise the procurement opportunity in national daily newspapers, or business magazines/periodicals pursuant to the nature and/or complexity of the procurement. All contract award recommendations shall be forwarded to the appropriate National Contracts Commission Sector Committee for approval. See Section 6 "Tendering Procedures" for applicable procedures.

### **3.5 CONTRACT VALUE FROM J\$15M TO LESS THAN THE INTERNATIONAL CONTRACT VALUE THRESHOLD FOR WORKS**

Where the estimated contract value is equal to or greater than J\$15M, but less than the international contract value threshold for works, participation opportunities shall be restricted to NCC registered domestic contractors only, except where no such qualified concern is registered with the NCC. Procuring entities shall advertise the procurement opportunity in national daily newspapers, or business magazines/periodicals pursuant to the nature and/or complexity of the procurement. Opportunities shall be offered through selective tender, where all interested domestic contractors appropriately qualified and registered by the NCC, are afforded the opportunity to tender. A contractor pre-qualification process shall be required for work in excess of J\$150 million. Authority to enter into contract must be obtained from the Cabinet, after reference to the NCC and the portfolio Minister for approval of award recommendation. See Section 6 "Tendering Procedures" for applicable procedures.

### **3.6 CONTRACT VALUE EQUAL TO OR GREATER THAN THE INTERNATIONAL CONTRACT VALUE THRESHOLD FOR WORKS**

Participation opportunities within this contract value range shall be open to both domestic and foreign contractors. Opportunities shall be offered through open tender, with pre-qualification. Procuring entities shall advertise the procurement opportunity in national daily newspapers, or business magazines/periodicals pursuant to the nature and/or complexity of the procurement. A contractor pre-qualification process shall be required for work in excess of J\$150 million. Authority to enter into contract must be obtained from the Cabinet, after reference to the NCC

and the portfolio Minister for approval of award recommendation. See Section 6 “Tendering Procedures” for applicable procedures.



