



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

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE & PLANNING**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

**REF NO:**

**2016 January 11**

**Circular No.: 1**  
**Division: Public Expenditure Policy Co-ordination**

**Permanent Secretaries**  
**Heads of Departments**  
**Chief Executive Officers**  
**Heads of Procuring Entities**

**Re: Implementation of the Government of Jamaica Electronic Procurement (eGP) System**

The Ministry of Finance and Planning (MoFP) on behalf of the Government of Jamaica (GoJ) launched the GoJ electronic procurement platform (eGP) on July 31, 2015, pursuant to Cabinet Decision No. 27/13 dated 15 July 2013. The eGP system is being implemented under the current reform initiatives geared towards improving procurement operations and market practices; specifically to facilitate greater efficiency and significantly reduce processing time for procurements.

As part of the Ministry's strategic role out plan, Procuring Entities (PE) will be brought on-board to the system on a phased basis. As the Ministry assesses, schedules, trains and activates Procuring Entities (PE), they will become authorized users of the eGP platform to execute their procurement activities.

Based on the functional design of the eGP system, each PE will be required to designate the following independent operational roles:

- Coordinator;
- Lead Evaluator; and
- Two Bid Opening Officers

Given that the pilot phase of the eGP Project commenced July, 2015, Procuring Entities (PE) are advised that the current procurement policy has been extended to include the use of the eGP system in the execution of procurement activities and as such procurement transactions conducted through the eGP system are valid and legitimate.

Therefore, Procuring Entities (PE) so authorized by this Ministry to utilize the eGP system are expected to undertake their procurement proceedings through the eGP portal and in accordance with, and as specified by the system specifications/requirements, such as:

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- Posting of procurement notices;
- Electronic upload of bidding documents;
- Electronic submission and receipt of bids;
- Conduct bid opening exercises;
- Where appropriate, conduct evaluation of bids; and
- authorization of tender officers and evaluation of tenders.

Kindly note that the Government of Jamaica Handbook of Public Sector Procurement Procedures, 2014 has now been expanded to include the **Government of Jamaica Electronic Government Procurement Practitioners' Manual, 2015**, which is available on the Ministry of Finance and Planning's website: [mof.gov.jm](http://mof.gov.jm) and on the Government of Jamaica (GoJ) Electronic Procurement website: [gojep.gov.jm](http://gojep.gov.jm).

**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.**



Devon Rowe, CD  
Financial Secretary