



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

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

REF NO:

January 18, 2016

Circular No.: 4
Division: Public Expenditure Policy Co-ordination

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

Re: Requirements for Purchase of Tender Documents

Reference is made to Circular No.: 5 dated 2002 May 03, which *inter alia* states:

“Procuring entities are reminded that the purpose of charging a fee for tender/bid documents is to assist the procuring entity in recovering all or part of the preparation and reproduction costs incurred. Consequently, prices charged for tender documents should reflect, as accurately as practicable, the actual costs incurred.”

It has been brought to this Ministry’s attention that Procuring Entities have been indiscriminately charging high fees for bidding documents. Therefore, the Ministry of Finance Planning (MoFP) wishes to reiterate that these conditions remain unchanged.

Procuring Entities are also reminded that in the event of a re-tender of a procurement opportunity, there should be no charge for the Tender Documents to those who had previously purchased said documents.

Electronic Tender Documents

In addition to the aforementioned directives and given the advancement of technology which has impacted modern procurement trends and practices, Tender Documents can also be made available to prospective bidders in softcopy. Procuring Entities can exercise this option which allows for the widest dissemination and participation. ***It is therefore, expected that not all Procuring Entities will charge for Tender Documents; particularly when the documents are made available electronically.***

Whenever the publication of Tender Documents is done in an electronic form, Procuring Entities must ensure that the necessary online security features are utilized to prevent manipulation of areas especially those fields pertaining to Instructions to Bidders, Specifications and General Conditions of Contract, *and any other fields deemed necessary.*

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Tender Notices

Importantly, Procuring Entities must ensure that in the instance where a procurement opportunity becomes available by way of a public notice for bids and whereby the softcopy or hardcopy Bidding Document format is being utilized to solicit responses, the full details of the notice must be publicized in keeping with Volume 2 of the Government of Jamaica (GoJ) Handbook of Public Sector Procurement Procedures (GHPP), March 2014, Annex A8.2 - Procurement Notices. Therefore, the Procurement Notices, *inter alia*, must also include and explicitly state:

- Contact information for obtaining the Bidding Documents (whether in electronic or printed form);
- Purchase price for printed documents;
- The place and deadline for collection of Bidding Documents; and
- The ineligibility/non-responsiveness of a bidder from participating in the procurement process if such a bidder did not directly purchase the Tender Document.

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