

# NATIONAL CONTRACTS COMMISSION TRANSMITTAL FORM

To be Completed in Triplicate

THE FORM IS NOT TO BE ALTERED IN ANY WAY BY REPRODUCTION OR ANY OTHER MEANS

THE COMPLETION OF ALL SECTIONS IS MANDATORY

## SECTION A (To be completed by Procuring Entity)

1. SECTOR COMMITTEE HOST:

J.S.I.F. [ ] N.W.A. [ ] P.A.J. [ ] U.D.C. [ ] MINISTRY OF: EDUCATION, YOUTH AND CULTURE [ ] HEALTH [ ] WATER AND HOUSING [ ]

2. Name of Procuring Entity: \_\_\_\_\_

3. Name of Contract: \_\_\_\_\_

4. Contract Type: Goods [ ] Services [ ] Works [ ]

5. NCC Category: \_\_\_\_\_

6. Location and Description of Contract Activity: \_\_\_\_\_

7. Pre-qualification: Yes [ ] No [ ] Post-qualification: Yes [ ] No [ ]

8. Tender Period: \_\_\_\_\_ 200\_\_ to \_\_\_\_\_ 200\_\_ 9. Tender Validity Expiry Date: \_\_\_\_\_, 200\_\_

10. Contract Duration: \_\_\_\_\_ 11. Proposed Start Date: \_\_\_\_\_, 200\_\_

12. Procurement Method: Open Tender [ ] Selective Tender [ ] Limited Tender [ ] Sole Source [ ] (please state reasons at #15)

13. Advertising Method: Notice Board [ ] National Advertisement [ ] International Advertisement [ ]

14. Was there a Public Opening of tenders?: Yes [ ] No [ ] 14.a. Date of opening \_\_\_\_\_, 200\_\_

14. b Total Number of Tenders Received: \_\_\_\_\_ 14.c Total Number of Responsive Tenders: \_\_\_\_\_  
(The name(s), Tender Sum, and reason for not being responsive should be stated at # 15)

15. Comments: \_\_\_\_\_

16. Names of 3 Lowest Responsive Tenderers	16.a Amount (J\$)	16.b Amount (Foreign Currency)	16.c Points Score
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(Figures shown above should have been corrected in accordance with the instructions to tenderers, if applicable)

16. d If a Quality-Cost-Based-Selection procedure(Section 5.1.2.10 of Handbook) was used, please state the option used: 1 [ ] 2 [ ] 3 [ ]

17. Comparable Estimate: Amount \$ \_\_\_\_\_ 17.a. Prepared By: \_\_\_\_\_

18. Consultant's Name, Function & Role: \_\_\_\_\_

19. Client Agency/Ministry Recommendation: \_\_\_\_\_ Contractor \_\_\_\_\_ Amount \_\_\_\_\_

19.a Is contractor on NCC Register Yes [ ] No [ ]

19.b Relevant Contractor category: \_\_\_\_\_ 19.c Contractor grade: \_\_\_\_\_

20 Contractor's Workload: Number of Contracts: \_\_\_\_\_ Value of Outstanding Work: \$ \_\_\_\_\_

21. Nature of Funding and Source \_\_\_\_\_



SECTION C (to be completed by NCC)

31. REVIEW BY TECHNICAL SERVICES DIVISION

Comments:

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Signature:

Date:

32. REVIEW BY NATIONAL CONTRACTS COMMISSION

Comments:

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Chairman's Signature:

Date:

General Comments:

GUIDE TO COMPLETING THE TRANSMITTAL FORM

Section A

1. Indicate (✓) the Host of the Sector Committee to which this submission is being made.
2. State the Name of the Ministry, Department or Agency who is submitting the contract for approval.
3. State the Title of the proposed contract. If applicable, include a unique identifying number.
4. Indicate (✓) whether the contract is for the provision of goods, services or works.
5. State the NCC Register (Works, or Goods and Services) and the specific category (for works contracts, include the grade) in which the contractor was required to be registered to be eligible to bid. This category should have been stated in the advertisement. If there is no such category on the Register, write "N/A".
6. State the principal place for the delivery of the contract deliverables; for works contracts, state the parish also. Describe generally, the nature of the goods, services or works to be provided.
7. Indicate whether a pre or a post qualification exercise was conducted. Please include the details and results of the qualification process with the submission.

8. Write the dates for the start and end of the tender period. The tender period is the period during which prospective contractors/suppliers are able to collect tender documents and ends on the last day for the submission of bids.
9. Write the date on which the tenders validity will expire; i.e. the date to which tenderers are required to stand by their prices . If there is an extension of the validity period, write the new date here and state the original date at # 15.
10. Write the time (days, weeks, months) for completion of the contract. This is usually fixed, and stated in the tender/contract documents.
11. Write the date on which you anticipate to sign the contract or, instruct the contractor to begin working.
12. Please indicate (✓) the procurement method used. Please refer to clauses 2.1.3. to 2.1.3.4. for a description of each method. Please ensure that written permission is received from the NCC, prior to utilising the Limited and Sole Source methods; this written authorisation must accompany the submission. For other methods not stated in the HANDBOOK, prior permission must be sought from the N.C.C.
13. Please indicate (✓) the method used to notify (inform) prospective contractors of the procurement opportunity. Please refer to the following clauses in the Handbook of Public Sector Procurement Procedures for the use of each notification method: cl. # 3.2. - 3.6.; cl. # 5.1.2.3.; cl. # 6.5.2. - 6.5.2.3.
14. Please indicate (✓) whether there was a public opening of the tenders. Public Openings are where tenders are invited to the opening of tenders and the names of each tenderer and their tender sum is announced.
  - 14.a. On what date were tenders opened?
  - 14.b. Indicate total number of tenders received.
  - 14.c. Indicate total number of bona fide tenders.
15. Make any comments or observations on the answers given above.
16. Provide the names of the 3 tenderers whose bids were most responsive; i.e., the 3 responsive tenders with the highest points/scores or lowest prices
  - 16.a.. Where the bid prices were in Jamaican Dollars, state the bid prices of the tenderers named at # 16.
  - 16b. Where bids were in a foreign currency, state the bid prices of the tenderers named at # 16..
  - 16c.. Where a ranking system was used, indicate the points/scores of the tenderers named at # 16.
  - 16.d. If a Quality-Cost-Based-Selection procedure was used, please indicate (✓) the option used. Refer to Clause 5.1.2.10.
17. State the comparable estimate for the contract. Refer to clause 6.6.4.on page18, Section 6.
  - 17.a. State the name of the Ministry, department, Agency or Consultant who prepared the estimate.
18. If a consultant was engaged for the design or to oversee the procurement process, please state their name and their role and function.
19. Please state contractor and the contract sum, being recommended for the award of the contract. This recommendation must be supported by a letter from the Permanent Secretary of the Ministry.
  - 19.a Indicate (✓)whether the recommended contractor is on the list of Registered Public Sector Contractors (Works or Goods and Services) maintained by the N.C.C.
  - 19.b State the category in which the contractor is registered.
  - 19.c. If the contract is for construction works, state the grade corresponding to the category at 19.b.; otherwise write N/A.
20. Please state the number of contracts which the recommended contractor has ‘on-hand’ and the total value of work to be completed on these contracts. Please refer to N.C.C. advisory dated 2002 march 15
21. State the source of funding for this contract. If applicable, identify the loan.
22. Please indicate(✓) yes or no to these questions; please note the additional documents that must be submitted with this form.
23. Please add any comments here that you think will assist the sector committee in coming to a decision or clarify any aspect which may be unclear.
24. In responding, please ensure that you are familiar with the procedures of the NCC.