



NATIONAL CONTRACTS COMMISSION  
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Any reply or subsequent reference to this communication should be addressed to the Chairman and the following reference quoted:-

Reference No. 22-02

2006 August 28

To: Permanent Secretaries  
Heads of Departments  
Accounting Officers

**Re: Request for Sole Source and Limited Tender Methodologies**


The National Contracts Commission has observed in recent times a number of entities seeking the Commission's permission regarding the utilization of the Sole Source and Limited Tender Methodologies, without any indication that this is being done with the knowledge or permission of the Permanent Secretaries, Heads of Departments or Accounting Officers. The Commission has also noted similar occurrences regarding enquiries related to procurement issues.

Consequently, the Commission, out of an abundance of caution and to ensure that proper accountability and protocol are maintained, has recommended the following:

- (1) All requests for permission to utilize the Sole Source or Limited Tender methodologies must be done through the respective Accounting Officer, Permanent Secretary or Head of Department. Proposals in excess of One Million (\$1,000,000.00) must be accompanied by a comparative estimate.
- (2) All enquiries in regard to procurement that are being referred to the Commission must be copied to the respective Accounting Officer, Permanent Secretary or Head of Department.

Please ensure that all the required procedures are adhered to, in order to minimize unnecessary delays in obtaining a response from the Commission.

Yours truly,

  
Shirley Tyndall, OJ  
Chairman