

services, goods, and services, as determined by the Cabinet from time to time must be offered through open tender.

2.1.3.2 Selective Tender

Selective tendering is GOJ's primary method of procurement. All contractors must be registered with GOJ, through the National Contracts Commission, and included in the GOJ Register of Approved Contractors. Procurement opportunities offered through selective tender are open to all appropriately registered and qualified contractors, and are generally advertised as shown in Section 6. Procuring entities should endeavour to plan their procurement processes in order to allow sufficient time for interested contractors to complete the required registration and/or pre-qualification processes in time to prepare and submit responsive tenders.

2.1.3.3 Limited Tender

Limited tender is a form of selective tender, whereby the procurement opportunity is open to a limited number of contractors included in the Register of Approved Contractors. It includes the Request for Quotation (RFQ) and Sole Source procurement procedures. Procurement offered through limited tender is generally not advertised. Instead, procuring entities may contact appropriately qualified contractors on the register and invite them to participate. Criteria for selecting contractors from the register should include:

- Nature of the work required;
- Contractor's relevant experience;
- Contractor's past performance record; and
- Contractor's current financial and technical capacities.

Limited Tender must have prior written approval of Accounting Officers for contracts less than \$4M.

All contracts for \$4M or greater must receive prior written approval from the NCC through the Accounting Officer.

The request for permission to utilize the Limited Tender procedures must include the selection of a minimum of three (3) contractors and the criteria for the selection.

The prepared lists of contractors shall be submitted to the Procurement Committee or such other person(s) as may be nominated by the Procurement Committee for approval prior to any contractor being invited to tender.

2.1.3.4 Sole Source or Direct Contracting

Sole Source or direct contracting is a form of limited tendering where only one contractor is invited to participate.

Use of this method may be justified when procurement is of a “sensitive” nature, when the procuring entity receives an unsolicited proposal that it considers to be meritorious, in the case of follow-on procurements, when there is unusual and compelling urgency, industrial mobilization, where there is need for highly specialized expert services, pursuant to external agency agreement or treaties, or where it is otherwise in the public interest.

Procurement effected through the use of sole source or direct contracting methods must contain justification for its use in the record of the procurement.

The procurement officer of the entity must be satisfied that the contractor/supplier is qualified and appropriately registered on the Government approved register of contractors, and that value for money is obtained (e.g. prices quoted by the contractor are reasonably competitive with current market prices)

Sole Source or Direct Contracting Procurement method must have prior written approval from Accounting Officers for Contracts less than \$1M. This approval and the justification for its use must form part of the procurement record.

All Sole Source or Direct Contracting greater than \$1M must receive prior written approval from the NCC through the Accounting Officer.

