



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 AND THE PUBLIC SERVICE**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

**June 2, 2009**

**Circular No. 14**

**Division: Public Expenditure Policy Coordination**

**Permanent Secretaries**

**All Heads of Procuring Entities**

**Re: Procurement Measures to Improve Access by Micro and Small Enterprises**

Permanent Secretaries and other Heads of public entities are hereby advised of new procurement measures to facilitate greater access by Micro and Small Enterprises (MSE) to public procurement opportunities. The measures became effective April 27, 2009.

The following provisions should be noted:

**Set Aside for MSE Sector**

All entities shall make their best endeavours each fiscal year to spend a minimum of 15% of budgeted procurement expenditure with MSE.

Ministries Departments and Agencies shall set aside a minimum of 15% of procurement under their Recurrent and Capital A Budgets for MSE. This policy shall not apply to Capital B projects where funding agencies object to its application. Other public entities shall set aside 15% of budgeted procurement for MSE.

**Contract Value Limit**

The maximum values of any single contract that may be awarded under this programme are:

Goods –	<b>JS1M</b>
General Services -	<b>JS5M</b>
Works -	<b>JS10M</b>

**Bid Security**

Bid Security shall not be required for contracts up to \$10M and intended for MSE.

**Eligibility**

The following definition should be noted:

Small Business – an entity (sole proprietorship, business name, company etc.) registered with the Companies Office of Jamaica with assets not exceeding \$J30M in value. The value of assets must be certified to the procuring entity by an auditor, accountant or the Small Business Association.

Procuring entities are advised that MSE must meet the standard eligibility requirements relevant to the contract value such as registration with the National Contracts Commission and tax compliance, in order to be awarded a contract.

#### **Publicizing Procurement Opportunities**

In order to provide a central point for information for MSE, the Ministry of Industry Investment and Commerce (MIIC) will maintain a web page at [www.miic.gov.jm/msetaside.htm](http://www.miic.gov.jm/msetaside.htm) where procuring entities shall post notices of all procurements intended for MSE. The information should be sent to MIIC in the format attached at [msetaside@miic.gov.jm](mailto:msetaside@miic.gov.jm). Procuring entities may also make use of their own website as well as advertising in the print media.


#### **Monitoring and Reporting**

Procuring entities are required to report all contracts awarded under this programme as follows:

1. The Ministry of Finance and the Public Service as part of their monthly PRS1 report; and
2. The Office of the Contractor General as part of their QCA report.

The contracts may be identified by placing "set aside" in brackets beside the contractor name. Both reports should be copied to MIIC.

*Permanent Secretaries, Heads of Departments, Chairmen of Boards and Chief Executive Officers must ensure that all Officers concerned are notified of this directive.*

  
Sharon Crooks  
Financial Secretary