

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:

Works [] Goods [] Consultancy and General Services. [] Insurance. [] Information & Communication Technology (ICT) []

2. NAME OF PROCURING ENTITY: _____

3. NAME OF CONTRACT: _____

4. CONTRACT TYPE: Goods [] Services [] Works []

5A. NCC CATEGORY: _____ 5B. NCC GRADE _____

6. LOCATION AND DESCRIPTION OF CONTRACT ACTIVITY: _____

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

8. Tender Period: _____ 20____ to _____ 20____ 9. Tender Validity Expiry Date: _____, 20____

10. Contract Duration: _____ 11. Proposed Start Date: _____, 20____

12. Procurement Method: ICB [] LCB [] LT [] DC [] (please state reasons at #15)

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

14a. Was there a Public Opening of tenders? : Yes [] No [] 14b. Date of opening _____, 20____

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

15. Comments: _____

16a. Names of the three (3) Lowest Responsive Tenderers	16b. Amount (Local Currency J\$)*	16c. Amount (Foreign Currency)*	16d. Points Score
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**(Amounts shown above should have been corrected in accordance with the instructions to tenderers, if applicable)*

16e. Please state the Options for Tendering (Vol 2 1.1.3.1 of Handbook) used: A. Single-Stage [] B. Two-Stage [] C. Two-envelope []

16f. For Consulting Services Only, state Selection Method (Vol. 3 1.2 of Handbook) used: QCBS [] QBS [] SFB [] LCS [] CQS []

17a. Comparable Estimate: Amount _____ 17b. Prepared By: _____

17c. Percentage Difference between the Recommended Contract Amount and the Comparable Estimate: _____% +VE [] -VE []

18a. Consultant's Name: _____

18b. Consultant's Function: _____

19a. Client Agency/Ministry Recommendation: _____

19b. Is Contractor on NCC Register? Yes [] No []	19.d Contractor's Grade: _____
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20. Recommended Contractor's Current Workload: Number of Contracts: _____ Value of Outstanding Work: \$ _____

21. Nature of Funding and Source _____

i.e. GOJ, Loan (to be named), Deferred Financing, Private Initiatives, Build-Own-Operate etc.:

	Yes	No
22a. Is funding in place?	[]	[]
22b. Will this job place the contractor over the allowed workload limit?	[]	[]
22c. Was Consultant's recommendation accepted?	[]	[]
22d. Other Required Documentation to accompany this Form:		
Head of Entity's endorsement letter	[]	[]
Tender Evaluation Report	[]	[]
Set of Tender Documents	[]	[]
Copy of actual public advertisement	[]	[]
Copy of Tax Compliance Certificate	[]	[]
22e. Was the Responsive Tender with the Lowest Price/ Highest Points Score accepted?	[]	[]

23. Other Comments:

24. I hereby certify that the NCC procedures have been followed except as stated above

Client Agency/Ministry:

Name of Authorized Person
(

Signature

Date (dd/mm/yyyy)

SECTION B (to be completed by Sector Committee)

25. Date(s) Submission was considered: _____ _____, 20____ _____, 20____
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26. Action Taken: (a) Accepted [] (b) Rejected [] (c) Deferred []

27. If rejected or deferred, please give details below:

28. Comments/Critical Issues Examined:

29. I hereby certify that the NCC Procedures have been followed unless otherwise stated above.

Chairperson's signature: _____

Date: _____

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

- Q1.** Indicate (✓) the Host of the Sector Committee to which this submission is being made.
- Q2.** State the name of the Ministry, Department or Agency who is submitting the contract for approval.
- Q3.** State the title of the proposed contract. If applicable, include a unique identifying number.
- Q4.** Indicate (✓) whether the contract is for the provision of goods, services or works
- Q5.** State the NCC Register (Works, or Goods and Services) and the specific category (for works contracts, at 5B. 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.
- Q6.** 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.
- Q7.** Indicate whether a pre or a post qualification exercise was conducted. Please include the details and results of the qualification process with the submission.
- Q8.** 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.
- Q9.** Write the date on which the tender validity will expire, that is, 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.
- Q10.** Write the time (days, weeks, months) for completion of the contract. This is usually fixed, and stated in the tender/contract.
- Q11.** Write the date on which you anticipate to sign the contract or instruct the contractor to begin working.
- Q12.** Please indicate (✓) the procurement method used. Please refer to Volume 2, Appendix 6 of the Handbook for a description of each method. Please ensure that written permission is received from the NCC prior to utilizing the Limited and Direct Contracting procurement methodology; this written authorization must accompany the submission. For other methods not stated in the Handbook, prior permission must be sought from the NCC. The available methods are as follows:
- a) ICB – International Competitive Bidding
 - b) LCB – Local Competitive Bidding
 - c) LT – Limited Tender
 - d) DC – Direct Contracting
- Note:** If the Direct Contracting procurement methodology is used, please state the reason(s) for use of this method at #15.
- Q13.** Please indicate (✓) the method used to notify (inform) prospective contractors of the procurement opportunity. Please refer Appendices 6 and A8.1 of Volume 2 of the Handbook of Public Sector Procurement Procedures for use of each notification method.
- Q14a.** Please indicate (✓) whether there was a public opening of the tenders. Public Openings are where tenderers are invited to the opening of tenders and the names of each tenderer and their tender sum is announced.
- Q14b.** On what date were tenders opened?
- Q14c.** Indicate the total number of tenders received.
- Q14d.** Indicate the total number of bona fide tenders.
- Q15.** Make any comments or observations on the answers given above. Reason(s) for a tender not being responsive should be stated.

- Q16a. Provide the names of the three (3) tenderers whose bids were most responsive, that is, the three (3) responsive tenders with the highest points/scores or lowest prices.
- Q16b. Where the bid prices were in Jamaican Dollars, state the bid prices of the tenderers named at #16a.
- Q16c. Where bids were in foreign currency, state the bid prices of the tenderers named at #16a and clearly indicate the specific currency.
- Q16d. Where a ranking system was used, indicate the points/scores of the tenderers named at #16a.
- Q16e. Indicate the option used for tendering as indicated in Volume 2, Section 1.1.3.1 of the Handbook of Public Sector Procurement Procedures.
- Q16f. For Consultancy Services only please indicate the selection method used as per Volume 3, Section 1.2 of the handbook. The available selection methods are as follows:
- a) QCBS – Quality Cost Based Selection
 - b) QBS – Quality Based Selection
 - c) SFB – Selection under a Fixed Budget
 - d) LCS – Least Cost Selection
 - e) CQS – Selection based on the Consultant’s qualification
- Q17a. State the comparable estimate for the contract. The specific currency must be indicated. Please refer to Volume 1, page v. of the handbook.
- Q17b. State the name of the Ministry, Department, Agency or Consultant who prepared the estimate.
- Q17c. Calculate the percentage difference between the Recommended Contract Amount stated at Q19a. and the Comparable Estimate stated at Q17a. The formula is as follows:

$$\frac{((RCA - CE)/CE) \times 100 = \% \text{ Difference.}}$$
 Where RCA is the Recommended Contract Amount and CE is the Comparable Estimate.
 Please tick +VE[✓] where the result is positive (i.e. the recommended contract amount is greater than the comparable estimate) or -VE [✓] where the result is negative (i.e. the recommended contract amount is less than the comparable estimate).
- Q18a. If a consultant was engaged for the design or to oversee the procurement process, please state their name.
- Q18b. If a consultant was engaged for the design or to oversee the procurement process, please state their function.
- Q19a. Please state the name of the contractor and 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.
- Q19b. Indicate (✓) whether the recommended contractor is on the list of Registered Public Sector Contractors (Works or Goods and Services) maintained by the NCC.
- Q19c. State the category in which the contractor is registered.
- Q19d. If the contract is for construction works, state the grade corresponding to the category at Q19c; otherwise write N/A.
- Q20. 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 NCC advisory dated 2002 March 15.
- Q21. State the source of funding for this contract. If applicable, identify the loan.
- Q22. Please indicate (✓) yes or no to these questions; please note the additional documents that must be submitted with this form.
- Q23. 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. Please state the original tender validity expiry date here if there was an extension of this date and the new expiry date is indicated at Q9.
- Q24. In responding, please ensure that you are familiar with the procedures of the National Contracts Commission.