MOFPS

MINISTRY OF FINANCE AND THE PUBLIC SERVICE

OFFICE OF PUBLIC PROCUREMENT POLICY

Submission of Procurement Reporting System (PRS) Reports

This Guidance Note describes requirements related to the submission of spend information, relating to the procurement of goods, services and works under country procurement system.

Contents

Introduction

Scope:

This guidance note sets out procedures for the submission of Procurement Reporting System reports, as required by **The Public Procurement Act 2015.**

As at February 2022 a revised Procurement Reporting System (PRS) Form is being implemented for use by all Ministries, Departments and Agencies to report procurement spend to the Ministry of Finance. **Procuring Entities are required to report all procurement on a monthly basis using this standard Procurement Reporting System (PRS) Form**. This revised PRS Form replaces all prior versions in use.

Interpretation:

In this Guidance Note:-

- Currency or value refers to Jamaican Dollar (J$) contract awards. Where procurement transactions were executed in another currency, please use the existing methods to convert to Jamaican Dollar value for the report.
- 'Database_ Transactions' refers the third tab of the revised template. This tab requires the input of all spend $500,000 and above. One row per transaction/award.
- 'Exempt' as a status under column 'Type (goods, service, works, exempt)' refers to exempt goods, works or services to which the Act or any provision thereof is declared not to apply by order of the Minister under The Public Procurement Act 2015.
- 'Emergency' as a transaction priority refers to the situations of emergency or extreme urgency described in Section 7 of The Public Procurement Regulations, 2018.

- 'Grey fill' in this document (where a date is not applicable), means the 'black, text 1, light 50%' option in Microsoft Excel.

- '*LITE*' refers to the second tab of the revised template. This tab requires the summary input of all spend from J$1 and above.

- 'Microsoft 365' refers to Microsoft 365 is a subscription that includes the most collaborative, up-to-date features in one seamless, integrated experience. Microsoft 365 includes Office desktop apps that you're familiar with, like Word, PowerPoint, and Excel.

- 'MSME' refers to small and medium-sized enterprises organizations, as referenced by the Act and Regulations.

- Reporting period means a period of one calendar month beginning on the first day of the month and ending on the last day of the same month.

- 'Transaction category/classification' refers to the same categories or specializations used by the Public Procurement Commission to register suppliers of goods, works and services. Examples include 'Agricultural Tools, Equipment Parts & Supplies' for goods, 'Advertising, Public Relations and Marketing Services' for services and 'Electrical Works' for works.

- All other words as per column headers are given the meaning imputed by Section 2 of The Public Procurement Act 2015 (as amended) herein referred to as "The Act".

Reporting:

i. <u>Accessing the report</u> Procuring Entities may access the standard report format by navigating to the "Latest News" section of the Government of Jamaica Electronic Procurement System (GOJEP),website: https://www.gojep.gov.jm/epps/viewInfo.do?section=newItems&selectedIte m=viewInfo.do%3Fsection%3DnewItems

ii. <u>Required information</u> Each procuring entity must report information on procurement contracts raised in the reporting period, whether or not such contracts are excluded by the Act as follows:

- A summary report of the aggregate value and number of *all contracts* must be reported using the **"LITE"** tab. See further instructions in Table 1- "Using the tool" below.
- Transaction details for *all contracts valued in excess of J$500,000.00* must be reported using the **'Database_Transactions'** tab. See further instructions in Table 1- "Using the tool" below.

iii. <u>Deadline for submission</u> The completed PRS must be submitted to The Office of Public Procurement Policy **no later than the last working day** after the reporting period to which it applies. For example, the PRS report for the month of February 2022, would be due March 31, 2022, and the PRS report for March 2022 will be due April 30, 2022.

iv. <u>Address for PRS report</u> PRS reports must be submitted by electronic mail to the following email address: prs@mof.gov.jm

Important Software Information

It is recommended that a version of Microsoft Excel 2016 or later be used to maintain the reporting data.

If possible and for best use, please log-in to Microsoft 365, then upload the reporting template in your Microsoft One Drive for Business. The tool will allow team members to collaborate in completing the report, while ensuring adequate data security and restrictions are in place for access.

Using this method enables easy access to add shared files from Teams or SharePoint to OneDrive, upload files up to 100GB, sync libraries, and more. This online version of Microsoft Excel allows faster entry of information, where Artificial Intelligence (AI) provides available option from data validation fields for quick selection as you type each letter. Please see image below:
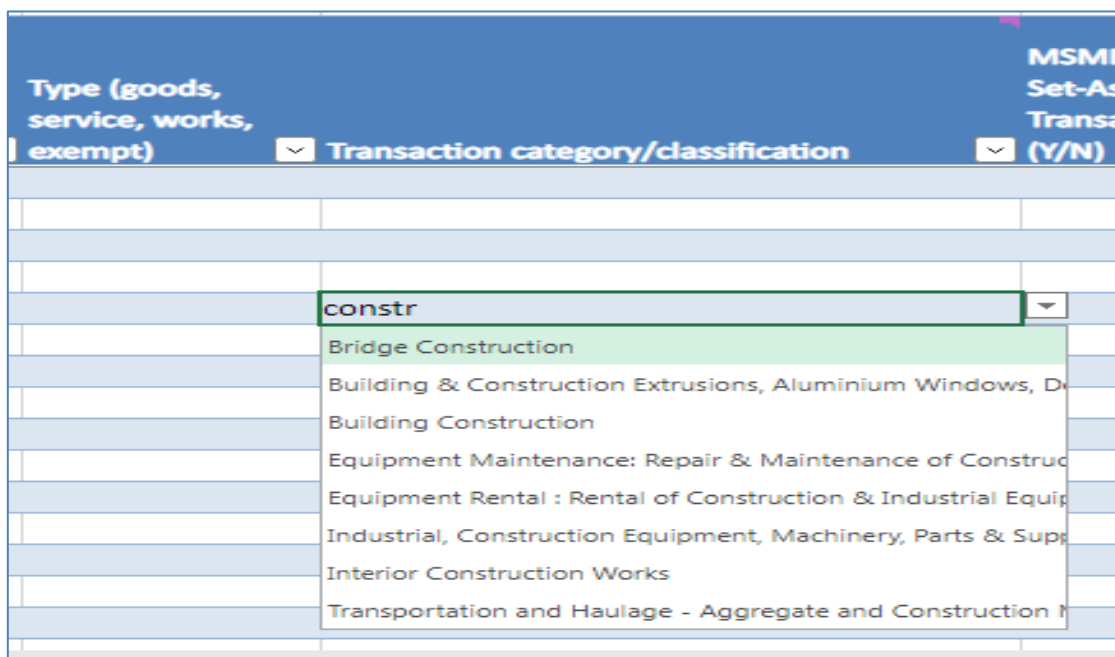
Using the revised PRS Report

For the term 'Please select from drop down in cell,' in the table below, this represents the action of **clicking** on the applicable cell in a column, then a drop down list will appear as an 'in cell' list. This list is a data validation tool used to maintain accuracy and consistency in the report.

Example: Public Body

Example: Transaction category/classification

In completing the PRS report template, procuring entities are guided by Table 1 below.

Table 1: Using the tool

Category	Name	Guide/Definition
General info	Data for LITE Tab	This tab requires the summary input of all spend from J$1 and above. Each row represents a month's information.
General info	Data for Database_ Transactions Tab	This tab requires the input of all spend $500,000 and above. One row per transaction/award.
LITE	Public Body	Please select from drop down in cell.
LITE	Number of Procurement Transactions	Total number of transactions J$1 to infinity during the report month.
LITE	JMD Value of All Procurement Transactions COMMITTED (POs/Contracts)	Total value of transactions J$1 to infinity during the report month.
LITE	JMD Value of All Procurement Transactions COMMITTED to MSME Suppliers	Total value of transactions J$1 to infinity during the report month, awarded to registered MSME suppliers.
Database_ Transactions	Unique Contract Number (or Purchase Order Number where no contract exists)	If your process or software used to execute the procurement transaction assigns a unique number, please document it in this field as a unique identifier for each transaction.
Database_ Transactions	Public Body	Please select from drop down in cell.
Database_ Transactions	Contractor	Please state supplier's business name as stated on their business registration certificate. For individual

Category	Name	Guide/Definition
		contractors please state correct first and last names.
Database_ Transactions	Procurement Cost Estimate	Value only field. This is the estimated cost of the goods, works or services before tender (pre-tender).
Database_ Transactions	Contract Award Price	Value only field. This is the value of the procurement contract or purchased order.
Database_ Transactions	Procurement Method	Please select from drop down in cell.
Database_ Transactions	Number of Tenders Received	Value only field. Please state number of tenders or quotations received from suppliers for the transaction.
Database_ Transactions	Country (Supplier's)	Please select from drop down in cell.
Database_ Transactions	Type (goods, service, works, exempt)	Please select from drop down in cell.
Database_ Transactions	Transaction category/classification	Please select from drop down in cell.
Database_ Transactions	MSME Set-Aside Transaction (Y/N)	Please select from drop down in cell.
Database_ Transactions	Priority	Please select from drop down in cell. Emergency as a transaction priority refers to the situations of emergency or extreme urgency described in Section 7 of The Public Procurement Regulations, 2018.
Database_ Transactions	Executed via GOJEP (Yes/No)	Please select from drop down in cell.
Database_ Transactions	Date requisition received	Date procurement requisition or purchase requisition was received from an end-user Department.
Database_ Transactions	Date procurement notice published or RFQ sent	If transaction was below J$1.5 million for good and services or, below J$2 million for works, please use the date RFQ was issued for the single-source procurement.

Category	Name	Guide/Definition
Database_ Transactions	Date -Tender submission deadline	Please enter date 'day-month-year' as: 31Dec21. Where the cell is not applicable example if transaction is below J$60 million (or any such amended threshold) and Cabinet approval cell was not required, please apply a grey fill to cell.
Database_ Transactions	Date evaluation of bids completed	Please enter date 'day-month-year' as: 31Dec21. Where the cell is not applicable example if transaction is below J$60 million (or any such amended threshold) and Cabinet approval cell was not required, please apply a grey fill to cell.
Database_ Transactions	Date - Procurement committee recommendation	This represents the date that required number of procurement committee members concluded recommendation of approval, to Head of Entity. Please enter date 'day-month-year' as: 31Dec21. Where the cell is not applicable example if transaction is below J$60 million (or any such amended threshold) and Cabinet approval cell was not required, please apply a grey fill to cell.
Database_ Transactions	Date - Head of Entity approval of Contract	Please enter date 'day-month-year' as: 31Dec21. Where the cell is not applicable example if transaction is below J$60 million (or any such amended threshold) and Cabinet approval cell was not required, please apply a grey fill to cell.
Database_ Transactions	Date - PPC Approval of Contract	Please enter date 'day-month-year' as: 31Dec21. Where the cell is not applicable example if transaction is below J$60 million (or any such amended threshold) and Cabinet approval cell was not required, please apply a grey fill to cell.
Database_ Transactions	Date - Cabinet Approval of Contract	Please enter date 'day-month-year' as: 31Dec21. Where the cell is not applicable example if transaction is below J$60 million (or any such amended threshold) and Cabinet approval cell was not required, please apply a grey fill to cell.
Database_ Transactions	Date - Contract award date	Please enter date 'day-month-year' as: 31Dec21.

Category	Name	Guide/Definition
Database_ Transactions	COVID-19 related (Yes or No)	Please select from drop down in cell.
Database_ Transactions	Retendered procurement? (Yes or No)	Please select from drop down in cell.
Database_ Transactions	Primary reason for retender	Please select from drop down in cell. Aim is to achieve prudent and effective procurement expenditure and reduction in the need for retendering. If OTHER is selected, please use comment column to state reason.
Database_ Transactions	Comment	Comment - other retender reason or other comment on transaction

IMPORTANT

Where information is deemed 'not applicable', this comment 'not applicable' or 'N/A' cannot be typed in the cells. To indicate that the information is not applicable, please use the grey fill option.

Based on procurement transaction's value and requirement in the Second Schedule of the Public Procurement Act (2015), dates such as 'Date - PPC Approval of Contract' and 'Date - Cabinet Approval of Contract' may not be applicable.

Microsoft Excel – built in Form option

You may choose to input the information in one of the following ways:

1. Directly into the Microsoft Excel cells,

   Or

2. Using the Microsoft Excel add-on known as 'Form' as described below.

Provisional to user preference for collating the spend data; there is also the option of utilizing the 'FORM' option in Microsoft Excel's additional commands.

There are five main differences with the Excel forms:

- The form isolates one record or row;

- Your orientation is vertical, not horizontal;

- Some fields have keyboard shortcuts allowing you to jump within the form;

- You have a series of form buttons on the right-side to control navigation and filters;

- The whole record is committed as opposed to each cell;

To add the Form button Form Control button to the Quick Access Toolbar, do the following:
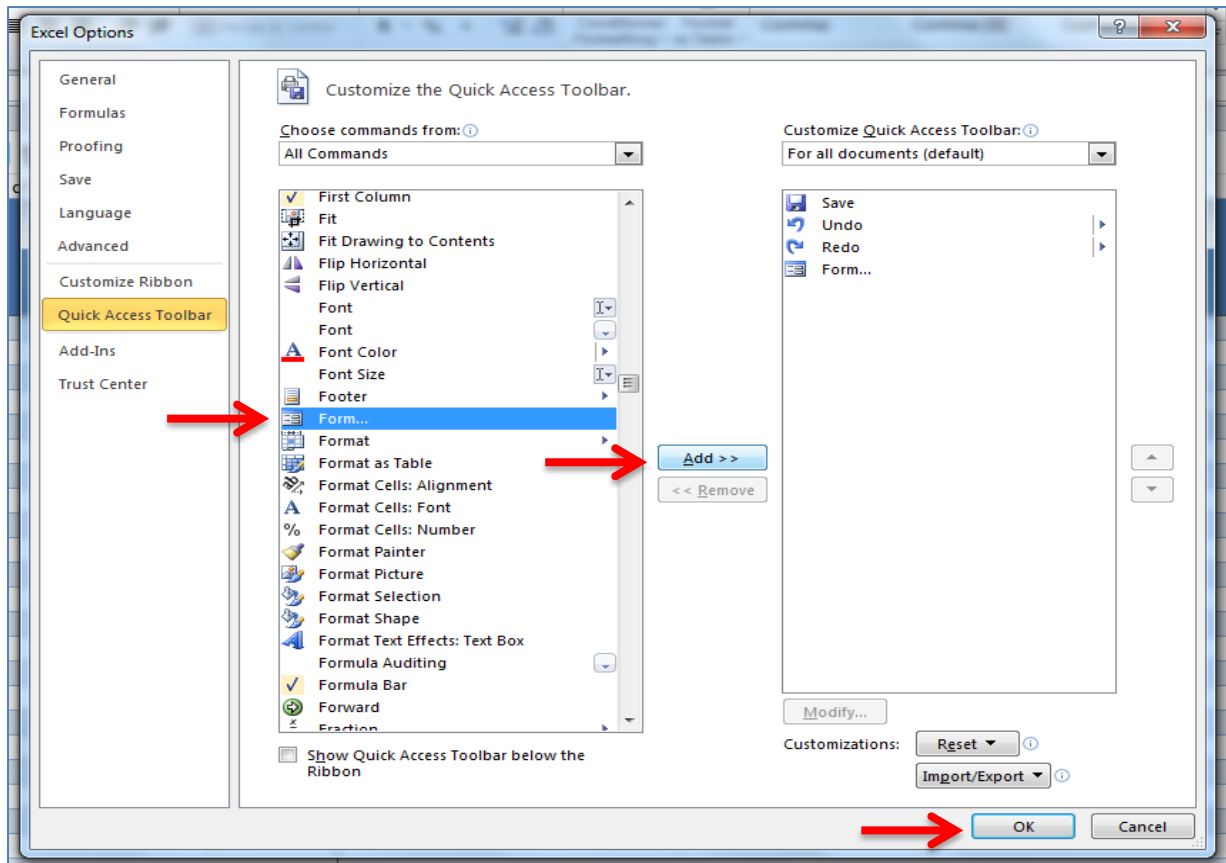
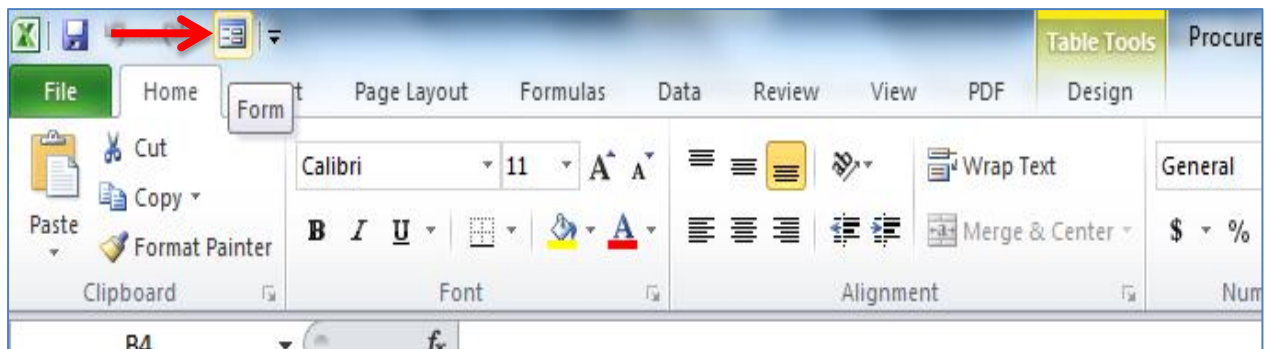- Click the arrow next to the Quick Access Toolbar, and then click 'More Commands'.
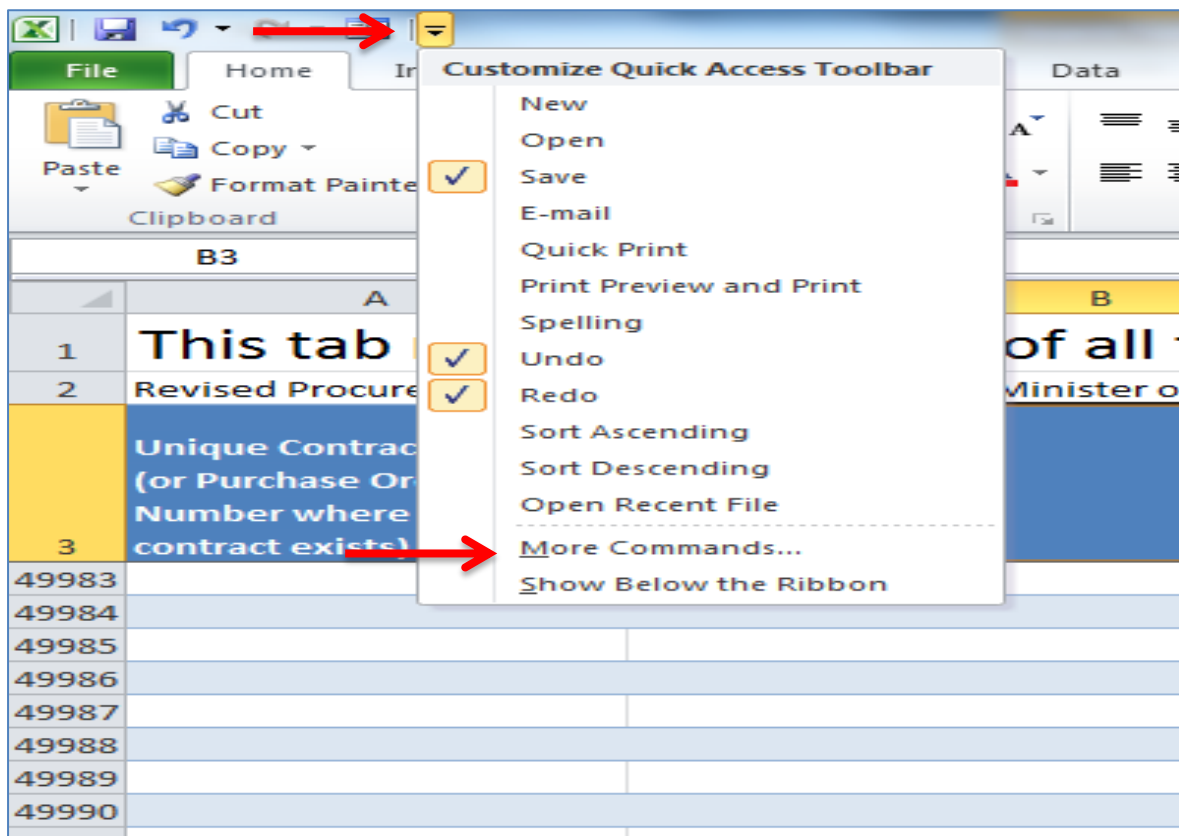
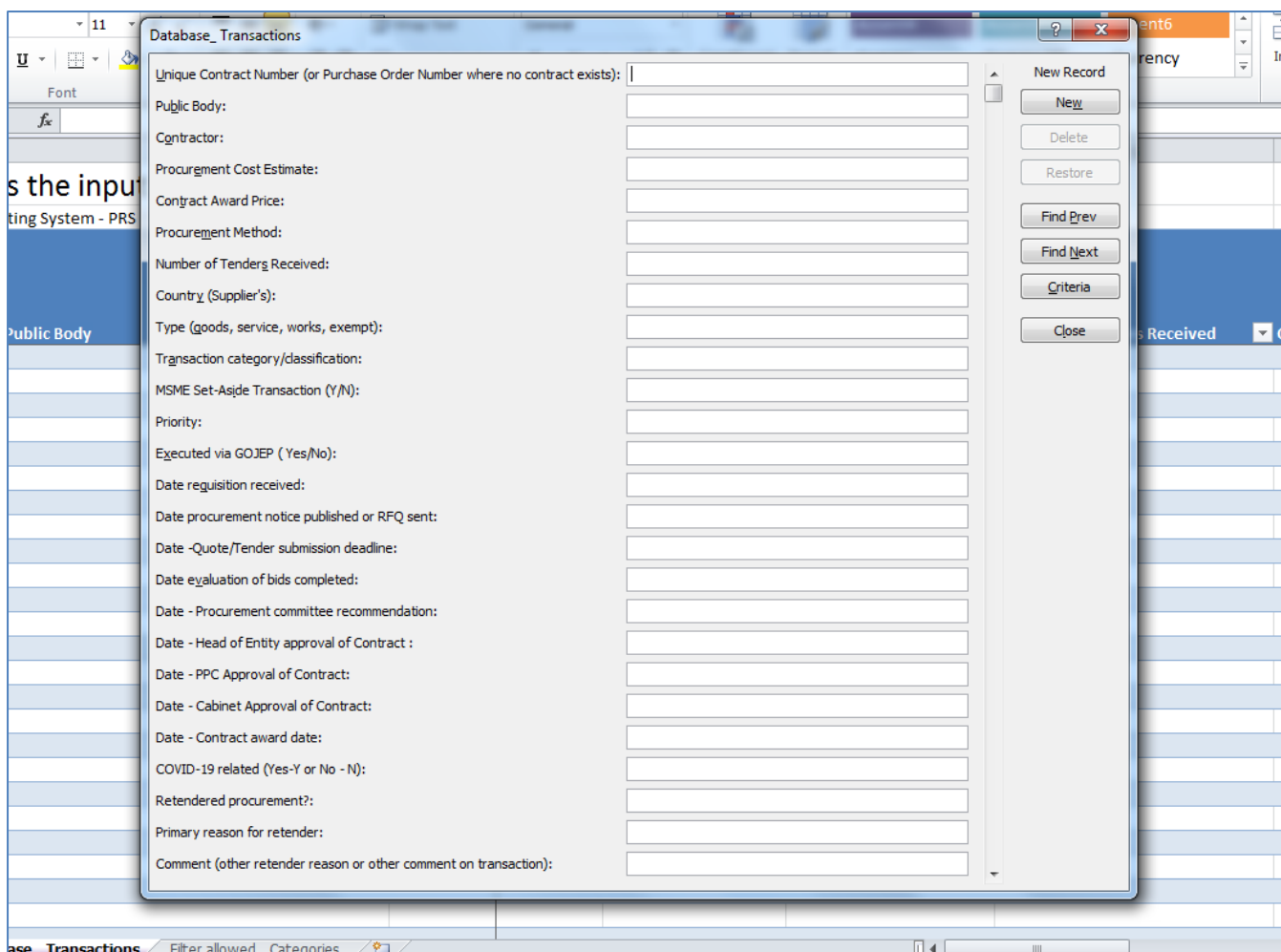- In the 'Choose commands from' box, click 'All Commands.'
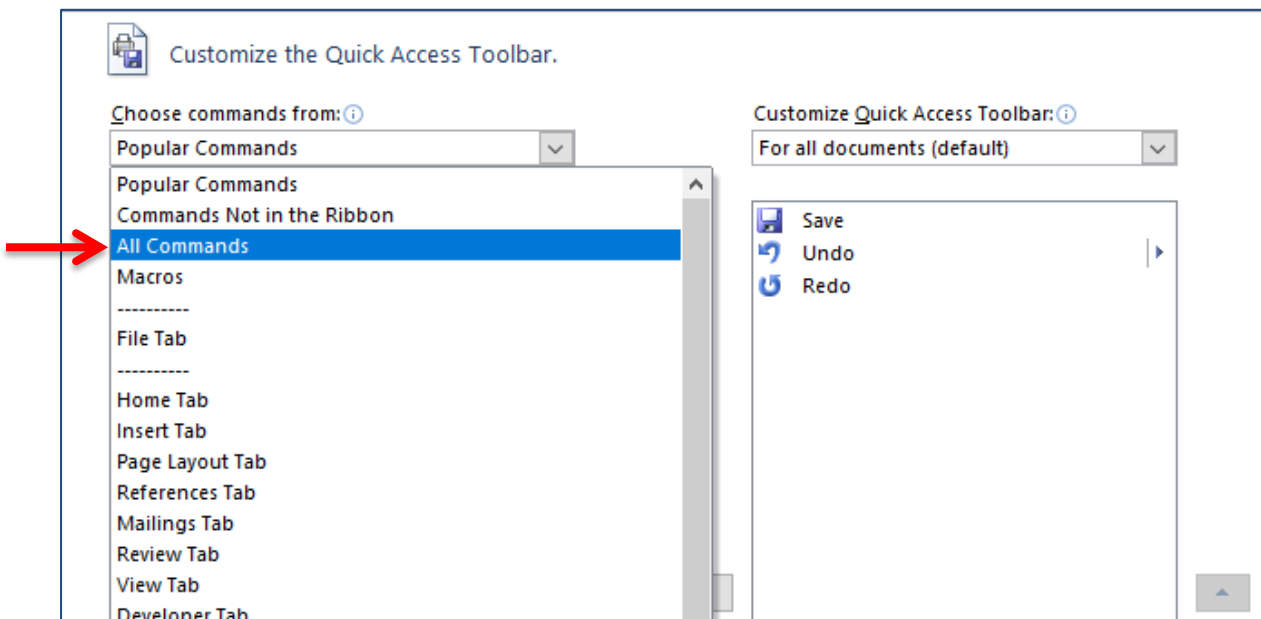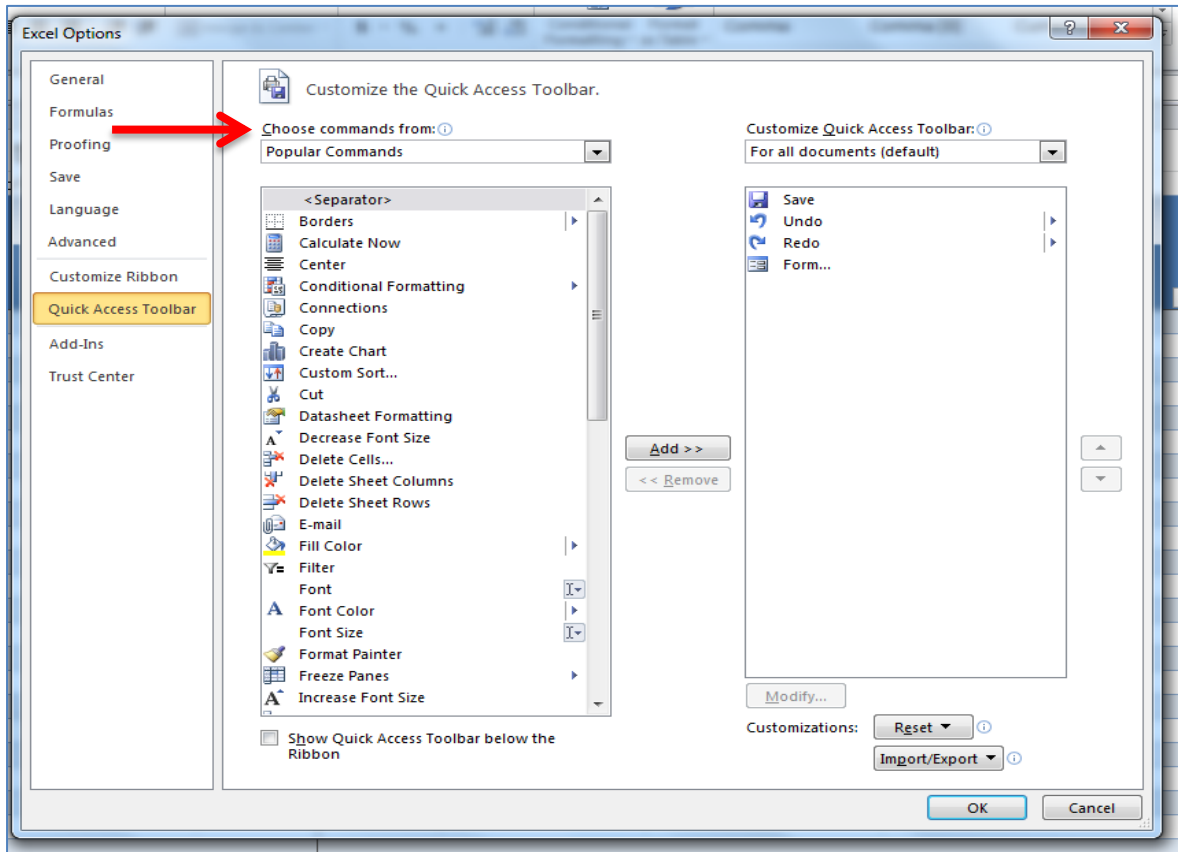
Select the **Form** control button in the list, Click **add**, then click **OK.**

To access the form: on the **Quick Access Toolbar**, click **Form Control button**, see in image below at top left.

This window will appear:

Please access the following link, to access additional information on enabling this feature to your desk top version of Microsoft Excel, and using same.

https://support.microsoft.com/en-us/office/add-edit-find-and-delete-rows-by-using-a-data-form-17bca0a4-3ba5-444a-983c-a8ce70609374

Further information and guidance: For further information, procuring entities are encouraged to contact the Office of Public Procurement Policy in the Ministry of Finance and the Public Service by sending an e-mail to: opppcustomercare@mof.gov.jm or by calling 876-932-5264.