



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

**OFFICE OF PUBLIC PROCUREMENT POLICY**

# **GOJEP Tender Close Out Manual**

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This GOJEP User Guide provides technical instructions, to procurement practitioners, regarding the tender close out process using the GOJEP portal.

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## ACRONYMS/ABBREVIATIONS

Abbreviations	Meaning
TC	Tender Coordinators
CAPC	Contracting Authority, Procurement Coordinator
CAPCA	Contracting Authority, Procurement Coordinator
ESR	Evaluator Staff Responsible/Lead Evaluator
ES	Evaluator Staff
OS	Opening Staff/Opening Officer
PO	Procurement Officer
PPA	Public Procurement Act

## Introduction

### Scope:

This guidance note is twofold. Firstly, it sets out the critical steps for the close-out of procurement transactions in GOJEP and secondly, to properly equipped procurement practitioners with the relevant information required to effectively close-out a procurement transaction and ultimately publish its contract award notices as prescribed by the Public Procurement Act, 2015.

### Definition:

Procurement transaction close-out refers to the procuring entity's entry of prescribed procurement transactional information into GOJEP, and the generation of a public notice of contract award. This guidance note does not attempt to cover all functionalities of close out stage but intends to support and enhance in a more user-friendly manner, the pre-existing GOJEP user manual.

### Context:

In keeping with the principle of transparency in Jamaica's public procurement system, procuring entities are required to make material public disclosures of decisions taken at several points in the procurement cycle. At the end of the solicitation stage- that is, the set of processes associated with the invitation of offers and the making of a contract award, pursuant to Section 45 of the Act, procuring entities are duty-bound to disclose/publish a notice of award of procurement contracts or framework agreements, specifying the following information:

- i. The name of the contractor or contractors to which the procurement contract or, as the case may be, the framework agreement was awarded; and
- ii. In the case of a procurement contract, the contract price.

In addition to the legal requirements, the compilation of procurement transactional data allows for the generation of usable procurement data to support policy development, reporting and performance monitoring.



## Purpose of Closing out Procurement Transaction in GOJEP

E-procurement aims to minimize commercial transactions between the government and its suppliers using technology, to optimize the public procurement system.

The main objectives of the e-Procurement are to, inter alia, provide the GOJ and other international stakeholders with informed public procured data, to use the portal as one depository for the management of public procurement information, to provide statistics to assist in making better procurement and economic policy decisions and to increase efficiency, transparency, and accountability in the public procurement system.

Pursuant to Section 7 Public Procurement Act, 2015, which outlines the e-Procurement functions of the Office to include:

- Establish and manage an electronic procurement system for the public sector;
- Develop and maintain a database of public procurement statistics;

To effectively satisfy these legal requirements procurement practitioners must first be fully equipped with the relevant information to individually play their parts in achieving the objectives of the portal.

This guidance document will be the linkages between reliable raw public procurement data and how effective policy decisions are derived. Further, will provide support to procurement practitioners in the management of electronic procurement transactions published through the GOJEP platform.

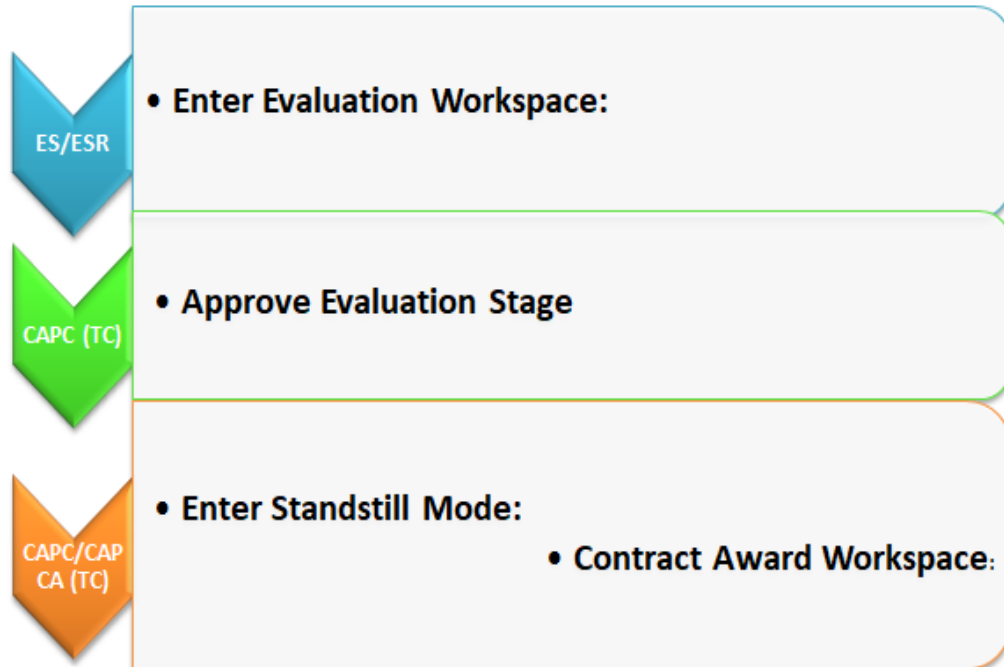
**For the purpose of this document, the close-out process will commence at the evaluation stage.**

*To provide feedback or comments on this document, kindly contact the Office of Public Procurement Policy via email at [oppccustomer@mof.gov.jm](mailto:oppccustomer@mof.gov.jm).*





## MAIN TASKS AND ROLES





**SUMMARY STEP:**

Steps	Description/Activity	Competition Role: User Responsible
1	<p><b><i>Enter Evaluation Workspace:</i></b></p> <ul style="list-style-type: none"> <li>• Click on task “evaluate bids”</li> <li>• Select link “not evaluated for each bidder and enter evaluation scores”</li> <li>• Save as final.</li> <li>• Generate and approve evaluation report by selecting the “evaluation report” task on homepage</li> </ul>	ES/ESR
2	<p><b><i>Finalize Evaluation</i></b></p> <ul style="list-style-type: none"> <li>• ESR only (select overall evaluation status link and enter scores to finalize)</li> </ul>	ES/ESR
3	<p><b><i>Generate Evaluation Report</i></b></p> <ul style="list-style-type: none"> <li>• Click on task “Generate evaluation report”</li> <li>• In ranking workspace, select “generate evaluation report” tab</li> </ul>	TC (CAPC or CAPCA)
4	<p><b><i>Manage Evaluation Report</i></b></p> <ul style="list-style-type: none"> <li>• Upload detailed version of evaluation report</li> <li>• Select “Approve” tab</li> </ul>	TC (CAPC or CAPCA)
4	<p><b><i>Approve Evaluation Report</i></b></p> <ul style="list-style-type: none"> <li>• Approve report as final or reject and request re-evaluation</li> <li>• Provide comments from endorsement committee</li> </ul>	TC (Only a CAPC can approve)
5	<p><b><i>Conclude Evaluation Result</i></b></p> <ul style="list-style-type: none"> <li>• Review final evaluation ranking</li> </ul>	TC (CAPC or CAPCA)

	<ul style="list-style-type: none"> <li>• Announce evaluation results to participating bidders</li> <li>• Reject and request re-evaluation if necessary</li> <li>•</li> </ul>	
6	<p><b><i>Announce Evaluation Result</i></b></p> <ul style="list-style-type: none"> <li>• Issue Standstill Notice</li> <li>• Send notification message to responsive/non-responsive bidders</li> </ul>	TC (CAPC or CAPCA)
7	<p><b><i>Enter Standstill Workspace</i></b></p> <ul style="list-style-type: none"> <li>• Supplier Ranking</li> <li>• End Standstill period</li> <li>• Post Standstill results</li> <li>• Reject and request re-evaluation if necessary</li> </ul>	TC (CAPC or CAPCA)
8	<p><b><i>Contract Award Workspace</i></b></p> <ul style="list-style-type: none"> <li>• Issue contract award to successful bidder</li> <li>• Create and publish contract award notice</li> <li>• Create e-Contract</li> <li>• Upload signed contract using the contract management feature</li> <li>• Associate/Disassociate Contract Manager</li> </ul>	TC (CAPC or CAPCA)
9	<p><b><i>Export Competition</i></b></p> <ul style="list-style-type: none"> <li>• Export and download core competition details</li> <li>• Store procurement information using a safe external storage medium</li> </ul>	TC (CAPC or CAPCA)

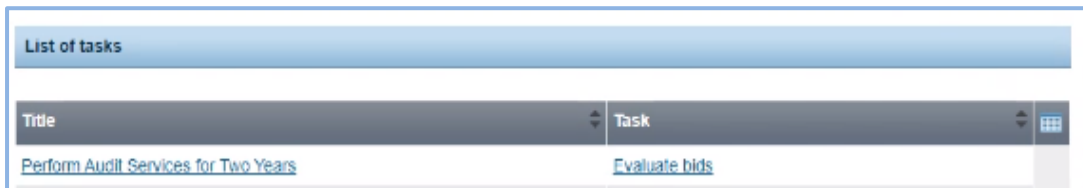
## 1. ONLINE EVALUATION WORKSPACE

Two Envelope Configuration:

### *Envelope One*

#### 1.1 Technical Evaluation Workspace

Once the unlocking task is complete; the status of the competition is now in evaluation mode.



The screenshot shows a web interface with a table titled "List of tasks". The table has two columns: "Title" and "Task". The first row contains the text "Perform Audit Services for Two Years" under the "Title" column and "Evaluate bids" under the "Task" column. There are small icons to the right of the "Task" column header and a small icon to the right of the "Evaluate bids" text.

Title	Task
Perform Audit Services for Two Years	Evaluate bids

Figure 1: Evaluate bids

The ES user/s will receive a task to “*Evaluate bids*”.

Select “*evaluate bids*” task to enter **VIEW BIDS WORKSPACE**.

#### 1.2 Complete and Finalize Technical Evaluation

View bids | My role for this competition is: PO/TC+PO/ESR

▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) [Show Menu](#)

Cycle 1

Eligibility criteria

List of opened bids

Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown
General Services Limited	000005863	2021/05/31 13:10:32	✔	✘	✘	<a href="#">Not evaluated</a>	<a href="#">Not evaluated</a>
The Real Thing Computers and Supplies	000005862	2021/05/31 13:01:36	✔	✘	✘	<a href="#">Not evaluated</a>	<a href="#">Not evaluated</a>

**i** Note: All received bids have been opened.

Technical

List of opened bids

Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown
General Services Limited	000005863	2021/05/31 13:10:32	✔	✘	✘	<a href="#">Not evaluated</a>	<a href="#">Not evaluated</a>
The Real Thing Computers and Supplies	000005862	2021/05/31 13:01:36	✔	✘	✘	<a href="#">Not evaluated</a>	<a href="#">Not evaluated</a>

Figure 2: Display finalize evaluation link

In the above screen ES user/s must select the link *“not evaluated”* under the respective username/s (as shown in Fig. 2 above). Link will display Fig 3.

### 1.3 Enter Evaluation Score/Price:

Evaluators are required to input score (Asc) for each bidder based on the requirements previously established.

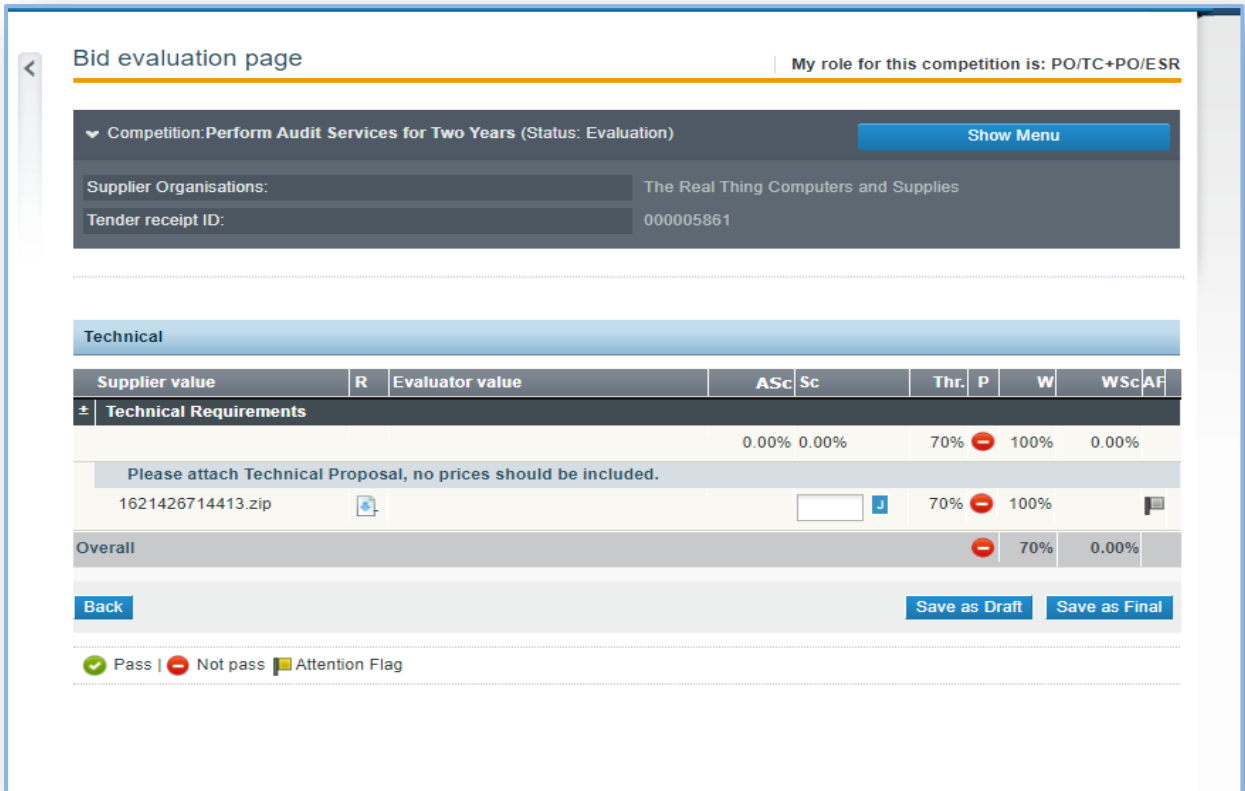


Figure 3: Enter evaluation scores/price where applicable

After completing each criterion, *save as final*, select the “back” button to return to view bid workspace until all criterion has a finalized status. Evaluator can also input a justification to support the score allotted by clicking the J on the right of the entry box.

#### 1.4 Overall Technical Evaluation Status

Lead Evaluator (ESR) must finalize the overall evaluation status for the competition

Technical							
List of opened bids							
Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown
General Services Limited	000005863	2021/05/31 13:10:32	✓	✗	✗	<a href="#">Not evaluated</a>	<a href="#">Final</a>
The Real Thing Computers and Supplies	000005862	2021/05/31 13:01:36	✓	✗	✗	<a href="#">Not evaluated</a>	<a href="#">Final</a>

Figure 4 Finalize overall evaluation status for technical envelope

### 1.4.1 To finalize Evaluation Status:

- i. Select link (not evaluated at Fig 4),
- ii. Input consensus score (CSc) in the finalize technical criteria evaluation page (Fig5)
- iii. Click Finalize the Evaluation” tab (Fig. 5)

Finalise technical criteria evaluation My role for this competition is: PO/TC+PO/ESR

---

▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) Show Menu

Supplier Organisations: General Services Limited  
Tender receipt ID: 000005863

---

**Technical**

Andrew Brown    CSc    W    WSc    ASc    Thr.    P    Final

± **Technical Requirements**

	100%	80.00%	80.00%	70%	✓
Please attach Technical Proposal					
80.00%	80	100%	80.00%	80.00%	70% ✓
<b>Overall</b>	70%	56.00%	80.00%		✓

Back
Discard evaluation
Re-evaluate Bid
Finalise the Evaluation

✓ Pass | ✗ Not pass | ■ Attention Flag

Figure 5: Input consensus score (CSc)



## 1.5 Evaluation Status Finalized

View bids My role for this competition is: PO/TC+PO/ESR

---


▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) Show Menu

**Cycle 1**

Eligibility criteria

List of opened bids

Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown
General Services Limited	000005863	2021/05/31 13:10:32	✓	✗	✗	<a href="#">Finalised</a>	<a href="#">Finalised</a>
The Real Thing Computers and Supplies	000005862	2021/05/31 13:01:36	✓	✗	✗	<a href="#">Finalised</a>	<a href="#">Finalised</a>

 Note: All received bids have been opened.

Technical

List of opened bids

Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown
General Services Limited	000005863	2021/05/31 13:10:32	✓	✗	✗	<a href="#">Finalised</a>	<a href="#">Finalised</a>
The Real Thing Computers and Supplies	000005862	2021/05/31 13:01:36	✓	✗	✗	<a href="#">Finalised</a>	<a href="#">Finalised</a>

Figure 6: Evaluation finalized.

All status MUST be finalized prior to evaluation report being generated

Return to Task List by selecting the *Homepage* Tab

## 2. Technical Evaluation Ranking Stage

### 2.1 Generate, Manage and Approve Evaluation Report

TC user will have a task to ***“Generate evaluation report”***

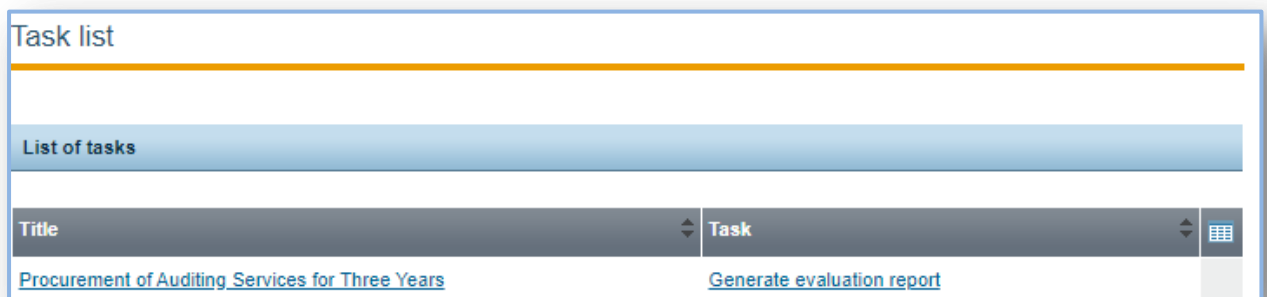


Figure 7: Select Generate evaluation Report task

### 2.2 View Ranking Workspace

Upon selection of task, TC user will now enter the ***Ranking Workspace*** (Fig.9). Bidders are ranked based on the score allocated in the evaluation scoring workspace.

The screenshot shows the 'Ranking' workspace. At the top, it says 'Ranking' and 'My role for this competition is: PO/TC+PO/ESR'. Below this is a header bar with a dropdown menu showing 'Competition: Procurement of Auditing Services for Three Years (Status: Evaluation)' and a 'Show Menu' button. The main content is a table with the following data:

Rank	Supplier Organisations	Tender receipt ID	Score/Price	Comment	Pass/Fail
1	The Real Thing Computers and Supplies	000005862	59.50%		✓
2	General Services Limited	000005863	56.00%		✓

At the bottom of the workspace, there are two buttons: 'Generate evaluation report' and 'Back'.

Figure 8

In the **Ranking Workspace** above, select the ***Generate evaluation report*** tab to enter ***Manage Evaluation Report Workspace*** (Fig. 10)

## 2.3 Manage Evaluation Report Workspace

In this workspace, TC/ESR may upload an amended/revised Evaluation Report (this is recommended). This will replace one of the system generated reports.

Manage evaluation reports | My role for this competition is: PO/TC+PO/ESR

▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) Show Menu

Cycle 1

	Title	E/R round	Creator	Status	Endorsement committee comments
	<a href="#">EvaluationReport_system_1.xls</a>	1	Andrew Brown	System	
<input type="radio"/>	<a href="#">EvaluationReport_user_1.xls</a>	1	Andrew Brown	ES Draft	

2 results in total. Displaying: 1-2 Page 1 of 1

Approve Upload new version

Figure 9

2.3.1 To upload a more detailed version of an approved evaluation report, follow below steps:

- i. Selecting the report with the status *ES Draft*;
- ii. Select the *Upload new version* tab at the bottom of the screen; (Fig.9 )
- iii. Attached new version of report and select the *Upload* tab; (Fig.10)
- iv. Then select the **Approve** tab as appear on the bottom of screen of Fig.9.

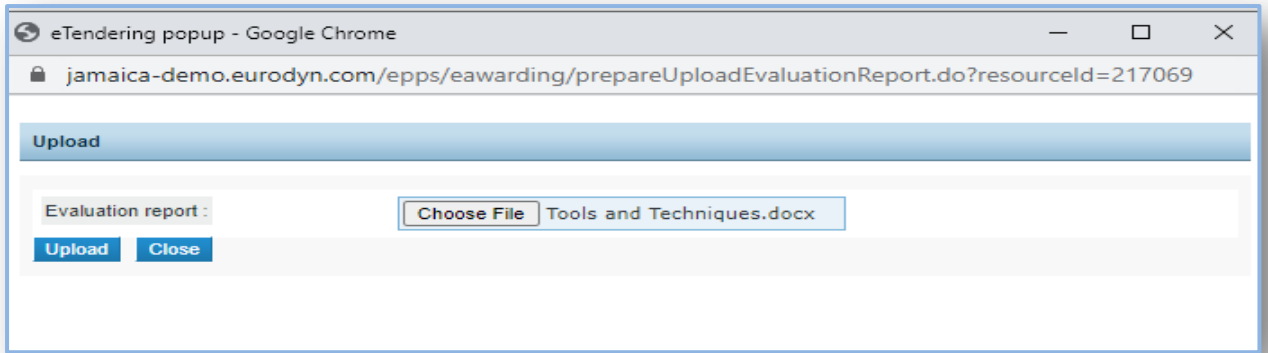


Figure 10: Once file is uploaded, TC will get the task to Manage evaluation report (Fig. 11)

Task list

---

List of tasks

Title	Task
<a href="#">Procurement of Auditing Services for Three Years</a>	<a href="#">Manage evaluation report</a>

Figure 11: Select "*Manage evaluation report*" link

## 2.4 Approve Evaluation Report

Manage evaluation reports | My role for this competition is: PO/TC+PO/ESR

▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) [Show Menu](#)

Cycle 1

Title	E/R round	Creator	Status	Endorsement committee comments
<a href="#">EvaluationReport_system_1.xls</a>	1	Andrew Brown	System	
<input type="radio"/> <a href="#">B and E- Bustamante Hospital for Children 000005.pdf</a>	1	Andrew Brown	PO/TC submitted	

2 results in total. Displaying: 1-2

Page 1 of 1


[Approve as Final](#) [Reject and request re-evaluation](#)

Figure 12: Approve evaluation report: TC user must insert comments from Endorsement/Procurement Committee and select the *approve report as final tab*.

TC also has the option to reject and request a re-evaluation if applicable.

***Where multiple ES (evaluators) are on a competition, all evaluators will get the option to approve evaluation report.***

View Competition details | My role for this competition is: PO/TC+PO/ESR

 Evaluation report is approved as final. [Close](#)

Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) [Show Menu](#)

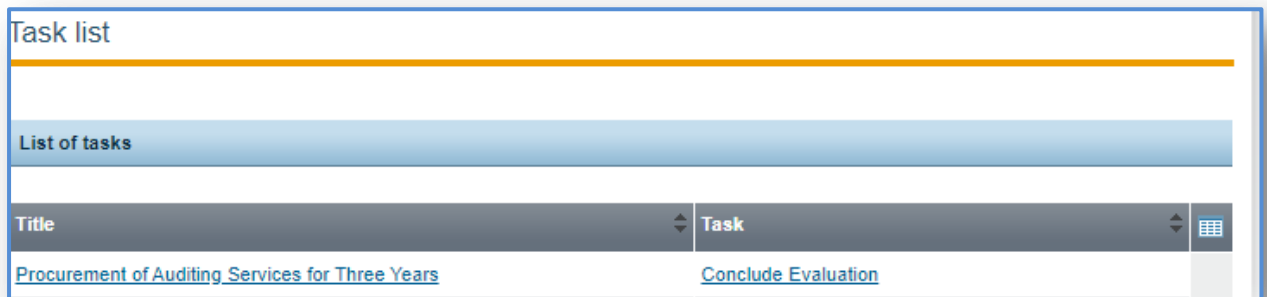
Figure13: Report approved as final: Pop-up will be received stating: " *evaluation report is approved as final*"

Return to Task List by selecting the *Homepage* Tab

### 3 CONCLUDE EVALUATION STAGE

#### 3.1 Conclude evaluation process

TC user will have a task to *“Conclude evaluation”*



The screenshot shows a web interface for a task list. At the top, there is a header 'Task list' with a yellow underline. Below it is a blue bar labeled 'List of tasks'. The main content area is a table with two columns: 'Title' and 'Task'. The 'Title' column contains the text 'Procurement of Auditing Services for Three Years' and the 'Task' column contains 'Conclude Evaluation'. Both are underlined. There are small up/down arrows between the columns and a grid icon on the right side of the table header.

Title	Task
<u>Procurement of Auditing Services for Three Years</u>	<u>Conclude Evaluation</u>

Figure 14: Select Conclude Evaluation task

Upon selection of task, TC user will now enter the *Final Ranking Workspace* (Fig.15) following final approval of the report by all evaluators (ES/ESR).

#### 3.2 Final Ranking Workspace/Proceed with Announcement of Evaluation Results

Ranking My role for this competition is: PO/TC+PO/ESR

---

▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) Show Menu

Rank	Supplier Organisations	Tender receipt ID	Score/Price	Score Breakdown	Comment	Pass/Fail
1	The Real Thing Computers and Supplies	000005862	59.50%	<a href="#">More[+]</a>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>Maximum characters: 255.</small>	<input checked="" type="checkbox"/>
2	General Services Limited	000005863	56.00%	<a href="#">More[+]</a>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>Maximum characters: 255.</small>	<input checked="" type="checkbox"/>

**Endorsement committee comment**

Reject and request re-evaluation
Cancel Competition
Proceed with announcement of results

**Figure 15: Select “Proceed with announcement of results” tab:** Final results of the evaluation process are now ready for announced to all bidders who participated in the procurement process.

TC user can insert additional comments if necessary and select the “*Proceed with announcement of results tab*”.

TC also has the option to *reject and request a re-evaluation* if applicable.

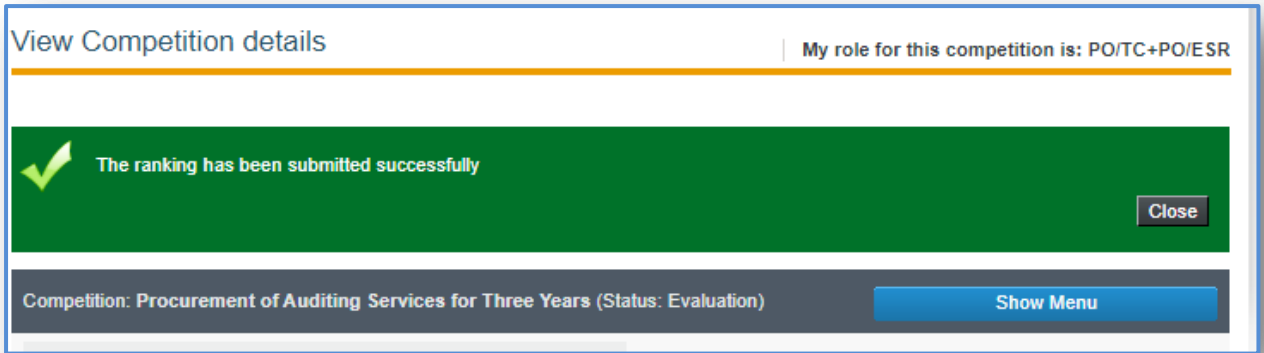


Figure 16: Final ranking submitted: Pop-up will be received stating: " ranking has been submitted successfully "

## Return to Task List by selecting the *Homepage* Tab

### 4 ANNOUNCE EVALUATION STAGE

#### 4.1 Announcement of final evaluation results workspace

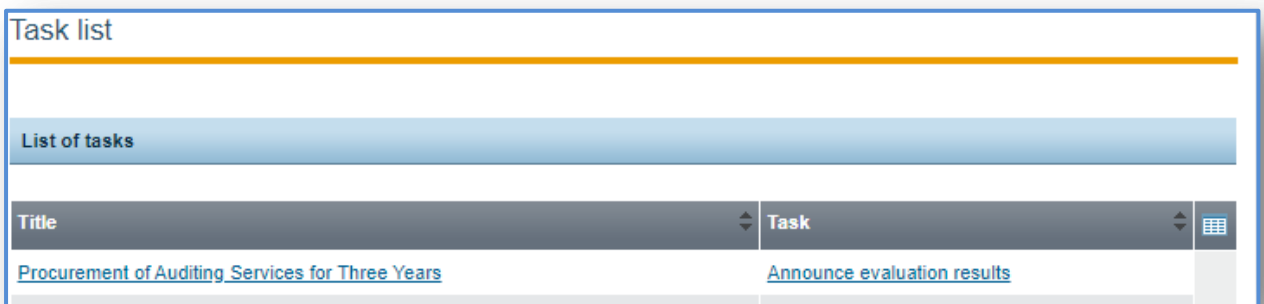


Figure 17: Select Announce evaluation results task

Upon selection of the task, TC user will now enter the **Announce Evaluation Result Workspace** (Fig.18).



## 4.2 Announcement of Evaluation Results Workspace

In this workspace TC users are strongly recommended to attach the mandatory standstill letter/notice prior to sending notification of evaluation results to participating bidders. By selecting the *send* or *proceeding without sending notifications tab*, this will automatically invoke the standstill period pursuant to section 44 (2) of the PPA, 2015.

The screenshot shows a web interface for announcing evaluation results. At the top, the title is "Announce evaluation results" and the user's role is "PO/TC+PO/ESR". Below this, a dropdown menu shows the competition name: "Procurement of Auditing Services for Three Years (Status: Evaluation)", with a "Show Menu" button. A blue banner indicates the notification is for suppliers that qualified the evaluation phase. The main form includes a mandatory message field (marked with an asterisk) with a character limit of 50,000. There are three attachment fields: "The Real Thing Computers and Supplies Attachment", "General Services Limited Attachment", and "Common attachment", each with a "Choose File" button and "No file chosen" text. At the bottom right, there are two buttons: "Send" and "Proceed without sending notifications". A footer note states: "\* Fields marked with an asterisk are mandatory".

Figure 18: Issue notification of evaluation results and standstill notice

## Next Task

*Supplier Ranking:* This task will not appear in the task list of the TC user. Follow below steps to view supplier ranking

## 5 SUPPLIER RANKING

### 5.1 Final Supplier Ranking Space

See final ranking of qualified suppliers hitherto the post standstill period.

Steps:



▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) <span style="float: right; background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Show Menu</span>						
Rank	Supplier Organisations	Tender receipt ID	Score/Price	Score Breakdown	Comment	Pass/Fail
1	The Real Thing Computers and Supplies	000005862	59.50%	<a href="#">More[+]</a>	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>	<span style="color: green; font-weight: bold;">✔</span>
2	General Services Limited	000005863	56.00%	<a href="#">More[+]</a>	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>	<span style="color: green; font-weight: bold;">✔</span>

**Endorsement committee comment**

Figure 19: View final ranking page before ending standstill period

## Next Task

**End Standstill Period:** This task will not appear in the task list of the TC user. Follow below steps to end Standstill notice

## 6 STANDSTILL PERIOD

### 6.1 End Standstill period workspace

Upon expiration of the standstill and where there is no bidder challenge, TC user must end standstill period to complete electronic evaluation process.

#### Steps:



End standstill period    Export Competition

Figure 20: View Competition page, select "End standstill period" tab

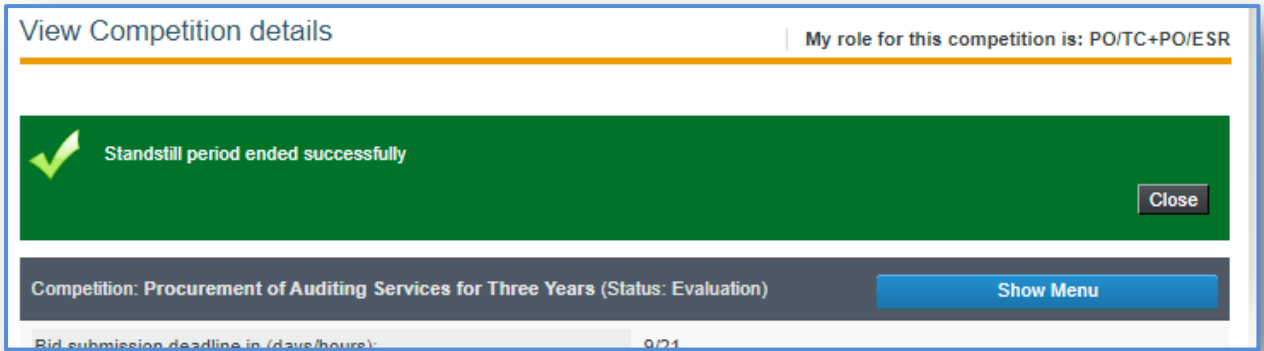


Figure 21: Standstill period successfully ended

Return to Task List by selecting the *Homepage* Tab

## 7 POST STANDSTILL RANKING

### 7.1 Post standstill ranking results workspace

TC user will have a task to *“enter post standstill result”*



Figure 22: Select Post Standstill Ranking task

Upon selection of the task, TC user will now enter the **Post Standing Ranking Workspace** (Fig.23).

## 7.2 Post Standing Ranking Workspace

Workspace provides the option to amend the supplier ranking, subsequent to the results of the standstill period. Where there were no bidder challenges, the ranking remains, however, where an outcome of a standstill changes the recommended results, the TC user is required to reflect change in this workspace prior to saving as final.

Should the recommendation change, the evaluation process should be rejected and re-evaluated.

### Ranking

My role for this competition is: PO/TC+PO/ESR

▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) [Show Menu](#)

Rank	Supplier Organisations	Tender receipt ID	Score/Price	Score Breakdown	Comment	Pass/Fail
1	The Real Thing Computers and Supplies	000005862	59.50%	<a href="#">More[+]</a>		<input checked="" type="checkbox"/>
2	General Services Limited	000005863	56.00%	<a href="#">More[+]</a>		<input checked="" type="checkbox"/>

Endorsement committee comment

[Reject and request re-evaluation](#) [Save](#)

Figure 23: Reflect Post Standstill Ranking

## 7.3 Successful Completion of the Eligibility and Technical Evaluation Stage

### 7.3.1 Post standstill ranking completed successfully.

Finalization of the post standing ranking will advance the process to the unlocking of financial envelope in a two envelope tender process.

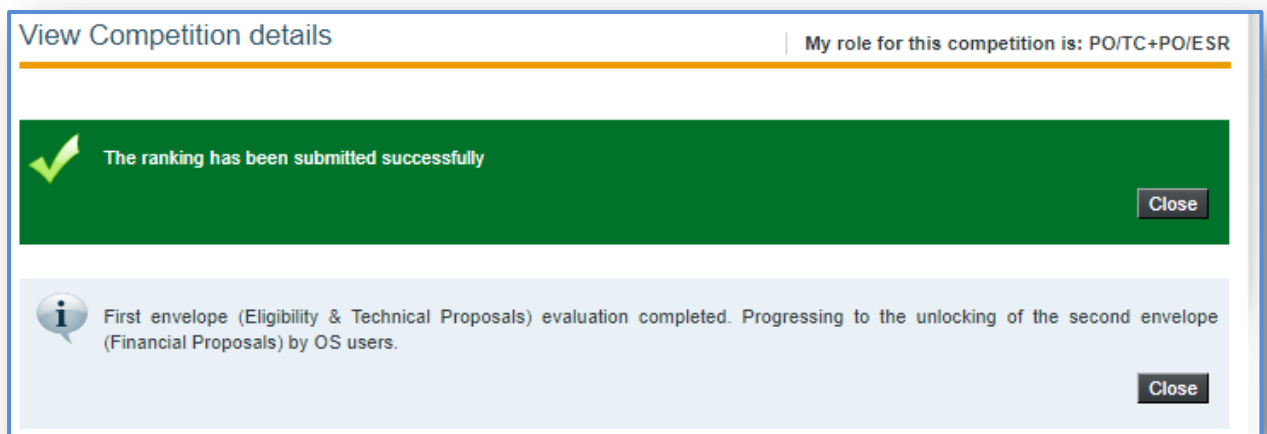


Figure 24: Post standing ranking submitted successfully

## 8 EVALUATION OF ENVELOPE TWO

### 8.1 Financial Opening Workspace

Tender openers (PO/OS) will have a task to unlock bids.



Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) Show Menu

Cycle 1

Envelope 1 Envelope 2

**Details**

Bid closing deadline: 24/06/2021 14:00:00

Bids received: 2

PO/OS users approved the submitted list of bids: 0 out of 2

Submitted list of bids approved by:

Submitted list of bids pending approval by: Ren Field, Andrew Holness

Please provide the following conversion rates:

1 JMD = 149.851 USD

1 JMD = 112.55 CAD

1 JMD = 0.0055 GBP

1 JMD = 0.0073 EUR

1 JMD = 0.050 CNY

**List of bids**

<input type="checkbox"/>	Supplier name	Tender receipt ID	TCC compliance
<input type="checkbox"/>	<a href="#">General Services Limited</a>	000005863	<span style="color: red;">-</span>
<input type="checkbox"/>	<a href="#">The Real Thing Computers and Supplies</a>	000005862	<span style="color: red;">-</span>

Confirm bids opening

Figure 25: envelope 2-unlocking page

## 8.2 Financial Evaluation Workspace

Once the above unlocking task is confirmed; the status of the competition is now in financial evaluation mode.

### Task list

List of tasks	
Title	Task
<a href="#">Procurement of Auditing Services for Three Years</a>	<a href="#">Evaluate bids</a>

Figure 26: Evaluate bids task

Select ***“evaluate bids”*** task to enter ***VIEW FINANCIAL BIDS*** WORKSPACE.

## 8.3 Complete and Finalize Financial Evaluation

ES/ESR user must select the link *“not evaluated”* under the financial envelope (as shown in Fig. 27 below). Link will display Fig 29.

**View bids** | My role for this competition is: PO/TC+PO/IE BR

▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) [Show Menu](#)

**Cycle 1**

**Eligibility criteria**

**List of opened bids**

Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown
General Limited Services	000005863	2021/05/31 13:10:32	✔	✘	✘	<a href="#">Finalised</a>	<a href="#">Finalised</a>
The Real Thing and Computers Supplies	000005862	2021/05/31 13:01:36	✔	✘	✘	<a href="#">Finalised</a>	<a href="#">Finalised</a>

**Note:** All received bids have been opened.

**Technical**

**List of opened bids**

Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown
General Limited Services	000005863	2021/05/31 13:10:32	✔	✘	✘	<a href="#">Finalised</a>	<a href="#">Finalised</a>
The Real Thing and Computers Supplies	000005862	2021/05/31 13:01:36	✔	✘	✘	<a href="#">Finalised</a>	<a href="#">Finalised</a>

**Note:** All received bids have been opened.

**Financial**

**List of opened bids**

Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown
The Real Thing and Computers Supplies	000005862	2021/05/31 13:01:36	✔	✘	✘	<a href="#">Not evaluated</a>	<a href="#">Not evaluated</a>
General Limited Services	000005863	2021/05/31 13:10:32	✔	✘	✘	<a href="#">Not evaluated</a>	<a href="#">Not evaluated</a>

Figure 27: Display evaluate link for financial envelope

#### 8.4 How to Access Financial Proposal

To access financial proposal as attached by the bidder, Evaluators (ES/ESR) should click on the icon as shown in Fig 28.

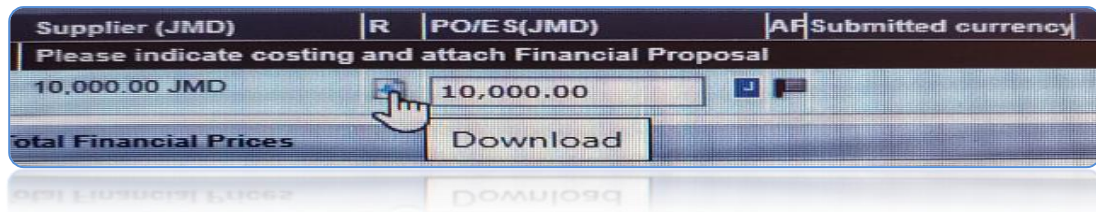


Figure 28: Displaying how to download financial proposal

## 8.5 Bid Evaluation Page

### 8.5.1 Validate Financial Proposal

Evaluators (ES/ESR) are required to validate the financial cost as displayed against the attached proposal for correctness. Where there are discrepancies between the two, the cost as submitted on the attached proposal supersedes the sum as displayed. ES/ESR should make the amendment and insert a justification (J) to support the amendment.

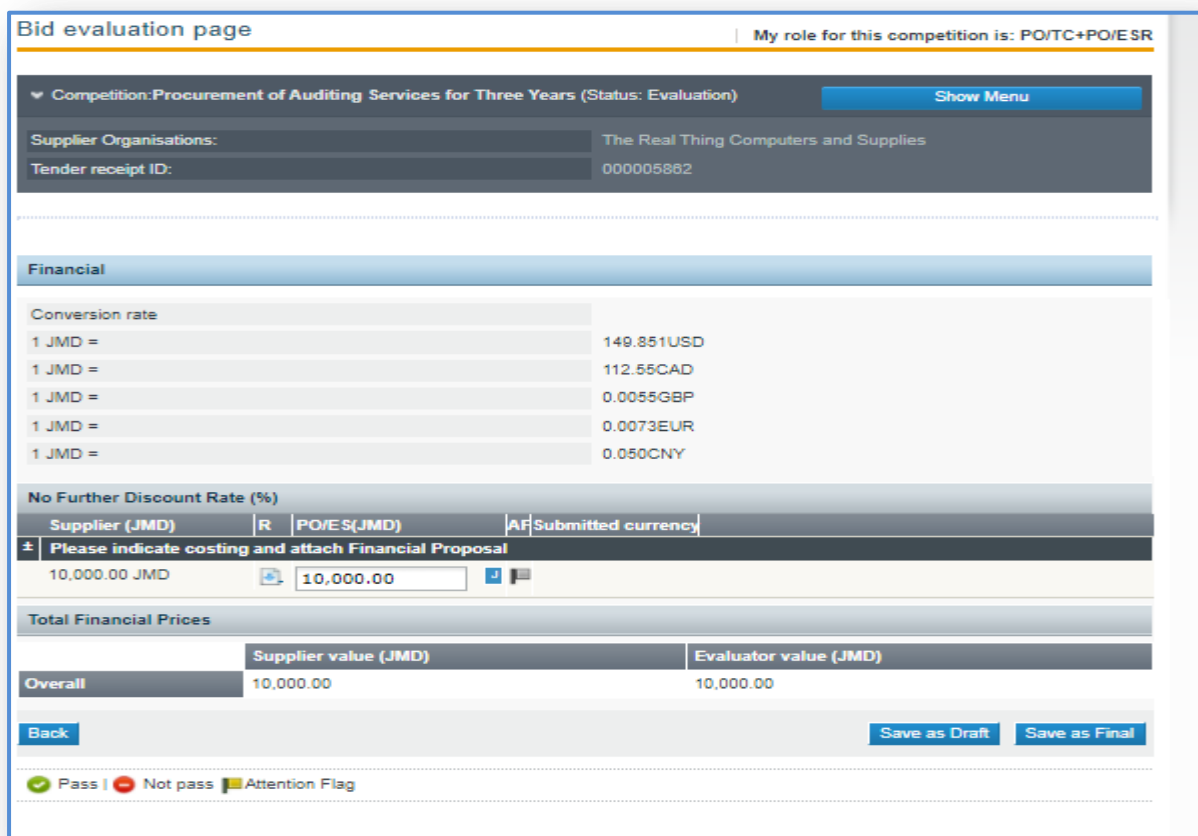
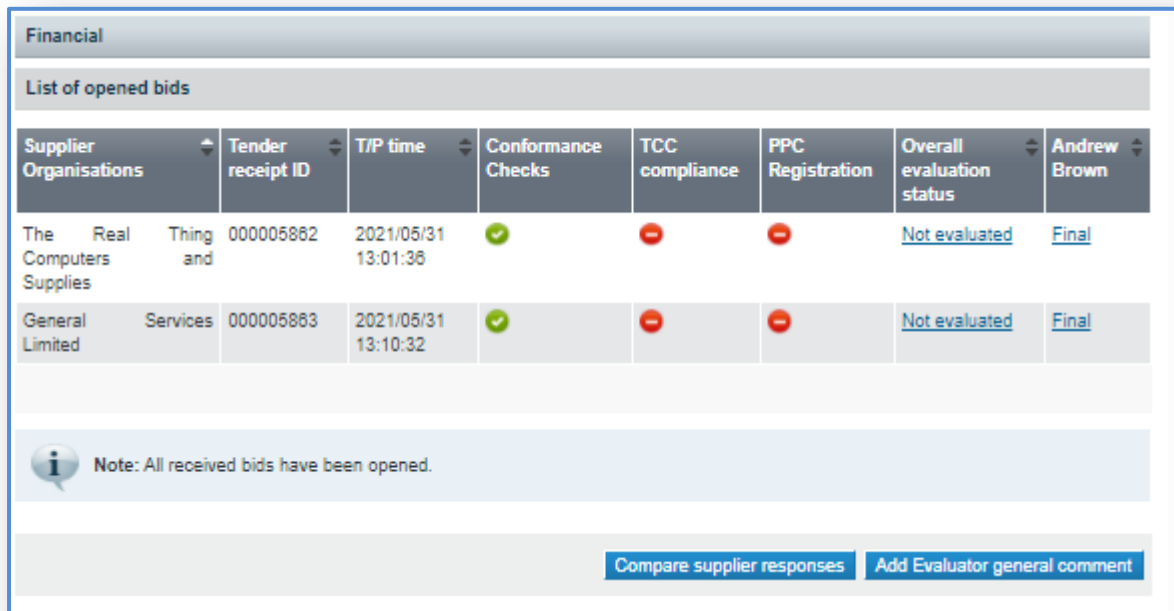


Figure 29: After completing each criterion, *save as final*, select the “back” button to return to view bid workspace until all criterion has a finalized status.

## 8.6 Overall Financial Evaluation Status

Lead Evaluator (ESR) must finalize the overall evaluation status for the competition



The screenshot displays a web interface for financial evaluation. At the top, there is a header 'Financial' and a sub-header 'List of opened bids'. Below this is a table with the following columns: Supplier Organisations, Tender receipt ID, T/P time, Conformance Checks, TCC compliance, PPC Registration, Overall evaluation status, and Andrew Brown. Two rows of data are visible, both with 'Not evaluated' status and a 'Final' link. Below the table is a note: 'Note: All received bids have been opened.' At the bottom right, there are two buttons: 'Compare supplier responses' and 'Add Evaluator general comment'.

Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown
The Real Thing and Computers Supplies	000005882	2021/05/31 13:01:38	✓	✗	✗	<a href="#">Not evaluated</a>	<a href="#">Final</a>
General Services Limited	000005883	2021/05/31 13:10:32	✓	✗	✗	<a href="#">Not evaluated</a>	<a href="#">Final</a>

Note: All received bids have been opened.

[Compare supplier responses](#) [Add Evaluator general comment](#)

Figure 30: Finalize overall evaluation status for financial envelope

### 8.6.1 To finalize Financial Evaluation Status:

- iv. Select link (not evaluated at Fig 30),
- v. Finalize financial criteria evaluation (Fig 31)
- vi. Click Finalize the Evaluation tab (Fig. 5)

## 8.7 Finalize Financial Criteria Workspace

In this workspace ES/ESR user can discard evaluation, request re-evaluation or proceed to finalize the financial evaluation.

**Finalise financial criteria evaluation**
My role for this competition is: PO/TC+PO/ESR

---

▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation)
Show Menu

Supplier Organisations:	The Real Thing Computers and Supplies
Tender receipt ID:	000005882

**Financial**

Conversion rate	
1 JMD =	149.851USD
1 JMD =	112.55CAD
1 JMD =	0.0055GBP
1 JMD =	0.0073EUR
1 JMD =	0.050CNY

Submitted currency	Supplier Asc	Evaluator Asc	Andrew Brown Final
Value	Value	Value	Value
± Please indicate costing and attach Financial Proposal			
Year 0:	10,000.00JMD	10,000.00JMD	10,000.00JMD
Overall prices	10,000.00 JMD	10,000.00 JMD	10,000.00 JMD

Back
Discard evaluation
Re-evaluate Bid
Finalise the Evaluation

✔ Pass | ✘ Not pass |   Attention Flag

Figure 31: Finalize financial criteria evaluation page

## 8.8 Financial Evaluation Ranking

Ranking My role for this competition is: PO/TC+PO/ESR

---

✓ Evaluation has been Finalised Close

▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) Show Menu

Rank	Supplier Organisations	Tender receipt ID	Score/Price	Comment	Pass/Fail
1	The Real Thing Computers and Supplies	000005882	100.00%		✓
2	General Services Limited	000005883	75.88%		✓

Generate evaluation report

i Formula= $((\text{Score Technical} / (\text{Best Technical Score})) * \text{Weight Technical} + ((\text{Best Financial Offer} / \text{Current Financial Offer}) * \text{Weight Financial}))$

Back

Figure 31: Financial evaluation finalized successfully

### **8.9 Finalized Evaluation Status for Technical and Financial**

All status MUST be finalized prior to evaluation report being generated

Eligibility criteria									
List of opened bids									
Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown		
General Limited	Services 000005863	2021/05/31 13:10:32	✔	✘	✘	<a href="#">Finalised</a>	<a href="#">Finalised</a>		
The Real Computers Supplies	Thing and 000005862	2021/05/31 13:01:36	✔	✘	✘	<a href="#">Finalised</a>	<a href="#">Finalised</a>		
 <b>Note:</b> All received bids have been opened.									
Technical									
List of opened bids									
Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown		
General Limited	Services 000005863	2021/05/31 13:10:32	✔	✘	✘	<a href="#">Finalised</a>	<a href="#">Finalised</a>		
The Real Computers Supplies	Thing and 000005862	2021/05/31 13:01:36	✔	✘	✘	<a href="#">Finalised</a>	<a href="#">Finalised</a>		
 <b>Note:</b> All received bids have been opened.									
Financial									
List of opened bids									
Supplier Organisations	Tender receipt ID	T/P time	Conformance Checks	TCC compliance	PPC Registration	Overall evaluation status	Andrew Brown		
The Real Computers Supplies	Thing and 000005862	2021/05/31 13:01:36	✔	✘	✘	<a href="#">Finalised</a>	<a href="#">Finalised</a>		
General Limited	Services 000005863	2021/05/31 13:10:32	✔	✘	✘	<a href="#">Finalised</a>	<a href="#">Finalised</a>		

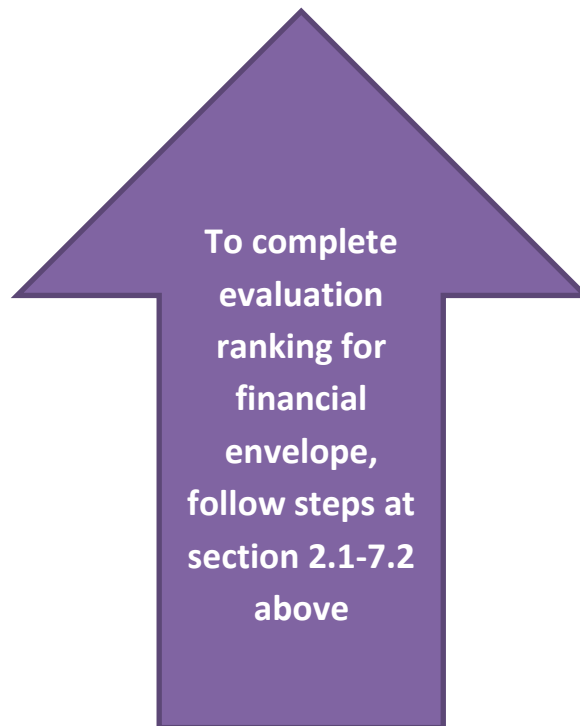
Figure 32: All envelopes finalized

Return to Task List by selecting the *Homepage* Tab



## 9 Financial Evaluation Ranking Stage

### 9.1 Generate, Manage and Approve Financial Evaluation Report

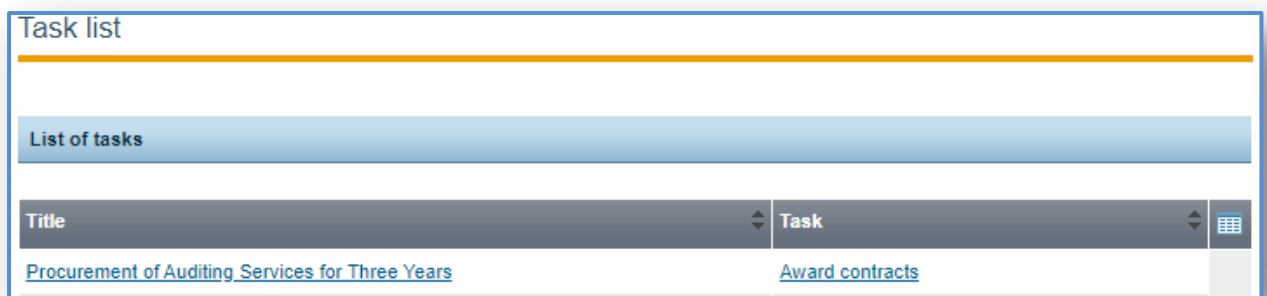


Return to Task List by selecting the *Homepage* Tab

## 10 Contract Award Workspace

### 10.1 Contract award task

TC user will have a task to “*award contract*” to successful bidder



Task list	
List of tasks	
Title	Task
<a href="#">Procurement of Auditing Services for Three Years</a>	<a href="#">Award contracts</a>

Figure 32: Select Award Contract task

### 10.2 Issue contract award to bidder

In this workspace, the information for the successful bidder will be pre-populated. TC should still ensure that the information being displayed is correct prior to issuing. Following this verification, TC should select the “save” button.

The successful bidder will now have a task to “accept” or “decline” the contract award.

Until this task is completed by the successful bidder, the TC user will be restricted from publishing the contract award notice.

Awarding My role for this competition is: PO/TC+PO/ESR

---

▼ Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) Show Menu

Supplier Organisations	CPV Code	PPC Registration Category	Contract Value	TCC compliance
The Real Thing (▼)	79000000 (▼)	Consulting Services - General (▼)	10,000.00 JMD (▼)	- <span style="color: red; font-weight: bold;">-</span> +

Save as Draft
Save

Figure 33: Verifying contract award information

*Where more than one contract will be award within the same process, TC should select the + sign to the right to add additional award fields.*

AWAITING ACCEPTANCE OF CONTRACT  
AWARD FROM SUCCESSFUL BIDDER

## 11 CONTRACT NOTICE WORKSPACE

### 11.1 Publish Contract Award Notice

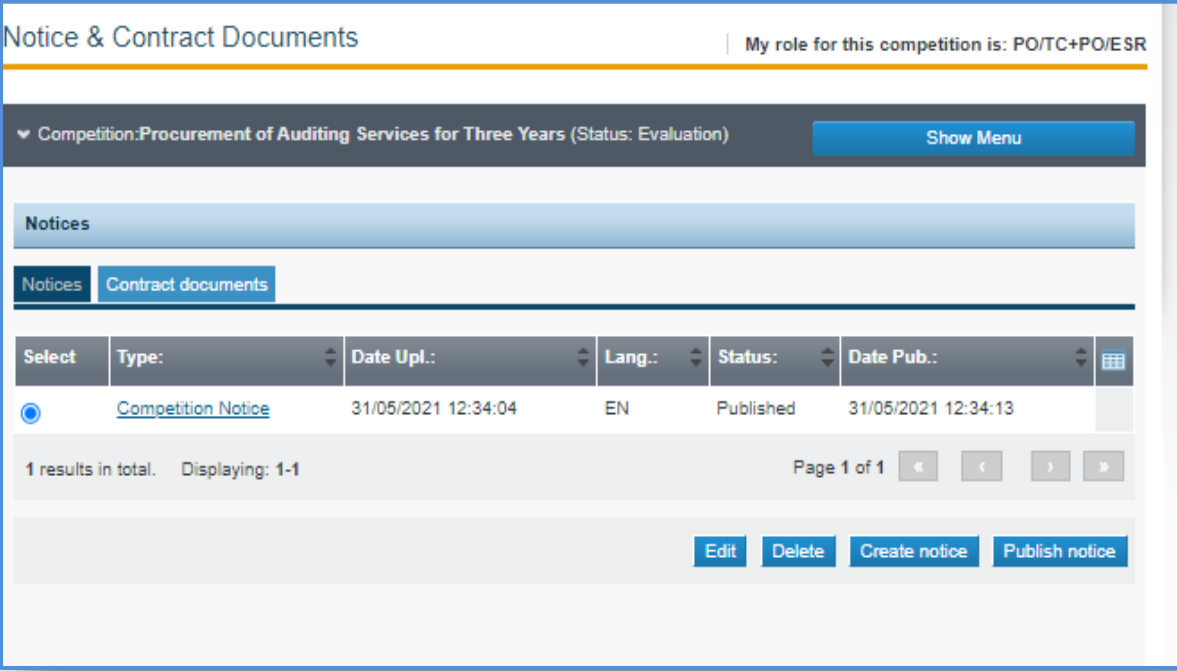
TC user will have a task to “**Publish Contract Award Notice**” to successful bidder

Task list	
List of tasks	
Title	Task
Procurement of Auditing Services for Three Years	Publish Contract Award Notice

Figure 34: Select Publish contract award notice task

## 11.2 Create Notice

In the notice workspace, TC should select the “create notice” tab to commence form module creation (Fig.35 and 36)



The screenshot displays the 'Notice & Contract Documents' interface. At the top, it shows the user's role: 'My role for this competition is: PO/TC+PO/ESR'. Below this, a dropdown menu indicates the current competition: 'Competition: Procurement of Auditing Services for Three Years (Status: Evaluation)'. A 'Show Menu' button is visible next to the dropdown. The main content area is divided into two tabs: 'Notices' (selected) and 'Contract documents'. Below the tabs is a table with the following columns: 'Select', 'Type:', 'Date Upl.:', 'Lang.:', 'Status:', and 'Date Pub.:'.

Select	Type:	Date Upl.:	Lang.:	Status:	Date Pub.:
<input checked="" type="radio"/>	<a href="#">Competition Notice</a>	31/05/2021 12:34:04	EN	Published	31/05/2021 12:34:13

Below the table, it shows '1 results in total. Displaying: 1-1' and 'Page 1 of 1' with navigation arrows. At the bottom right, there are four action buttons: 'Edit', 'Delete', 'Create notice', and 'Publish notice'.

Figure 35: Create contract award notice

### *Forms Module*

Notice is created using a forms module. Select notice form name and click on the forms module tab.

Select	Notice form name
<input type="radio"/>	Contract Award Notice

Select Language

English(en)

Forms module Cancel

Figure 36: Notice forms module view

### 11.2.1 Create Contract Award Notice

Information in the notice is pre-populated. TC will, however be mandated to input an estimate delivery date.

Create notice | My role for this competition is: PO/TC+PO/ESR

Contract Award Notice

Exit Save Draft Previous Next

Completing the form ...

- SECTION I: Contracting Authority
- SECTION II: Object of the contract
- SECTION III: Complementary information
- Validating form

**SECTION I: CONTRACTING AUTHORITY**

**NAME, ADDRESSES AND CONTACT POINT(S)**

\*Official name: Test Department

\*Address: 12 National Heroes Circle

Exit Save Draft Previous Next

\*Fields marked with \* are compulsory

1 If applicable  
2 For unselecting a radio button, please select one radio button and press the key «down arrow» from your keyboard.

Figure 37: Create contract award notice page. Select the "Next" tab

## 11.2.2 Create Contract Award Notice (Cont'd)

Create notice | My role for this competition is: PO/TC+PO/ESR

### Contract Award Notice

[Exit](#) [Save Draft](#)

Completing the form ...

- [SECTION I: Contracting Authority](#)
- [SECTION II: Object of the contract](#)
- [SECTION III: Contract award information](#)
- Validating form

#### STEPS TO PUBLISH THIS NOTICE:

- 1. Form validation**  
Form is correctly filled.
- 2. Form filling**  
**Your notice is completed**  
If you need to make corrections, please use the section menu left.
- 3. Save Notice as Final**  
**When saving as final, the Notice is ready for publication**  
[Save Final](#)

[Exit](#) [Save Draft](#)

Figure 38: Create contract award notice page. Select the “save final” tab

## 11.3 Publish Contract Award Notice

Select notice to be published, then select “publish notice” tab

Notice & Contract Documents | My role for this competition is: PO/TC+PO/ESR

Competition: Procurement of Auditing Services for Three Years (Status: Evaluation) [Show Menu](#)

### Notices

[Notices](#) [Contract documents](#)

Select	Type:	Date Upl.:	Lang.:	Status:	Date Pub.:	
<input type="radio"/>	<a href="#">Competition Notice</a>	31/05/2021 12:34:04	EN	Published	31/05/2021 12:34:13	
<input type="radio"/>	<a href="#">Contract Award Notice</a>	15/06/2021 17:04:27	EN	Final		

2 results in total. Displaying: 1-2

Page 1 of 1

[Edit](#) [Delete](#) [Create notice](#) [Publish notice](#)

Figure 39: Publish contract award notice page. Select the “publish notice” tab

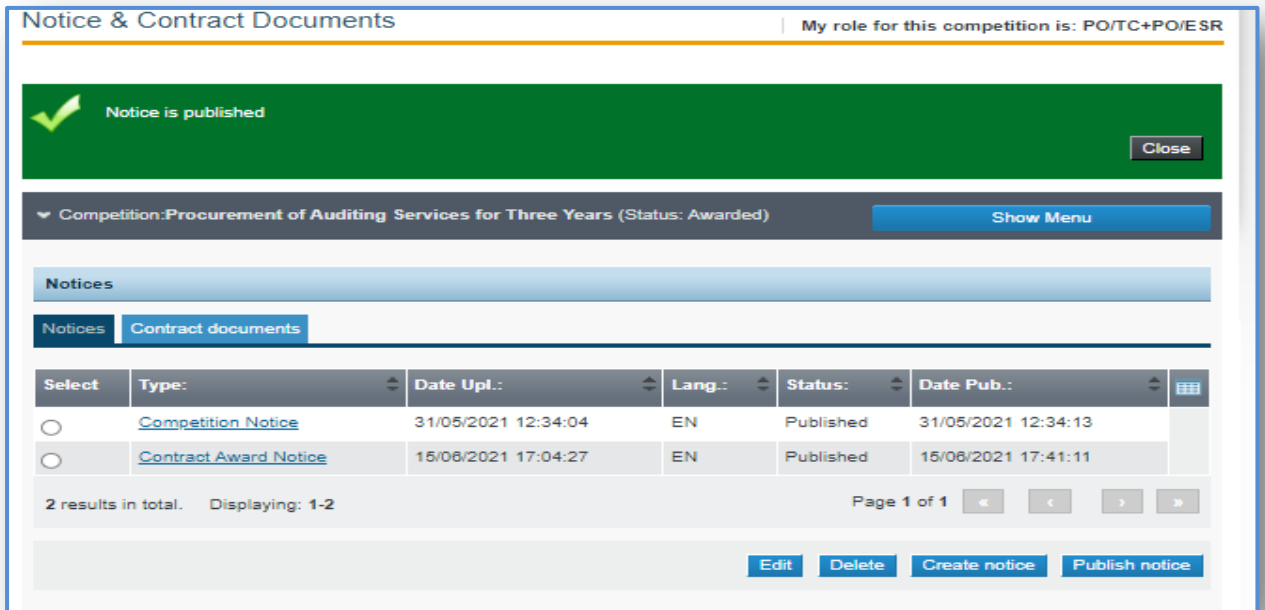


Figure 40: Notice published successfully

## 12 CREATE CONTRAT WORKSPACE

### 12.1 Contract Creation

TC user will have a task to “Create Contract”

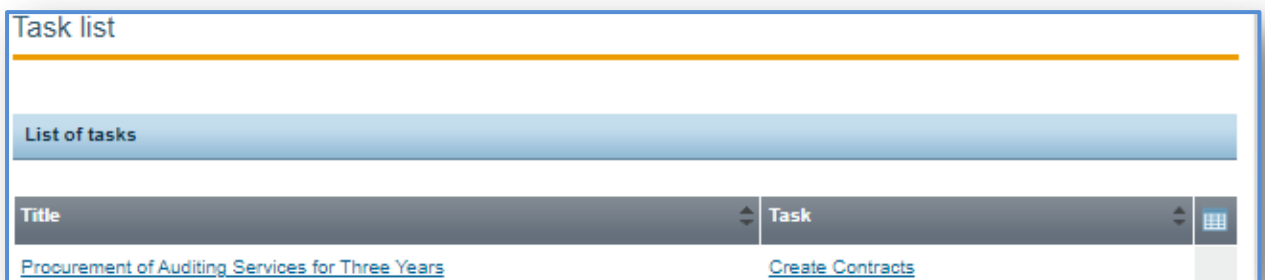


Figure 41: Select create contact task

Awarding | My role for this competition is: PO/TC+PO/ESR

▼ Competition: Procurement of Auditing Services for Three Years (Status: Awarded) [Show Menu](#)

Contract No.	Supplier Organisations	Lots	CPV Code	Contract Value	
2170891	The Real Thing Computers and Supplies		79000000	10000.00 (JMD)	<a href="#">Create contract</a>

Displaying the 1 match. Page 1 of 1

Figure 42: Select: "create contract" link to manage contract

## 12.2 Manage Contract

TC users can upload the signed contract in the contract management workspace. User can also include schedule of payment information, manage variation, fluctuation and document any issues or challenges during the contract execution stage.



Create contract By role for this contract: R. NOTYKOPSKA

**Competition/Procurement of Building Services for Three Years (Status: Available)** Show More

Contract title:

Contract Number:

Description:  ✓

Planned start date:  📅

Actual start date:  📅

Contract amount:  ▼

Product/Service/Works code:

Place variation from awarded amount:

**Methods of payment:**

Payment Name:

Payment Date:  📅

Payment amount:  📄

Paying Agency:

**Supplier Organization**

UIC number:

UIC name:

Other accounts:

Contract type of plan:  📄

**Competition details**

Contract Manager/Representation name & address:

Records of meeting dates, attached minutes:

Issues:

Comments:

Violations:

Publication:

Any penalties applied:

Copy of contract modification reports:

Insurance Contract:

Entry Date:  📅

Method:

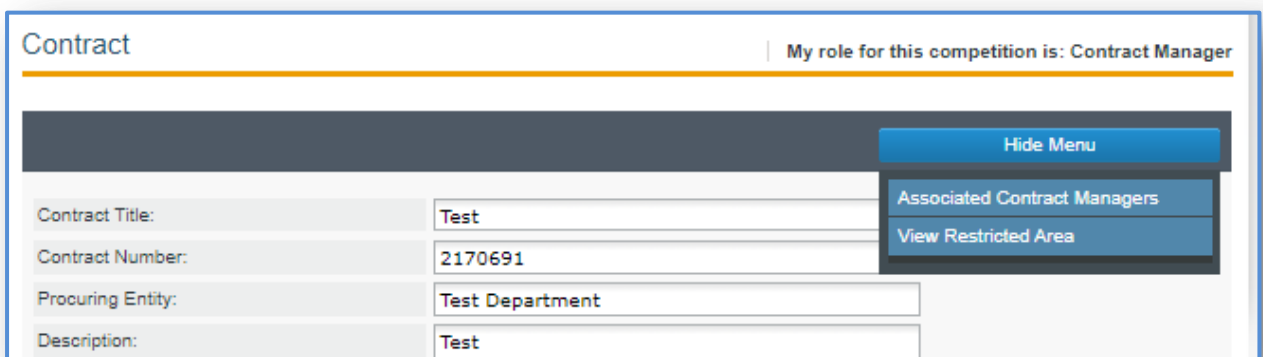
Status:  Active  Expired Show Contract

Figure 43: Input information in all fields with a red asterisk. Select “save contract” tab. Contract can be handed over to a contract manager or supervisor if applicable.

## 13 ASSOCIATED CONTRACT MANAGER

The system has simplified contract management feature, where users have the leverage to assign and hand-over the contract for management/monitoring responsibilities. It is important to note, the assigned Contract Manager must first be set-up and activated in the system prior to assignment.

Once the save contract button is selected, at the top right of the page, select the show menu tab (Fig44) and click on associated contract managers.

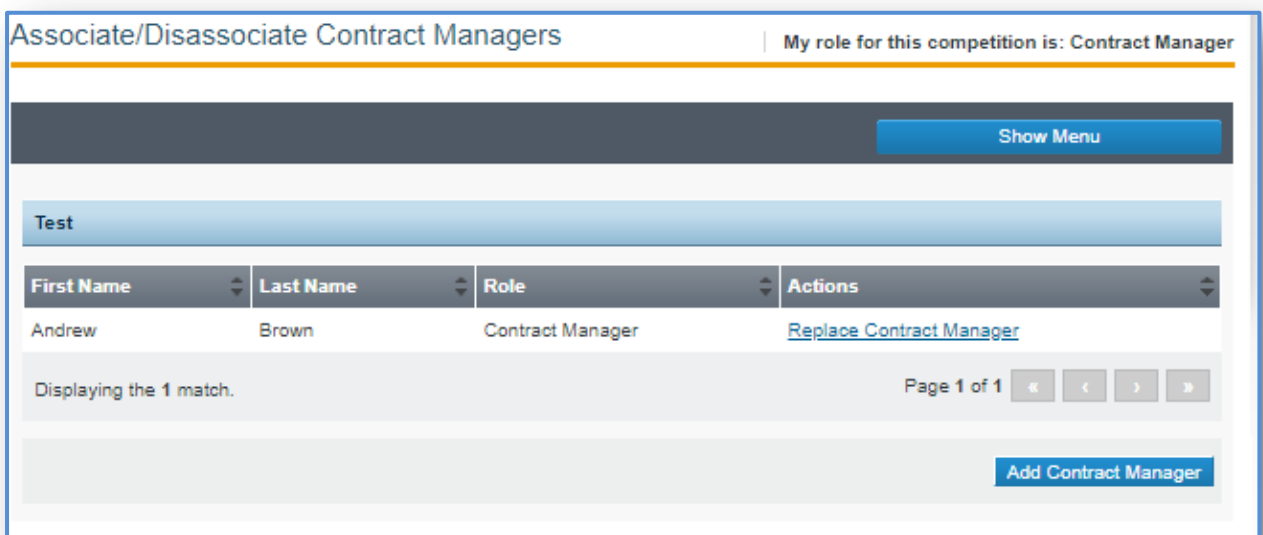


The screenshot shows a web interface for a contract. At the top left is the title "Contract" and at the top right is the text "My role for this competition is: Contract Manager". Below this is a dark grey header bar with a "Hide Menu" button. The main content area contains a form with the following fields:

Contract Title:	Test
Contract Number:	2170691
Procuring Entity:	Test Department
Description:	Test

To the right of the form is a dark grey menu with two buttons: "Associated Contract Managers" and "View Restricted Area".

Figure 44: Contract can be handed over to a contract manager for execution



The screenshot shows a web interface for "Associate/Disassociate Contract Managers". At the top left is the title "Associate/Disassociate Contract Managers" and at the top right is the text "My role for this competition is: Contract Manager". Below this is a dark grey header bar with a "Show Menu" button. The main content area shows a search bar with the text "Test". Below the search bar is a table with the following columns:

First Name	Last Name	Role	Actions
Andrew	Brown	Contract Manager	<a href="#">Replace Contract Manager</a>

Below the table is the text "Displaying the 1 match." and "Page 1 of 1" with navigation buttons. At the bottom right is an "Add Contract Manager" button.

Figure 45: Select the "add contract manager" tab and associate relevant manager.

## 14 EXPORT COMPETITION

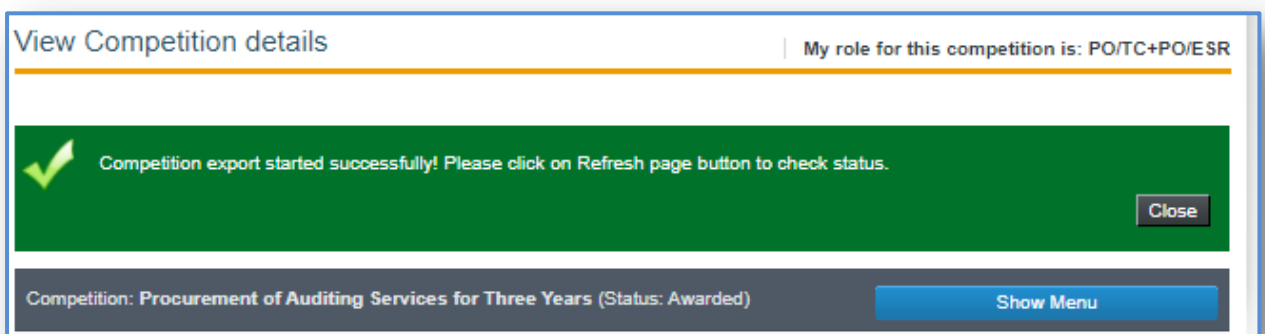
TC users are recommended to export procurement transactions as part of the contract close-out process. Information can be exported and stored using an appropriate electronic storage device as part of the entity's procurement record management.



The screenshot shows a 'Task list' interface. At the top, there is a header 'Task list' followed by a horizontal orange line. Below this is a blue bar with the text 'List of tasks'. Underneath is a table with two columns: 'Title' and 'Task'. The first row of the table contains the text 'Procurement of Auditing Services for Three Years' under the 'Title' column and 'Export Competition' under the 'Task' column. To the right of the 'Task' column, there is a small grid icon.

Title	Task
<a href="#">Procurement of Auditing Services for Three Years</a>	<a href="#">Export Competition</a>

Figure 46: Select export competition task-in the view competition details page, scroll to bottom of the page and select the export competition tab.



The screenshot shows the 'View Competition details' page. At the top left is the title 'View Competition details' and at the top right is the text 'My role for this competition is: PO/TC+PO/ESR'. Below this is a green banner with a white checkmark icon and the text 'Competition export started successfully! Please click on Refresh page button to check status.' A 'Close' button is located in the bottom right corner of the green banner. At the bottom of the page, there is a dark grey bar with the text 'Competition: Procurement of Auditing Services for Three Years (Status: Awarded)' and a blue 'Show Menu' button.

Figure 47: Export competition start

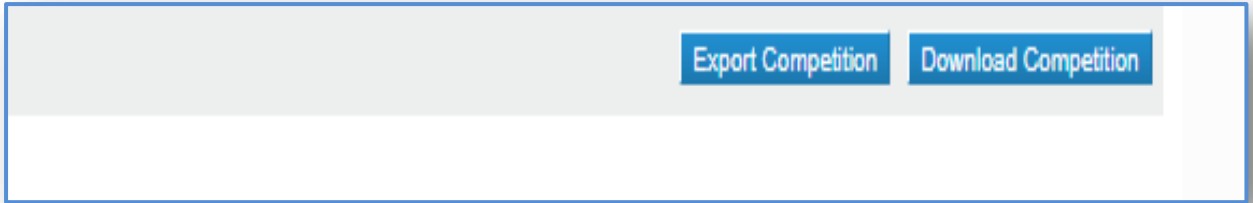


Figure 48: Once refresh process is complete, scroll to bottom of page and select the Download Competition tab

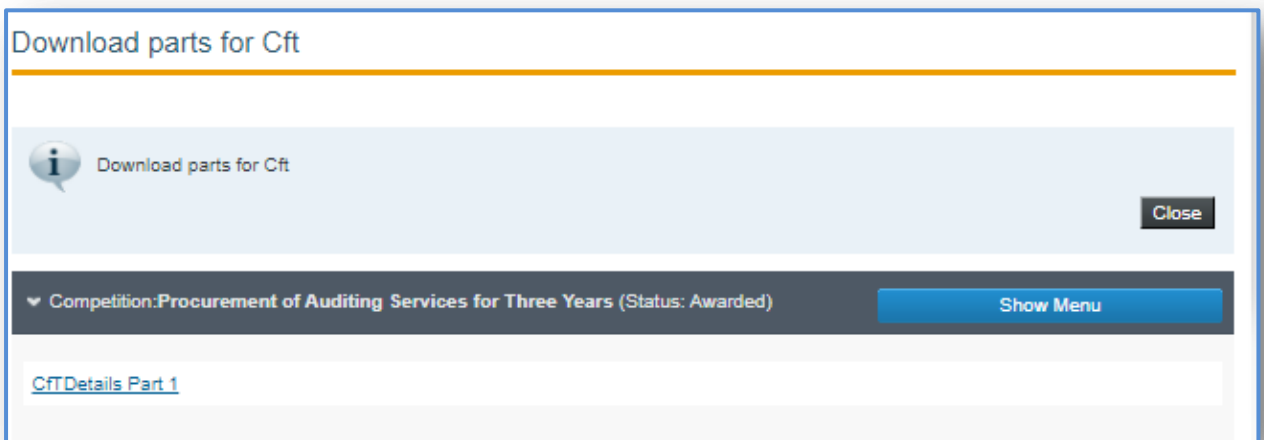


Figure 49: Export complete. Competition is now ready for downloaded.

## 15 OFFLINE EVALUATION WORKSPACE

### 15.1 Offline Evaluation Workspace

Once the unlocking task is complete, the status of the competition is now in evaluation mode.



The screenshot shows a web interface titled "Task list". Below the title is a horizontal orange line. Underneath is a blue header bar labeled "List of tasks". Below this is a table with two columns: "Title" and "Task". The "Title" column contains the text "Supply and Deliver Computers and Printers." and the "Task" column contains the text "Enter offline results". Both are underlined, suggesting they are links. There are small up/down arrow icons between the column headers and a small grid icon at the end of the header row.

Title	Task
<a href="#">Supply and Deliver Computers and Printers.</a>	<a href="#">Enter offline results</a>

Figure 50: Evaluate bids

The ES/ESR user will receive a task to “enter offline results”

Select “Enter offline results” to enter Offline Evaluation Result” Workspace

## 15.2 Enter Offline Evaluation Results Workspace

Three actions are required in this workspace by the TC:

- i. Download bid response/s (*click on yellow box under uploaded file section*).
- ii. Enter price or score, upon conclusion of the evaluation process.
- iii. Scroll across page to select currency and approve/reject (Fig52)
- iv. Upload additional document/s material such as the detailed evaluation report.

Offline evaluation results My role for this competition is: PO/TC+PO/ESR

---

▼ Competition: Supply and Deliver Computers and Printers. (Status: Evaluation) Show Menu

Cycle 1

All prices must be provided in JMD. If the prices you wish to submit are in another currency please convert them in JMD first.

Supplier name	Tender receipt ID	Uploaded file	Printer-friendly tender	TCC compliance	PPC Registration	Price	Currency
Test Contractors	000005874			-	-	<input style="width: 100%;" type="text" value="0.00 JMD"/>	JMD (Jamaican Dollar)
Latoya Construction Company	000005870			-	-	<input style="width: 100%;" type="text" value="0.00 JMD"/>	JMD (Jamaican Dollar)

◀ \_\_\_\_\_ ▶

Upload additional material:  No file chosen

Save as Draft
Save as Final

Figure 51: After completing the above actions, select the save as final button.

Offline evaluation results My role for this competition is: PO/TC+PO/ESR

---

Competition: Supply and Deliver Computers and Printers. (Status: Evaluation) Show Menu

Cycle 1

All prices must be provided in JMD. If the prices you wish to submit are in another currency please convert them in JMD first.

loaded	Printer-friendly tender	TCC compliance	PPC Registration	Price	Currency	Approve/Reject
		-	-	500,000.00 500,000.00 JMD	JMD (Jamaican Dollar) ▼	Approve ▼
		-	-	1,000,000.00 1,000,000.00 JMD	JMD (Jamaican Dollar) ▼	Reject ▼

Upload additional material:  No file chosen

Figure 52: Select currency and approve/reject the bidder

View Competition details My role for this competition is: PO/TC+PO/ESR

---

Your evaluation has been saved as Final

Competition: Supply and Deliver Computers and Printers. (Status: Evaluation) Show Menu

Figure 53: Pop-up will received stating *"evaluation saved as final"*

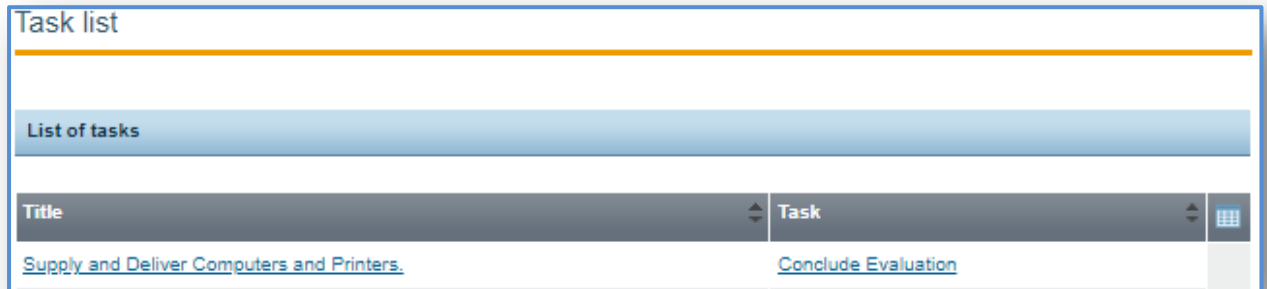


Return to Task List by selecting the *Homepage* Tab

## 16 CONCLUDE EVALUATION WORKSPACE

### 16.1 Offline Evaluation Workspace

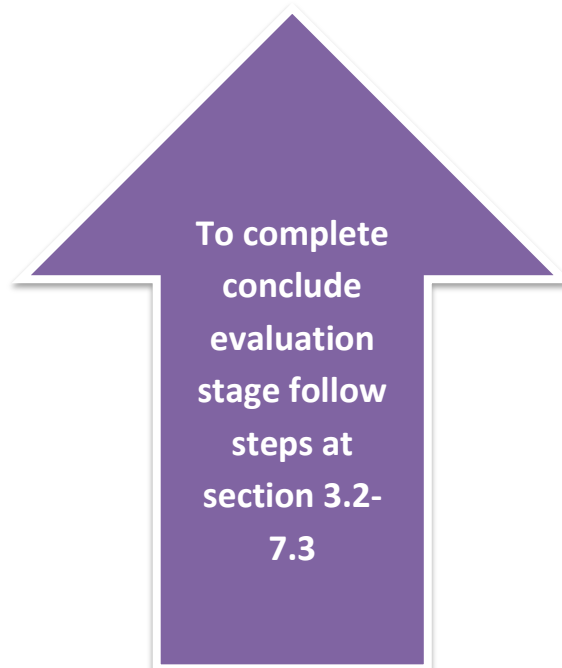
TC (CAPC only) user will have a task to *“Conclude evaluation”*



The screenshot shows a web interface for a task list. At the top, there is a header 'Task list' with a yellow underline. Below this is a blue bar labeled 'List of tasks'. The main area contains a table with two columns: 'Title' and 'Task'. The first row has the text 'Supply and Deliver Computers and Printers' under the 'Title' column and 'Conclude Evaluation' under the 'Task' column. Both are underlined. There are small up/down arrows and a grid icon to the right of the column headers.

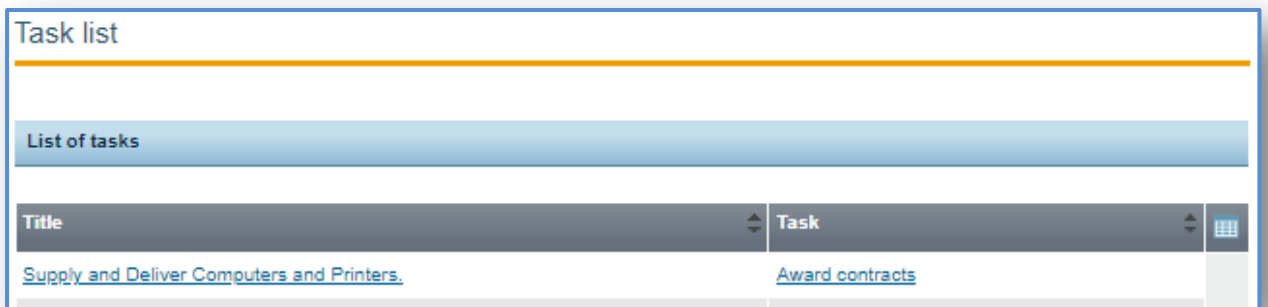
Title	Task
<a href="#">Supply and Deliver Computers and Printers.</a>	<a href="#">Conclude Evaluation</a>

Figure 54: Select “Conclude Evaluation task



Return to Task List by selecting the *Homepage* Tab

## 17 CONTRACT AWARD WORKSPACE



The screenshot shows a 'Task list' interface. At the top, there is a header 'Task list' followed by a horizontal orange line. Below this is a blue bar labeled 'List of tasks'. Underneath is a table with two columns: 'Title' and 'Task'. The first row of the table contains the text 'Supply and Deliver Computers and Printers.' in the 'Title' column and 'Award contracts' in the 'Task' column. There are small navigation icons (up/down arrows and a grid icon) at the end of each column header.

Title	Task
<a href="#">Supply and Deliver Computers and Printers.</a>	<a href="#">Award contracts</a>

Figure 55: Select contract award task

To complete  
conclude  
evaluation  
stage follow  
steps at  
section 10.2-

## 18 OTHER CONFIGURATION:

### 18.1 Two Stage Bidding Process

Where a two stage tender was configured, upon the conclusion of the post standstill ranking as shown in Figures 22-24, the TC user will get a task to ***“start new cycle”***. This cycle will entail a new round of tendering activities such as dispatching of invitation, tender submission and evaluation.

Once the task is selected, the option to ***“create new invitation”*** will appear. Users are required to populate the invitation page and sent invitation to shortlisted bidders.

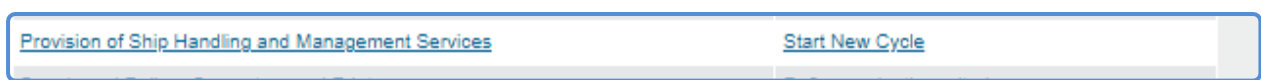


Figure 56: Task to start new cycle in a two stage tender process.

### 18.1.1 Define Evaluation Stage

TC user-Define criteria for receiving and evaluating stage of the tender process

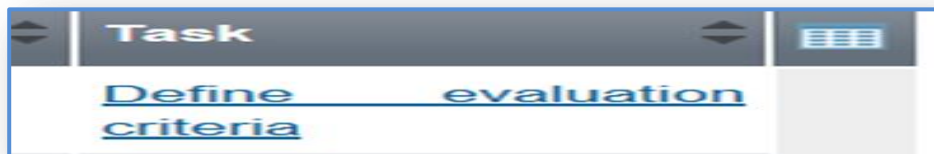


Figure 57: Define evaluation criteria task. In a one stage tender process, the option to send invitation would appear.

### 18.1.2 Evaluation Criteria page

TC user must select the appropriate modality for submission of bid packages, then, go next

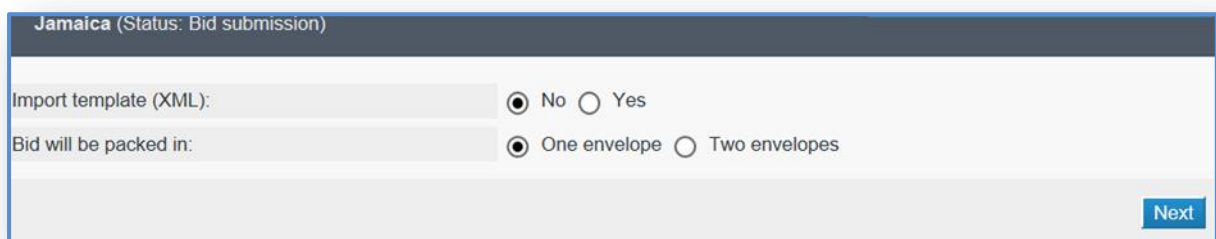
A screenshot of a web form titled 'Jamaica (Status: Bid submission)'. The form contains two rows of radio button options. The first row is labeled 'Import template (XML):' and has two options: 'No' (selected) and 'Yes'. The second row is labeled 'Bid will be packed in:' and has two options: 'One envelope' (selected) and 'Two envelopes'. A blue 'Next' button is located in the bottom right corner of the form.

Figure 57: Select package, then, go "next"

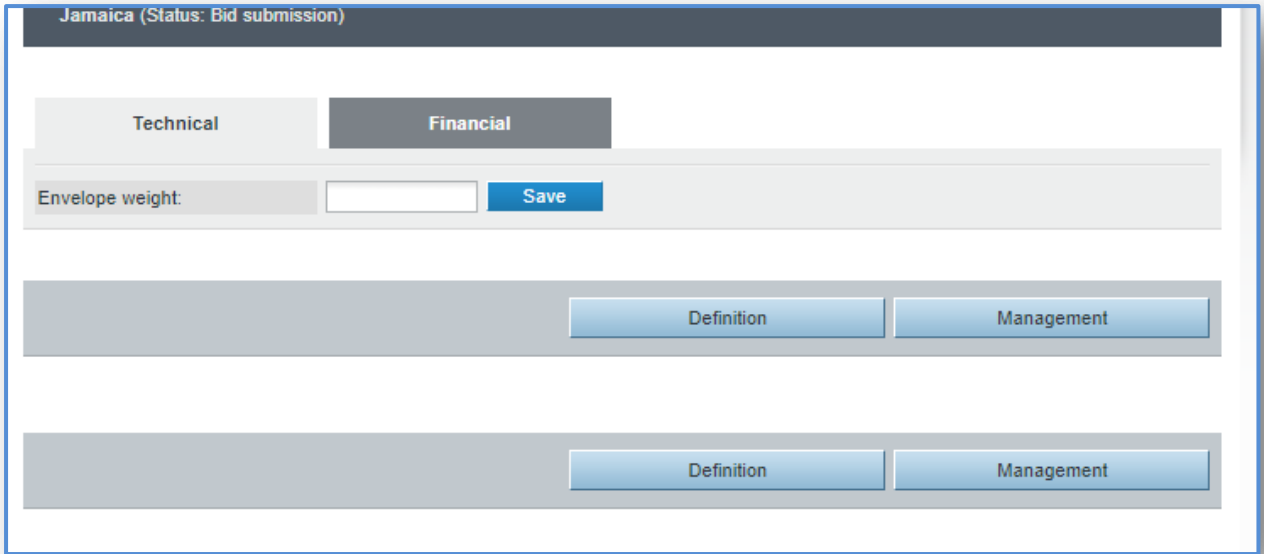


Figure 58: Define criteria page. When complete, click on the management tab to validate set-up, then save as final.

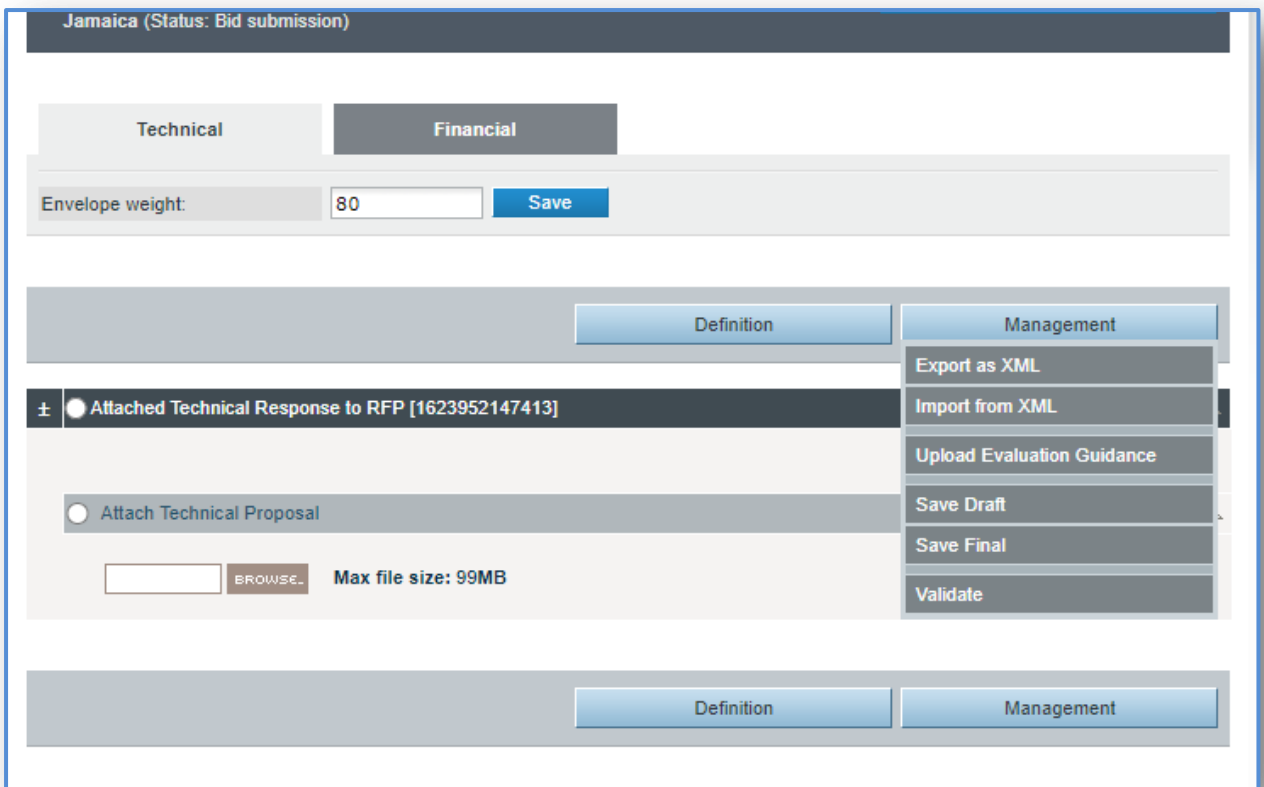


Figure 59: Sample define page

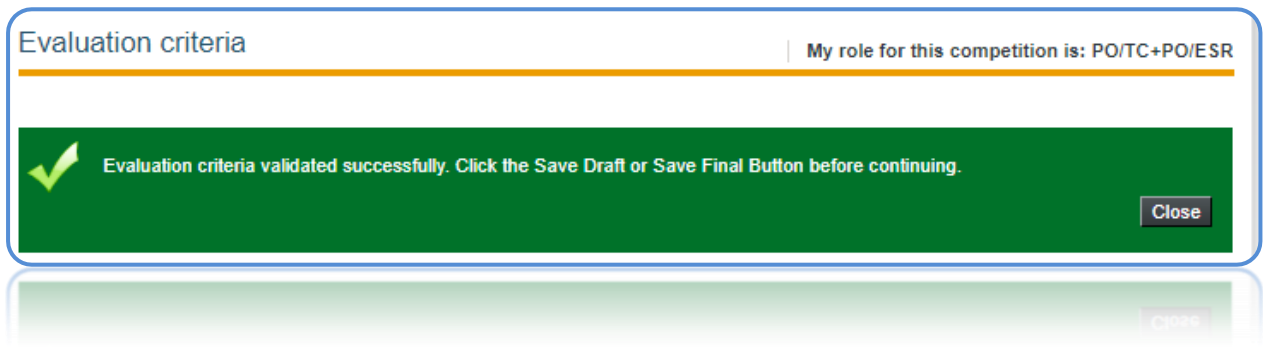


Figure 60: Successful validation

Return to Task List by selecting the *Homepage* Tab

### 18.1.3 New Invitation Workspace

TC user will get the task to “**Send invitation**” to shortlisted or prequalified bidders

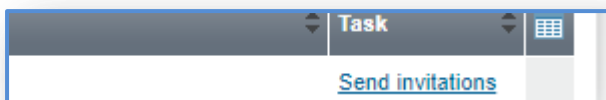


Figure 61: Send Invitation Task

### 18.1.4 Create Invitation

Create Invitation and send invitation to prequalifies bidders

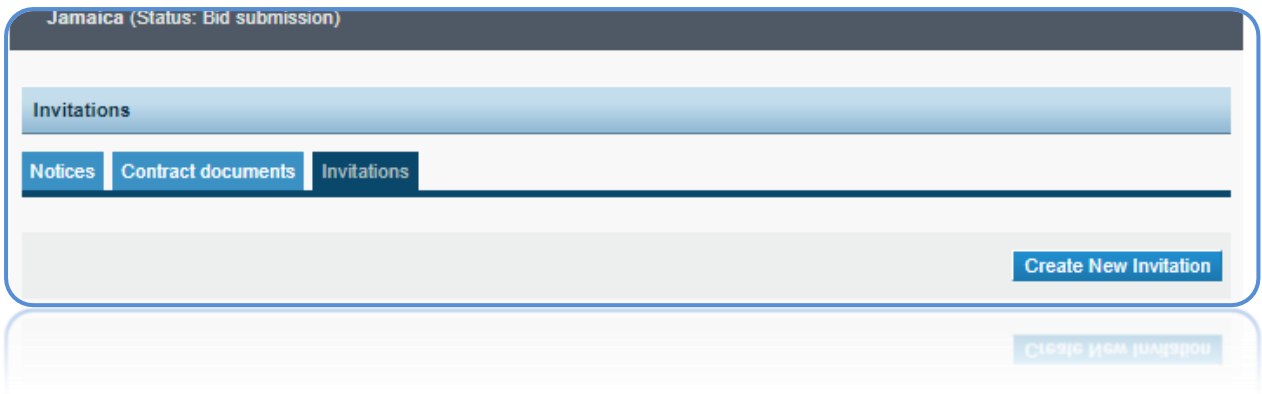


Figure 62: Select "Create New Invitation" tab

### 18.1.5 Send Invitation

Name of pre-qualified companies will be pre-populated by portal in the organizations field. All fields with a red asterisk must be completed, thereafter, attach the tender document.

Jamaica (Status: Bid submission)

Invitations

Notices | Contract documents | **Invitations**

Create New Invitation

\*Subject: Invitation to tender for: Design th

\*Body:   
 (Maximum characters: 50000)

Attachment: Choose File No file chosen

**Attention:** File attachments of above 5MB may be blocked within recipient networks. It is suggested you upload such documentation in the Contract Documents section instead.

\*Organisations: The Competitiveness Company Ltd.

Deadline for bid submission

\*Date: [ ] hh: 00 mm: 00

Deadline for clarification

\*To: [ ] hh: 00 mm: 00

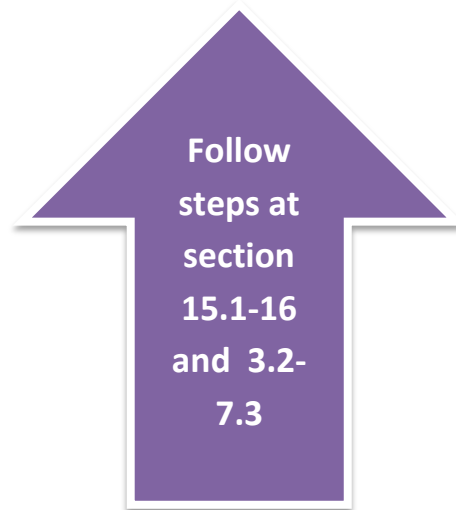
Cancel Send invitation

Figure 63: Select "Send Invitation" tab



## 18.2 Restricted and Single Source Process

To complete evaluation and close- out follow below steps:



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](mailto:opppcustomercare@mof.gov.jm) or by calling 876-932-5220/806-4581/806-5149/806-5587.