

FCJ'S BIDDERS CONFERENCE

In an effort in developing and maintaining Factories Corporation of Jamaica Limited (FCJ)'s relationship with service providers, the Procurement Department of FCJ will stage a Bidders Conference. This event is being held to create awareness about FCJ in the market place as well as to act as a market research tool in gathering information.

Some of the useful information the event is expected to obtain are:

- how can the Procurement Department improve its service to the public.
- what service providers expect from FCJ.

The conference is presently in the planning stage and is set to be held before the beginning of the 2022-2023 Financial Year. The public will be advised of a date and location in the press soon.

Head of the Procurement Department, Suewayne Miller explains that FCJ wants to always have a good relationship with service providers.

FCJ NEWS

Procuring for FCJ



Suewayne Miller -Procurement Manager

The responsibility of the FCJ Procurement Department is to ensure that the organisation's procurement practices conform to the Government of Jamaica (GOJ) Procurement Policies.

FCJ is guided by the Public Procurement Act 2015, Amendment to the Public Procurement Act 2018, Public Procurement Regulation 2018, Financial Audit and Administration Act, amongst other regulatory GOJ policies. The organisation has also drafted its internal policy that aligns with the various regulations.

Yearly, all government entities developed a procurement plan derived from the organisation's budget. This plan is not limited to implementing projects, purchasing fixed assets, and reoccurring services. The procurement plan includes the organisation's goal and how to meet its short term objectives.

The procurement plan states the activity to be procured, the timeline and the method, along with an estimated budget.

The unit procures all goods, work and services for the organisation.

FCJ's business is providing industrial space for the productive sector, which facilitates business growth and development and job creation. The organisation is involved in the execution of a number of major projects such as Garmex Redevelopment



FCJ'S AWARD CRITERIA

The Public Procurement Act, 2015 determines the method for awarding contracts. After deciding that a bidder/ service provider is responsive, either criterion selected is utilised:

The Lowest Price - where the price is not the only factor. FCJ uses this criterion when the specification is precise, and contract requirements are defined and simple. Service providers must meet our standards, and the entity is sure that we are receiving value for money.

In obtaining value for money, price is not the only factor considered but the quality of the service to be provided. As such, the other criterion is the **Most Advantageous Bid**. This criterion is mainly used for complex activities.

As a government agency, FCJ uses the Government of Jamaica Electronic Procurement (GOJEP) platform. This platform ensures a transparent and efficient procurement process.

The strength of this platform reduces the bidding time and the administrative tasks in processing bids submission. All service providers and contractors are encouraged to get registered on the GOJEP.

and Expansion, the Naggo Head Tech Park, The Boundbrook, Morant Bay Urban Centre and Hayes Redevelopment.

As part of the execution of these projects, the Procurement Department is responsible for soliciting services such as consultancy, project management, civil structural, geo technical as well as other resources that guide FCJ in implementing these activities. Other small to medium-sized activities requiring procurement include procuring roofing material, paint, printers, stationary, ink, food items and toiletries.

How does the bidding process work?

FCJ engages with all business sizes in the procurement of goods, works and services. The Procurement Threshold Value determines what procurement methodology is utilised to the

Procurement Methods

- Single Source Procurement
 - Restrictive Bidding Procurement
 - National Competitive bidding
 - International Competitive Bidding
- These methods are guided by threshold values.

required level of competition. This is in alignment with the Pretender Estimate.

Companies that are bidding on activities within a threshold value are required to furnish the relevant eligible document, such as Public Procurement Commission (PPC) Certificate, Tax Compliance Certification (TCC) among others.



INTERNAL PROCUREMENT PROCESS

- A Pretender estimate developed for the requested activity.
- Requisition is prepared.
- Requisition approved.
- Procurement Department solicit good, work or service according to the requested requisition.
- Successful service provider selected.
- Purchase Order (PO) or contract prepared and issued.
- Contract monitoring exercise.
- Invoice submitted for payment.

NB: These are in additional to other processes.

Internal Clients

In better serving the organisation’s internal clients, the department will be developing an Internal Customer Satisfaction Survey Form. This will aid the Procurement Department in improving communication with the other departments in FCJ. The goal is to educate the staff about the procurement process, what the process involves and the limitations of the department.

Internally, Management Information System (MIS) Department is also working on an internal application system for the Procurement Department. This will show a flow of the procurement process from the submission of the request to payment. If there is a delay in the system it can be easily identified and addressed.



Management Accountant Anne Williams interacts with the Procurement Dept’s Admin. Rosemarie Hamilton

The Procurement Team



Suewayne Miller – Procurement Manager
Sophia Wright-Clarke – Senior Procurement Officer
Olive Williams – Procurement Officer
Kendron Christopher – Procurement Officer
Rosemarie Hamilton – Administrative Assistance
Amelia Amos – Procurement Clerk
Kiszy-Ann Townsend – Procurement Intern