



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 922-8600-16  
Website: <http://www.mof.gov.jm>  
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MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA

June 23, 2023

Circular No.: 18

Cabinet Secretary  
Permanent Secretaries  
Heads of Departments and Agencies  
Chief Executive Officers

**Re: Exclusive use of Government of Jamaica Electronic Procurement Portal (GOJEP)**

Cabinet Secretary, Permanent Secretaries, Heads of Departments, Chairmen of Boards, Chief Executive Officers and other Heads of Procuring Entities are hereby advised that effective **August 1, 2023** all procuring entities are required to execute procurement proceedings via the GOJEP (“the system”) which has been implemented since January 2016. The exclusive use of GOJEP is **subject only to the exemptions set out in the accompanying Guidance Note (GN2/2022)** issued by this Ministry pursuant to Section 7(1)(c) of The Public Procurement Act 2015 (“the Act”).

GOJEP is a web-based, collaborative system that facilitates procurement planning, solicitation and contract award in public procurement. GOJEP offers an efficient, secure, transparent and enabling platform for procurement transactions of any nature, complexity or value.

The declaration of use of GOJEP on the revised monthly Procurement Reporting System (PRS) report to this Ministry will stand as evidence of the procuring entity’s use of the system in compliance with these instructions. Consequently, procuring entities must comply with the established reporting requirements set out in **Guidance Note (GN1/2022)**. **A procuring entity’s failure to submit the monthly PRS report may be found to constitute a breach of Section 58(1)(a) of the Act.**

In the foregoing regard both **Guidance Note (GN1/22)** and **Guidance Note (GN2/22)** are enclosed for action.

Should you have further questions or concerns, please do not hesitate to contact the Chief Public Procurement Policy Officer, Mr Andrei Bennett by e-mail- [andrei.bennett@mof.gov.jm](mailto:andrei.bennett@mof.gov.jm).

Darlene Morrison, CD  
Financial Secretary