

CAYMAN ISLANDS DEPARTMENT OF TOURISM

Procurement Process for goods or services costing between \$50K and \$250K

The Cayman Islands Government requires that any expenditure with an estimated value greater than \$50,000 go through a public tender process. Further, where the goods or service to be provided is estimated to cost more than \$250,000 the tendering process is managed by the Central Tenders Committee, who make final determination on award of contracts.

For services greater than \$50,000 but less than \$250,000, the Department (as delegated by the Ministry) has authority to award the contract, as per the following tender process.

1. The Department is expected to approach the Tender exercise (Bid Preparation, Tender Process, Evaluation, Award etc.) with the same rigor as that which would obtain if the service in question was going before the National Central Tenders Committee (CTC).
2. CTC has published a Booklet on the Open Tender Process. While this booklet is principally geared towards bids expected to be greater than \$250k, the Accountant General has indicated that the key elements of the Bid Process should also apply to services less than \$250k.
3. It is vital therefore that those of you with individual programme activities / projects estimated to cost more than \$50,000 familiarize yourselves with the contents of this booklet. This booklet is available on-line at www.ctc.gov.ky and is in the CIDOT Policies and Procedures folder in the X: drive.
4. The Departmental tender process should be managed by the relevant Unit Head /Country Manager.
5. An internal **Department Tenders Committee** will evaluate the various submissions. The composition of the committee will be as follows:
 - a. Unit Head or Country Manager (Mandatory)
 - b. Assistant Director - Finance & Administration (Mandatory) with Budget and Reporting Manager as alternate
 - c. Director or Director's Delegate
6. Full disclosure of the Tender Recommendation and Award is required, with formal sign off by all Department Tenders Committee members.
7. Upon awarding of the bid and commencement of negotiations with the relevant vendor, full compliance with the procedures outlined in the **Contract Management Process** is mandatory (including but not limited to contract review by Assistant Director and submission of Contract Completion Checklist).
8. In genuine exceptional circumstances where in the view of the Unit Head only one vendor has the capacity to provide the required goods / service and there is consideration for waiving the Tender Process, the Unit Head will outline in writing to the Assistant Director – Finance & Administration said circumstances. The Assistant Director – Finance & Administration will review the details and forward to the Director a recommendation for approval:- either (a) Agree to waiver or (b) Disagree with waiver and recommend public tender.
9. On the later provision of the goods/service and submission of the Invoice by the **Vendor**, in addition to the approval of the Invoice (evidenced by signature) by the relevant manager, **prior to** the submission of the Invoice to Accounts Payable for processing, the Invoice is to be submitted to the Assistant Director Finance & Administration for counter signature.
10. The Accounts Payable Unit will not process any disbursements greater than \$50,000 which do not bear the signature of the Assistant Director Finance & Administration.