

**GOVERNMENT OF ST. VINCENT AND THE GRENADINES**  
**ANNUAL REPORT OF THE**  
**CENTRAL SUPPLIES TENDERS BOARD - 2017**

In St. Vincent and the Grenadines, the Central Government procurement authority which provides oversight and performs regulatory functions over public procurement is the Central Supplies Tenders Board (CSTB). All purchases of goods, services and works in excess of \$20,000 must be approved by the CSTB. In addition, the CSTB issue guidelines to govern the general conduct of procurement activities undertaken by all ministries and departments of the Central Government. The work of the CSTB is guided by the Purchases and Tenders Procedures, which came into effect in 1967<sup>1</sup>.

The Cabinet appoints the members of the CSTB annually. The current composition of the Board is as follows:

|                         |   |  |
|-------------------------|---|--|
| Mr. Edmond Jackson      | - | Director General/Finance and Economic Planning<br>(Chairman) |
| Mrs. Ingrid Fitzpatrick | - | Accountant General   |
| Mr. Hudson Nedd         | - | Permanent Secretary/Ministry of Transport, Works, etc.       |
| Mrs. Cassandra Browne   | - | Representative/Ministry of Foreign Affairs, etc.             |
| Mr. Leroy Rose (Jr.)    | - | Member   |
| Mr. Joel Woodley        | - | Member   |
| Mr. Ashelle Morgan      | - | Member   |

The Board is tasked to achieve the following:

- Provides a comparative platform for Government Procurement.
- Provides non-discriminatory conditions to facilitate achievement of value for money.

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<sup>1</sup> Work is currently being undertaken to modernise the procurement framework of the Government, including the drafting of a new Procurement and Contract Administration bill and regulations.

The Board is supported by a Secretary who carries out administrative and other duties. The CSTB meets monthly to:

1. Award contracts for procurements ;
2. Approve bid/tender documents;
3. Approve lists for selective tendering;
4. Approve contract variations;
5. Approve procurement methods;

Unless approved by the CSTB, the standard procurement method is open competitive tendering. Except with the specific or general approval of the Tenders Board in exceptional cases, the procurement of all supplies, works or services required by the Government shall be governed by St. Vincent and the Grenadines Purchases and Tenders and Procedures.

For the year ended December, 2017 the Central Supplies Tenders Board awarded contracts totally \$65,563,342 which was 11% lower than the total contracts awarded in 2016.

Table 1            Contracts awarded 2017 by Type

| <b>PROCUREMENT<br/>TYPE</b> | <b>AMOUNT<br/>EC\$ 2017</b> | <b>AMOUNT<br/>EC\$ 2016</b> |
|-----------------------------|-----------------------------|-----------------------------|
| Services                    | <b>15,703,405</b>           | <b>17,348,230</b>           |
| Supplies                    | <b>11,470,361</b>           | <b>6,614,780</b>            |
| Works                       | <b>35,389,576</b>           | <b>49,926,134</b>           |
| <b>Total</b>                | <b>65,563,342</b>           | <b>73,889,144</b>           |

Table 2 Contracts awarded in 2017 by Origin

| <b>ORIGIN</b> | <b>2017<br/>EC\$</b> | <b>2016<br/>EC\$</b> |
|---------------|----------------------|----------------------|
| Local         | 45,312,821           | 8,864,014            |
| International | 17,250,521           | 65,025,130           |
| <b>Total</b>  | <b>62,563,342</b>    | <b>73,889,144</b>    |

The table below shows the calendar distribution of approvals.

Table 3 Monthly Contracts awarded in 2017

| <b>MONTH</b> | <b>2017<br/>EC\$m</b> | <b>2016<br/>EC\$m</b> | <b>Change<br/>EC\$m</b> |
|--------------|-----------------------|-----------------------|-------------------------|
| January      | 0                     | 0                     | 0                       |
| February     | .2                    | 2.0                   | -1.8                    |
| March        | 10.7                  | 27.0                  | -16.3                   |
| April        | 9.5                   | 1.3                   | 8.2                     |
| May          | 3.7                   | 3.6                   | 0.1                     |
| June         | 5.4                   | 5.1                   | 0.3                     |
| July         | .5                    | 0                     | 0.5                     |
| August       | 7.4                   | 10.8                  | -3.4                    |
| September    | 18.3                  | 9.4                   | 8.9                     |
| October      | 0                     | 7.9                   | -7.9                    |
| November     | 2.3                   | 1.9                   | 0.4                     |
| December     | 4.5                   | 4.8                   | -0.3                    |
| <b>Total</b> | <b>62.5</b>           | <b>73.8</b>           | <b>-11.3</b>            |

For the year ending December 31, 2017, Competitive Tendering was the main method used. This represented 56% of the total procurement by the CSTB and tend to be the procurement standard widely adopted by the Board. Competitive Tendering is also the most transparent and effective among all methods in getting best value for money.

Table 4 Method of Contracts awarded in 2017

| <b>TENDERING METHOD</b> | <b>NO.</b> | <b>2017 EC\$</b>  | <b>2016 EC\$</b>  | <b>%</b>   |
|-------------------------|------------|-------------------|-------------------|------------|
| Competitive             | <b>99</b>  | <b>54,354,253</b> | <b>61,216,021</b> | <b>56</b>  |
| Selective               | <b>25</b>  | <b>1,704,431</b>  | <b>3,856,241</b>  | <b>14</b>  |
| Sole                    | <b>13</b>  | <b>1,231,990</b>  | <b>1,445,050</b>  | <b>7</b>   |
| Others                  | <b>41</b>  | <b>5,272,668</b>  | <b>7,371,832</b>  | <b>23</b>  |
| <b>Total</b>            | <b>178</b> | <b>62,563,342</b> | <b>73,889,144</b> | <b>100</b> |

## **Definition of Terms**

### ***Competitive Tendering***

This is a process through which contracts are awarded on the basis of competitive bidding by a number of contractors/suppliers according to a clearly specified procurement based on cost, quantity, quality and flexibility.

Competitive Tendering can be:-

- ***Open:*** Where an invitation to tender is publicly advertised, inviting contractors to submit bids for a particular procurement. All bids received by the specified deadline are evaluated according to pre-established criteria.
- ***Selective:*** Where an invitation is issued to a predetermined or restricted number of contractors due to the nature of the procurement. The Tenderers selected for invitation are approved by the CSTB based on the proven capability of the tenderers to satisfactorily carry out the procurement. The Tenderers chosen are invited to tender for the procurement and tender documents are issued to them.

### ***Sole Source***

When it is determine that there is only one source for the supply of goods, services or construction, the Ministry would inform the Secretary of the reasons for holding this view and seek the approval of the Board. The Board may approve/award a contract for the procurement of the goods, services or construction, as the case may be.

### ***Request for Proposals***

When the procurement cannot be specified in full detail given the nature of work to be carried out a request for proposals may be utilized. Request for Proposals may be open or selective.