



TERMS OF REFERENCE OF BOARD PROCUREMENT COMMITTEE

Role and Responsibilities

The Procurement Committee is a Committee of the Factories Corporation of Jamaica (The Corporation) Board of Directors appointed by the Board. It is charged with the responsibility of reviewing the manner in which the corporation procures goods, services and works, whether by way of formal contract or otherwise, and to which authority is granted to review procurements and the conclusion of contracts up to specified limits approved by the Board of Directors. This Committee shall comply with the standards and guidelines of the Public Procurement Committee; provided however that this Committee shall not be required to comply with the said standards and guidelines where compliance will result in violation of any of the corporation's Articles or the Operations Manual.

The decisions of the Committee shall be referred to the Board of Directors for ratification or rejection in the event that either the members and/or the Integrity Commission so requests.

Composition/Quorum

The membership of the Committee shall include: (a) not less than three (3) Directors; and (b) no more than two (2) co-opted members. The quorum of the Committee shall include at least two (2) Directors.

Functions

Review and Approval of Policy/Procedures

- (1) To review the Corporation procurement and contracting policy and procedures and any subsequent revisions of these.
- (2) To review suggested changes to the Operations Manual pertaining to procurement and contracting matters and recommend to the Board of Directors approval of these changes.

Review of Contracts

- (3) To review financial thresholds for bid evaluation review and contract approval within the Corporation as they relate to procurement/contracting of goods, works and services.
- (4) To review bid evaluation/negotiation reports for packages of goods, works, or services.
- (5) To review contract award for the procurement of goods, works or services.

- (6) To review contract awards for the procurement of goods, works or services.
- (7) To review the Corporations Directory of Contractors, Suppliers and Consultants.
- (8) To review performance data on contractors, suppliers and consultants who have provided works, goods, or services on FCJ projects.

Monitoring /Evaluation

- (9) To monitor procurement and contracting policies/procedures by the Corporation and to take appropriate action to correct deficiencies when noted.
- (10) To address procurement violations in the procurement/contracting process.
- (11) To address protests in the procurement/contracting process. To liaise with external auditors who undertake technical, financial and management audits, in relation to procurement and contracting activities carried out by the Corporation.

Review Variations Above Contract Sum

- (12) To review all cost variations above contract sum, and if the Committee deems it appropriate, make recommendations to the Board to address.

Review And Assessment of Terms of Reference

- (13) The Board will conduct a review and assessment of the Procurement Committee Terms of Reference at least every (two) 2 years in such manner as the Board deems fit.

DOCUMENT CONTROL

REVISION HISTORY

Version	Description	Reviewed by	Date Reviewed
1	Reviewed. The TOR is in keeping with the requirements for procurement oversight. No amendments made.	Committee Chairman and Corporate Governance Committee	February 12, 2025

APPROVAL HISTORY

Version	Approved by	Date Approved	Date Effective
1	Board of Directors	January 26, 2023	January 26, 2023
2	Board of Directors	May 1, 2025	May 1, 2025