



Bonfire Dos & Donts

The Bonfire e-procurement portal used by the Cayman Islands Government (CIG) is a powerful tool that supports our fundamental mission of competitive supply and value for money. Bonfire has features that are very useful but are currently underutilised. However, as Bonfire was not built specifically for CIG, there are also some actions that Bonfire will allow project owners to take that are contrary to CIG procurement laws, regulations and guidelines.

In order to ensure compliance while maximising the effectiveness of Bonfire, below is a list of Dos & Donts for Bonfire Project Owners/Managers.



As a project owner, you should :	As a project owner, you should not :
Add "Commodity Codes" to your project as a part of initial set-up: How to add Commodity Codes	Release evaluation groups in projects that are valued at over \$250,000 (PPC-level). Evaluation groups will be released by the Central Procurement Office (CPO). Please contact us when your project closes.
Invite potential bidders as soon as possible: How to Invite Vendors	Start a project that you will not be available to manage it. If you will be away, project ownership should be transferred to another competent and available person.
Seal all required information fields: How to Seal Files	Re-open projects that have closed.
Issue answers to all questions related to tender document clarifications (and other supplements/addenda) publically to all vendors.	Unseal requested information prior to releasing the associated evaluation group.
Send reminders of major deadlines (questions, project closure, etc) via public notices: How to Send Public Notices	Eliminate a vendor's submission without referencing the section of the RFP that they failed to meet.
Use " Consensus Scoring " in your bid evaluation and scoring.	Be afraid to contact the CPO for assistance . We are happy to advise on any & all projects.