THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE

DETAILED EMERGENCY PROCUREMENT PROCEDURES

Procurement Steps (refer to Process Flow)	Description of tasks to be carried out	Department Responsible
Identify the need Steps 1.1 – 1.2	• Identify and define goods/works/services for urgent use as per definition of Emergency Procurement stipulated in Section 7.3.1(H), UWI Procurement Policies and procedures Guide • Communicate the urgent need to the respective Dean/HOD. Depending on the nature/severity of the emergency, the Dean/HOD may choose to inform the Financial Manager (Budgets) and OHSE Office expeditiously of the upcoming procurement, even before soliciting quotations or estimates. • The Dean/HOD gives approval for quotations to be sought.	User Department
Source Quotation(s) Steps 1.4 – 1.5	• Depending on the nature/severity of the emergency, obtain a verbal estimate or price quotation (via email) from a suitable vendors from The UWI's pre-qualified vendor listing, where applicable. • In the absence of a pre-qualified listing of vendors, obtain a verbal estimate or price quotation (via email) from suitable vendor(s) with whom the UWI has engaged in the past for the provision of similar goods/works/services with satisfactory performance, or other reputable companies known in the respective industry/market. • In emergency situations, sourcing of quotations from multiple vendors is not mandatory. However, acquiring at least one other quotation (verbal or written) is encouraged once time expended on same does not increase the initial risks posed by the	User Department/Procurement Executing Arm (PEA)

	emergency or lead to further deterioration of the emergency situation. • Quotations that are received verbally in the first instance must subsequently be submitted in writing via email and will form part of the physical procurement record/file	
Seeking Approval Steps 1.6 – 1.7	• Requests for approval to engage a vendor for emergency procurement by waiving the competitive tendering process, must be submitted by the Dean/HOD (or designate) via email to the Financial Manager (Budgets). • The email should include details on the nature of the emergency, a summary of the cost estimate or confirmation of the final price, quotation (if already available), basis for use of the vendor identified. • Upon approval of the Financial Manager (Budgets), either verbally or via mail, The Dean/HOD of the respective User Department/PEA can proceed to engage the selected vendor in the shortest possible timeframe to abate the emergency. • Subsequently, if during the course of treating with the emergency other costs become known so that there is an overall increase in price, this must be brought to the attention of the Financial Manager (Budgets) for approval before proceeding further.	User Department/Procurement Executing Arm (PEA)
Generate and approve Purchase Order Steps 1.8 – 1.9	• Generate Purchase Order on Banner Finance • Approval of Purchase Order on Banner Finance	User Department/Budget Holder/HOD or delegated authority
Printing of Purchase Order Step 1.10	• Notify the Bursary of the urgent nature of the request, forwarding all pertinent information to facilitate the final approval and processing of the Purchase order	Budget Holder or delegate
Delivery of Goods, Works, Services Step 1.11 – 1.12	• Organize for the urgent delivery of goods or execution of works or services. • *Depending on the severity of the emergency, the Purchase Order may have to be generated after the*	Vendor

	*goods, works or services are delivered. In this case, a **Confirmatory Purchase Order will be developed.*	
Documenting the Emergency procurement process	Within **three (3) business days** of the initial approval of the Financial Manager (Budgets), the following documents must finalized and submitted to the Bursary: 1. Procurement Requisition Form endorsed by the Dean/HOD 2. Email and quotation from the selected vendor as confirmation of final price. 3. Copy of email approval given by the Financial Manager (Budgets) 4. Any email correspondences confirming initial verbal communication between the UWI and the selected Vendor **All documents must be submitted to the Bursary for record and further processing.**	User Department/Dean/ HOD
Processing Invoice Steps 1.13 – 1.16	• Receive Invoice and process on Banner Finance for payment. • Submit Invoice and supporting documents *(Procurement Requisition, Quotation(s))* to Bursary. • Payments due to the vendor will only be processed after the abovementioned documents have been submitted to the Bursary.	User Department
Payment Step 1.17	Pay on invoice for goods/works/services	Budgets, Bursary

***A Confirmatory Purchase Order is a purchase order that is generated and approved after the delivery of the goods, works or services.*