



THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS
Procurement Policies and Procedures Manual



The University of the West Indies - Mona Campus
Procurement Policies and Procedures Manual

March 2003



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PREFACE TO PROCUREMENT POLICIES AND PROCEDURES MANUAL

The Procurement Policies and Procedures Manual has been developed for the use of departments of the Mona Campus in order to:

- establish a uniform procurement system across the Campus
- enhance transparency and accountability in procurement transactions
- promote fiscal prudence in spending the University's financial resources.

The policies and procedures governing the procurement process have been presented in a user-friendly language and format. To facilitate easy reference, an electronic copy of the manual is also available on the Campus' web site. It is expected that departments will communicate implementation experiences to inform the continued development of best practices and procedures. Additionally, as the organization is continuously faced with the need to react to change in the commercial environment, the manual must undergo periodic review and amendment.

The manual addresses procurement of goods and services (excluding academic consultancies) and provides for the establishment and maintenance of a list of suppliers to guide departments in the selection of approved suppliers. In keeping with the multi-faceted nature of the institution, the manual seeks to provide a procedural framework that can accommodate the range of goods and services required, particularly as suppliers are drawn from a diverse international marketplace.

Elaine Robinson
Campus Bursar
March 2003



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Introduction

1 INTRODUCTION

1.1 Purpose and Objective

The University of the West Indies is the premier institution of higher education in the Caribbean. In performance and fulfillment of this role, the University acquires a significant volume of goods and services from external suppliers as well as some from internal suppliers.

Public funds constitute a large part of this outlay, and in this regard the Administration of the Mona Campus of the University of the West Indies is driven to ensure that all procurement transactions are open, equitable and economically delivered. Towards this objective an instrument, which is consistent with the Financial Code of the University, is required to guide and regulate the conduct of procurement transactions; hence this manual.

This document sets out and explains the policies and procedures governing procurement at the University of the West Indies Mona Campus (UWI Mona). It is intended for the guidance of officers engaged in planning and contracting for the procurement of goods, services and works on behalf of UWI Mona. It is also intended to assist suppliers and contractors in the provision of services to the UWI Mona.

These policies and procedures are intended to ensure that:

- The process of procuring goods services and works is fair and transparent
- Suppliers or contractors are judged on the basis of competence and capability without regard to gender, religion, or other discriminatory bases
- Procurement documents include specifications of clear terms of reference in appropriate form and in sufficient detail to make clear the required nature of the works, goods or services being procured.
- The Campus receives value for money
- The risk of litigation against the Campus is minimised

1.2 Scope of Application

The policies and procedures set out in this document apply to all procurement carried out by UWI Mona. In carrying out procurement activities, employees of UWI Mona shall follow the policies and procedures as set out herein. Failure to comply with the procurement policies and procedures set out in this document will result in the imposition of sanctions as defined in Section 2.19 of this document.

1.3 Financial Code

The policies and procedures defined in this manual shall be read and interpreted in conjunction with the Financial Code of the University of the West Indies.



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1.4 Structure of the Manual

The remainder of the manual is structured as follows:

Introduction

Section	Brief Description
2 - Procurement Policies	This section defines the policies for procurement at the University of the West Indies, Mona Campus. It documents the campus-approved suite of policies for the full range of procurement activities
3 - General Procurement Procedures	This section defines the campus-approved steps to be taken to perform and complete procurement activity
4 - Contract Procurement	The section on Contract Procurement details the campus-approved steps to be taken specifically for contracting for capital works



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Terms	Definitions
Airway Bill	The document used for the shipment of air freight by national and international air carriers that states the commodities shipped, shipping instruction, shipping costs and related costs
Approved List	A formal list of those suppliers or contractors that have been evaluated and deemed to be capable of satisfactory performance
Arbitration	A means of settling disputes between parties with an objective outside party acting as a fact finder and a primary decision maker
Authorised Officer	The appropriately designated person from Projects Office, Business Development Office, Maintenance Services Department or the Bursary
Bid	An offer submitted in response either to an express invitation to bid/tender or to one without such an invitation.
Bid Bond	A bond issued by a surety on behalf of a contractor/supplier or funds submitted with a bid, which serves as a guarantee to the University, that, if the bid is accepted, the contractor/supplier will execute a contract and provide a performance bond. Surety is obligated to pay the University the difference between the contractor's bid and the next lowest bidder, if the bid is accepted and the contractor fails to execute the contract.
Bill of Lading	A carrier's contract and receipt for goods it agrees to transport from one place to another and to deliver to a designated person
Bond	A written instrument executed by a bidder or contractor (the principal) and a second party (the surety) to assure fulfillment of the principal's obligation to a third party.
Breach of Warranty	This occurs when the material or product fails to meet the quality or other specification warranted by the supplier
C.I.F.	See Cost, Insurance, and Freight
Conflict of Interest	A situation in which an individual has a personal interest (or responsibility) as well as a job responsibility and a clear possibility exists that there may be a conflict between the two. The individual's actions may be influenced by his/her personal interest to the detriment of performing the professional responsibility effectively (e.g., buying from a supplier owned by a family member)



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Terms	Definitions
Consultant	A service provider whose services are primarily intellectual in nature
Consultant Services	Services that provide expertise as required by the University
Contract	<p>A written or oral agreement between two or more competent parties that expresses, for a consideration, a job or service to be performed or goods to be provided that is legally enforceable under its terms and provisions</p> <p>Contract Administration Those activities and actions taken by the buyer and supplier during the time from contract award to contract closeout. They may include follow-up, expediting, and many supplier management functions</p>
Contractor	Any provider of works in consideration of an agreed sum
Cost, Insurance and Freight (CIF)	A sales practice in international trade whereby the supplier quotes a price that includes the cost of the material, freight charges to a destination point, and marine insurance enroute
Day	Calendar day, unless otherwise stated
	Defect Liability An obligation stipulated in a contract which binds the provider of works to make good to the recipient of such works any fault identified in such works within a specified period after handover.
Design Specification	A complete description of an item, including the composition of materials to be used in making the product, as well as size, shape, capacity, dimensions, tolerances, and sometimes method of treatment or manufacture
Direct Contracting	The contracting of an individual or firm without following a competitive procedure
Domestic Contractor	A contractor having his principal place of business in Jamaica
Emergency Purchases	Services and goods required immediately to remedy or avoid: <ul style="list-style-type: none">• threats to the safety, health or welfare of students, staff or the public• disruption of services vital to the operation of the University• damage or destruction to the University's property or facilities



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Terms	Definitions
F&GPC	Finance and General Purposes Committee, Mona
Family Connection	A relationship involving a spouse, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, parents of spouse, brother-in-law, sister-in-law and common-law.
Free on Board (FOB)	<p>Delivery of the goods with all charges paid aboard the carrier's equipment without cost to the buyer. However, the F.O.B. terms go far beyond this concept and establish a contractual arrangement in which title is transferred between supplier and purchaser at the F.O.B. point.</p> <ul style="list-style-type: none">• F.O.B. Destination, Freight Collect means that title passes from the supplier to the buyer at the destination point, and that the freight charges are the responsibility of the purchaser. (The supplier owns the goods in transit and is responsible for filing loss and damage claims against the carrier, but the purchaser pays and bears the freight charges and files any overcharge claims.)• F.O.B. Destination, Freight Prepaid means that title passes from the supplier to the buyer at the destination point, and that the supplier pays the freight charges. (The supplier pays and bears the freight charges, own the goods in transit, and may file claims for overcharges, loss, and damage, etc.)• F.O.B. Destination, Freight Prepaid and Charged means that the title passes at the destination point, and that the freight charges are paid by the supplier and added to the invoice. (The supplier pays the freight charges, owns the goods in transit, and files all claims for overcharges, loss, damages, etc. The purchaser bears the freight charges.)• F.O.B. Origin, Freight Allowed means that the purchaser obtains title where the shipment originates and is responsible for all claims against the carrier, but that the supplier pays for the freight charges. F.O.B. Origin, Freight Collect means that title passes to the buyer at the point of origin, and that the buyer must pay the freight charges. (The buyer owns the goods in transit, and files all claims against the carrier.)• F.O.B. Origin, Freight Prepaid and Charged means that title passes to the buyer at the point of origin, and that the freight charges are paid by the purchaser and then collected from the purchaser by adding the amount of the freight charges to the invoice. (The supplier pays the freight charges and files claims for overcharges. The purchaser bears the freight charges, owns the goods in transit, and files claims for loss and damage with the carrier.)



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Terms	Definitions
Goods	Objects of every kind and description (except land or interest in land), including raw materials, products and equipment and objects in solid, liquid or gaseous form, as well as services incidental to the supply of the goods
Guarantee	<p>The assumption of responsibility for payment of a debt or performance of some obligation if the liable party fails to perform to expectation</p> <p>Independent Contractor The following elements are essential to establish the relationship of an independent contractor to its client, as contrasted with the relationship of an agent to its principal. An independent contractor must: (1) exercise independent judgment as to the means used to accomplish the result; (2) be free from control or orders from any other person; and (3) be responsible only under the contract with the client for the result obtained</p>
Invitation for Bids	The request made or solicitation document sent to potential suppliers for a firm bid on goods or services to be purchased. The document typically describes the University's needs and the manner in which the bids will be evaluated
Invitation to Tender	See Invitation for Bids
Lease	Acquisition of real and personal property by means of a contract in which the lessor conveys to the lessee the use of the property in return for a specified rent or other compensation
Letter of Credit	An international business document that assures the seller that payment will be made by the bank issuing the letter of credit upon fulfillment of the sales agreement
Limited Tender	Express invitations to predetermined firms rather than a public announcement. Procurement offered through limited tender is generally not advertised. These firms must be qualified firms, selected in a nondiscriminatory manner, including eligible foreign firms, when available
Maintain	Upkeep to normal state of depreciation
Mediator	A neutral third party that acts as a facilitator to assist in resolving a dispute between two or more parties. Assist parties in focusing on the real issue of the dispute and generate options for settlement



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Terms	Definitions
Negotiation	An exploratory and a bargaining process (planning, reviewing, analyzing, compromising) involving a buyer and seller, each with their own viewpoints and objectives, seeking to reach a mutually satisfactory agreement on all phases of a procurement transaction including price, service, specifications, technical and quality requirements, payment terms, etc
Open Tender	The procurement opportunity is open to all interested local and foreign contractors
Performance Bond	A deposit or contract of guaranty supplied by a supplier or contractor to protect the University if the supplier or contractor is unable to complete a contract as agreed. Secures the performance and fulfillment of all the undertakings, covenants, terms, conditions, and agreements contained in a contract by the supplier or contractor.
Procurement	Includes such duties as specification development, supplier market research, negotiation, buying activities, contract administration, receiving and stores. Project A number of activities dedicated toward a common objective. Include capital works for the construction of: <ul style="list-style-type: none">• New building• A major extension to an existing building• Major infrastructure• Major works
Project Manager	Person with oversight responsibility for a particular project. Purchase Order A written contractual document prepared by a buyer to describe all terms and conditions of a purchase
Purchase Requisition	A written or computerized request to the Purchases Unit for the procurement of goods or services from suppliers
Refurbish	Restore to original state of functionality without significant update of components.
Renovate	Restore functionality with significant update of components
Repair	Restore to normal operational use



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Terms	Definitions
Request for Proposal (RFP)	A solicitation document used to obtain offers to be used either in a firm-bid purchasing process or in a negotiated purchasing process, as stipulated in the request
Routine Purchases	Acquisitions made in the normal course of the University's business from a Budget Holder's budget allocation.
Scheduled Purchases	Purchases that are made under a term commitment to a supplier for certain goods and services over a pre-determined period of time at predetermined prices. Such purchases are typically covered under a blanket purchase order
Selective Tender	Procurement opportunities offered through selective tender are open to all appropriately registered and qualified supplier or contractors
Services	Any object of procurement other than goods or works
Specification	A description of the technical requirements for a material, product, or service that includes the criteria for determining whether these requirements are met. A specification may describe the performance parameters, which a supplier has to meet, or it may provide a complete design disclosure of the work or job to be done. Specifications for service contracts normally take the form of a statement of work
Supplier	An individual or organization that supplies goods and/or services to the University for payment.
Technical Service Provider	Refers to Mona Information Technology Services, Maintenance Services Department and Electronics Unit
Tender	See Bid
Tender Validity Period	The specified period of time for which the terms and conditions encapsulated in a bid/tender document shall remain valid. The time period may be specified in the invitation to tender/bid documents prepared by the UWI and/or the tender/bid documents prepared by the service supplier
TMA	"The Maintenance Authority" being the computerised administrative system for maintenance management
Validity Period	Period up to which bids should remain valid for acceptance



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Warranty	A specific assurance made by the seller to a buyer concerning the performance, quality, or character of the goods or services sold. A guarantee by a seller to the buyer that if goods or services sold requires repair or remedy within a certain period after its purchase, the seller will repair or remedy the problem at no cost to the buyer.
Works	All work associated with the construction, reconstruction, demolition, repair or renovation of a building, structure, roadway, or other site, such as site preparation, excavation, erection, building, installation of equipment or materials, decoration and finishing, as well as services incidental to construction



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1.6 Organisational Framework

The procurement system of the UWI Mona Campus is operated through a system of:

- Committees with varying levels of authority and power to award contracts
- Departments and individuals with centralized responsibility for specific steps in the procurement process
- User departments that initiate procurement transactions.

1.6.1 Finance and General Purposes Committee (F&GPC), Mona

This is a standing committee of the Campus Council which shall exercise the powers of the Council in all matters connected with the receipt and expenditure of money and in all other matters whatsoever in respect of which the powers of the Council are not otherwise specifically delegated

1.6.2 Grounds, Buildings and Premises Committee

This is a standing committee of the F&GPC that receives and considers all plans for erection of new buildings, the extension and alteration of existing buildings, the establishment of car parks and the construction of other works at the Mona Campus. The committee is also charged with the responsibility for the preparation of an overall building plan, having regard to projected physical development, provision of space and the use of existing land.

The Grounds, Buildings and Premises Committee must approve all additions/extensions to existing buildings or new buildings for development.

1.6.3 Traffic and Parking Committee

This is a sub-committee of the Grounds, Buildings and Premises Committee and is required to monitor traffic and parking on the campus, to ensure that existing rules are implemented and observed and to make recommendations for the improvement of parking and traffic flow.

Recommendations from this committee must be made to and approved by the Grounds, Buildings and Premises Committee.

1.6.4 Contracts Committee

This is an ad hoc committee initiated by the Procurement Manager and must comprise representation from the following as may be necessary:

- Projects Office
- Maintenance Services Department
- Business Development Office



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- Campus Bursary
- Legal officer (ex-officio)
- Technical Expertise (include MITS, Electronics Unit or external consultant)
- Requesting Department
- Procurement Manager
- Contracts Officer

This ad hoc committee, at a minimum, must include three representatives with one drawn from each of the following areas, the Campus Bursary, the Requisitioning Department and the relevant area of technical expertise. The Campus Bursar or designate shall be the Chairperson of the Contracts Committee.

The Contracts Committee shall consider bids for the supply of goods and services for procurement contracts in excess of \$500,000.

1.6.5 Maintenance Services Department

This department has responsibility for the maintenance of the entire estate. In general, procurement that impacts on existing infrastructure shall be routed through the Maintenance Services department. However, where such procurement forms a part of works being undertaken by the Projects Office or Business Development Office, there must be consultation with the Maintenance Service Department.

1.6.6 Projects Office

The Projects Office receives requests for capital works and major refurbishment that are submitted to the Grounds and Building Committee for approval. The Projects Office then takes on the necessary work.

1.6.7 Business Development Office

This unit is charged with responsibility for the identification and development of business opportunities (namely commercial or revenue generating) for the campus. This unit shall ensure the initiation of projects of a commercial nature, liaising with the relevant departments in the execution and monitoring of the project.

1.6.8 Bursary

The Bursary is responsible for the financial management and accounting functions of the Campus. The Bursary is required to monitor and manage the overall treasury function and capital expenditure projects of which procurement is a critical component.

The Purchases Unit of the Bursary is directly responsible for the administration of the general procurement activities of the Campus.



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1.6.9 Mona Information Technology Services (MITS)

This unit is responsible for the approval and maintenance of all equipment and infrastructure that connects to the Campus network or interacts with an application that is provided and supported by MITS. All procurement items of this nature shall be referred to this department for appropriate recommendation. This includes all applications used throughout the Campus, all software and hardware and specifically all requests for uninterruptible power supply (UPS) systems.

1.6.10 Electronics Unit

This unit is responsible for the maintenance of primarily teaching and research instrumentation. All procurement items of this nature shall be referred to this department for appropriate recommendation.

1.6.11 Departments

Departments initiate procurement transactions and have authority within their approved limits as stated in Section 3 of this manual.

1.6.12 Procurement Manager

Reporting to the Campus Bursar, the Procurement Manager is responsible for the upkeep of the Campus' procurement policies, procedures and systems and for the regulation of processes of acquisition of all goods, services and works from outside suppliers.

1.6.13 Contracts Officer

The Contracts Officer is a member of the Bursary, reporting to the Bursar. The position is responsible for:

- Maintenance of the approved list of suppliers and contractors
- Drafting of contracts where UWI standard contract form is not applicable
- Interpretation of contract terms where issues of interpretation are to be resolved
- Provision of advice to the Procurement Manager and departments



1.6.14 Signing Officers

The following persons are authorized to sign contracts on behalf of the UWI, Mona Campus:

- Principal
- Deputy Principal
- Campus Registrar
- Campus Bursar
- Deputy Bursar.